

Minutes of Board Meeting LGMA

26th November 2020

Teams

Attendees:

- Ms J Maguire (Chair)
- Mr O Keegan
- Mr T Lucey
- Mr M Walsh
- Mr B McGrath
- Ms C Byrne

In Attendance:

Mr P Dunne
Ms L. McKenna
Ms M Kelly

Apologies: Mr T Enright
Ms S Neary
Mr E O'Sullivan
Ms M Hurley

Election of Chair and Vice Chair

The meeting unanimously approved the election of Ms Maguire as Chair of the Board, nominated by Mr McGrath and seconded by Mr Walsh.

The meeting unanimously approved the election of Ms. Byrne as Vice Chair of the Board, proposed by Mr. Walsh and seconded by Mr. Lucey.

The following Chairs of LGMA Sub Committees were approved:

PSROG – Mr. Keegan
Audit and Risk Committee – Mr. Walsh
Libraries Committee – Ms. Byrne
Change Management Committee– Mr. Enright
ICT Committee – Mr. O'Sullivan
Finance Committee – Mr. McGrath

Following consultation, no member expressed conflicts of interest with any item on the agenda.

1. Minutes of the Meeting held on 24th September 2020

The minutes of the meeting held on 24th September 2020 were approved and were signed by the Chairperson.

2. Matters Arising

The Chief Executive thanked Mr. Keegan for his stewardship over the past three years, stating it had been a pleasure to work with him. Mr. Keegan echoed the same sentiment and thanked the Chief Executive and his staff for their assistance over the past three years.

2.1 DMOD Presentation to Board

A tender to refurbish Phoenix House was undertaken during 2020. The successful architects, DMOD presented several refurbishment options to the Board.

The potential of Local Government House and Phoenix House were explored. The market valuations of both buildings were noted. DMOD, at the request of the Agency, also conducted a 'Space Study' exercise which was regarded as useful for future considerations in terms of a single building solution.

The Board thanked DMOD for their presentation. Following discussions, it was agreed the issue of spending €500,000 per floor in Phoenix House would not produce a suitable building and that other options, such as hubs, should be considered.

It was agreed to consider further.

3. Chief Executive Report

The Chief Executive report was noted, in particular:

Guidance on Working from Home

Guidance regarding working from home was discussed at the Health and Safety Operational Committee. It includes the requirement for the employer to provide suitable equipment and, while not defined, it is likely to include a desk, chair and a laptop. There are also implications that a risk assessment must be carried out by a competent person. There will be further discussions on the matter and the Board will be updated.

Pay Talks

Pay talks are ongoing and are being led by DPER. The intention is to get away from leapfrogging of claims and to review the Modernisation Agreement with some sectoral elements. DPER's plan is to have a set of central negotiations with a pay freeze in 2021 and 1.5% in 2022. Unions have issues with the Modernisation Agreement if there is a pay freeze and an increase of 1.5%.

There are one or two pay claims outstanding - 5% re SEO's and an increase to CE's from 2008. Any outstanding pay claims would have to be settled from local bargaining elements.

4. Our Public Service 2020

The Board were advised that Minister McGrath launched OPS 2030, the next iteration of OPS 2020. It was noted that the LGMA have had some input from the start, as have Monaghan and Kildare as they are involved in pilots. Mr T Lucey attends the Partnership Group and Ms McHugh attends the OPS 2030 Foresight Group.

5. Decisions for Approval

5.1 Extension to ICT Operative Resource

The Board approved the extension to the ICT Operative Resources.

5.2 Approval of HDCO Charges 2020

The Board approved the 2020 HDCO Charges.

5.3 Approval re Purchase Order for Agresso Support and Maintenance 2021

The Board approved the raising of the PO re annual support and maintenance for the Agresso FMS 2021.

5.4 Approval of RMO Charges 2021

The Board approved the RMO Charges for 2021.

5.5 Approval of HPSS Charges 2021

The Board approved the HPSS Charges 2021.

5.6 Approval to Drawdown re MapRoad Contract

The Board approved the drawdown in respect of the MapRoad contract.

5.7 Approval of National Market Surveillance Office

The Board approved the request to set up and fund a National Market Surveillance Unit as a 5th Pillar to the National Building Control Office, noting it would be funded by DHLGH for 2 years 2020/2021.

The Board agreed to develop a policy to address situations where funding is provided initially but costs thereafter are funded by the sector.

5.8 Approval to Drawdown Makodata

The Board approved the drawdown in respect of Makodata to implement the Data Analytics Dashboard.

5.9 Approval of ePlanning Support Charges 2021

The Board approved the ePlanning Support Charges 2021.

6. Governance

6.1 Health and Safety

The Board were advised that LGMA premises are prepared for a return to office-based work under the health and safety protocols as set out by the HSE regarding COVID-19. Policies are also updated depending on government advice.

6.2 Annual Approval Board TOR's

The Board approved the Board Terms of Reference.

6.3 LGMA Anti-Fraud and Anti-Corruption Policy

The Board approved the Anti-Fraud and Anti-Corruption Policy.

6.4 LGMA Code of Business Conduct

The Board approved the Code of Business Conduct.

6.5 LGMA Policy for Disclosure of Interests

The Board approved the Policy for Disclosure of Interests.

6.6. LGMA Procurement Policy

The Board approved the Procurement Policy.

6.7 LGMA Protected Disclosures Policy

The Board approved the Protected Disclosures Policy.

6.8 LGMA Risk Strategy and Policy – approved by ARC

The Board approved the Risk Strategy and Policy.

7. Update from Chairs of Sub Committees

The Board were advised:

Finance Committee: met on 15th September 2020 and reported to the Board meeting of 24th September 2020.

PSROG: met on 17th September 2020 and reported to the Board meeting of 24th September 2020.

Audit and Risk Committee: met on 7th October 2020. The Board were advised that an audit of iHouse provided reasonable assurance on the adequacy and effectiveness of internal controls.

The committee received a presentation from Dr Ward, IPA, regarding emerging audit trends and it also reviewed the Checklist of Effective Committees as set out in the Code of Practice for the Governance of State Bodies. The Board was advised that the LGMA is in the process of developing a Risk Appetite Statement.

ICT Committee: met on 22nd October 2020. The committee has been asked by NOAC to review the sectoral ICT strategy and to report on progress by quarter one 2021.

Change Management Committee: met on 18th November 2020. PAS have agreed to set up a sub-group to look at qualifications for the SEO. These will be reviewed by the Change Management Committee, followed by the CCMA before discussing with DHLGH.

8. Risk Management

The Board Secretary advised the meeting of minor changes in Pillar 1 risks and stated that a DBA manager had commenced this week which will help to reduce the DBA risk over time.

The ACEO of HDCO will attend the Audit and Risk Committee meeting in December 2020 to discuss risks within that pillar.

9. Schedule of Board Meetings 2021

The Board noted and approved the schedule of Board meetings for 2021.

10. Any Other Business

10.1 The CEO advised the Board of an issue that has arisen with barristers in the Law Library regarding the Restart Grant. Mr. Keegan advised the meeting that he would be guided in his response by DHLGH. In the meantime, the LGMA has prepared a holding statement.

10.2 Induction

The Board Secretary invited new Board members to contact her if they wish to avail of a formal induction to the LGMA.

11. Date, Time and Venue of Next Meeting

The next meeting is scheduled for 28th January 2021 at 11 a.m.

Signed: Chairman



Date:

28-01-2021

