



## **LOCAL GOVERNMENT MANAGEMENT AGENCY**

Minutes of the meeting of the Board of the Local Government Management Agency held Thursday 26<sup>th</sup> September 2019 at 11.00 a.m. in Local Government House, Dublin 8.

Present: Mr. O. Keegan (Chairperson)      In Attendance: Mr. P. Dunne  
Mr. P. Carey      Ms. N. McHugh  
Mr. S. Neeley      Ms. M. Kelly  
Mr. T. Lucey  
Ms. J. Maguire  
Ms. S. Neary  
Mr. B. Quinlan

Apologies: Mr. J. MacGrath  
Mr. M. Walsh  
Mr. P. Hynes

Following consultation, no member expressed conflict of interest with any item on the agenda.  
Following consultation, no member requested a meeting in the absence of the executive.

### **1. Minutes of the Meeting held on 25<sup>th</sup> July 2019**

The minutes of the meeting held on 25<sup>th</sup> July 2019 were approved and were signed by the Chairman.

### **2. Matters Arising**

There were no matters arising.

### **3. Chief Executive Report**

The Chief Executive report as tabled was noted, in particular:

#### **Water Services**

A meeting of the IWCG was held on 4<sup>th</sup> September 2019 at which the Ministers position was set out. The Board were advised that the DHPLG are keen to move the process along and to engage with the WRC. The Union side have advised that they see the WRC discussions as being the fourth strand in a multi strand process and that they wish to see a parallel process in which all strands progress in a concurrent manner and therefore do not see further engagement on strand four until progress is made on other strands.

### **3.1 Strategic Review – Implementation Update**

The Chief Executive presented an update on the implementation of the Strategic Review. He noted that feedback from stakeholders had been for the LGMA to shift focus to become more strategic, innovative, proactive, collaborative and to have external sectoral communications. The Target Operating Model and four Pillar Structure was outlined. Grade 8's will be assigned to each Committee and will be responsible for delivering the work programme of the Committee.

It was noted that WSTO would revert to the Water Committee under Pillar 1 when the transition of Water Services to Irish Water is complete.

A Sectoral Communications team will be responsible for sectoral communications and advocacy.

A Research team will be responsible for commissioning and undertaking research, data analytics, sectoral and external leading practice knowledge sharing.

Actions for Innovation, Sectoral Reform and Communications and ICT Transformation were also included in the update.

The Board were advised that two ACE's would be located in each building, with moves underway to relocate teams as necessary. The Chief Executive also stated that as there is no foreseeable resolution to a one building solution for the LGMA, that work will be undertaken to refurbish Phoenix House to upgrade the standard of accommodation.

The Board acknowledged the amount of work which is on-going.

It was noted that the Agency has a strong relationship with DHPLG and that there are benefits to both to continue to engage on policy and strategy.

Ms. McHugh is engaging with the Chair of the Local Government OPS Steering Group Mr. McLoughlin, South Dublin County Council Chief Executive regarding OPS 2020 and a meeting of the OPS 2020 Steering Group is being arranged.

The HPSS Board have a HR Strategic Group looking at HR Data Analytics regarding the workforce plan and budget. It was agreed that this should be presented to the CE's through the CCMA.

A new corporate plan is under consultation with employees and will be brought to the November Board meeting.

#### **4. Budget 2020**

The Chair of the Finance Committee informed the meeting that the Finance Committee had reviewed the LGMA Budget for 2020 and were recommending an increase of 3.7% to the Board. He advised that 2% relates to pay increases and the balance of 1.7% allows for increased costs to deliver the work as set out following the Strategic Review - Communications; Business Improvement; Sectoral Innovation and Libraries.

The Board noted the apportionment of charges and that the Cork boundary changes had been taken into account in the calculation of the charges.

The Board recommended the Budget and Apportionment of Charges to the Council of the Board for approval.

#### **5. Sectoral ICT Issues**

##### Terms of Reference for Architecture and Standards Group

The Terms of Reference for the Architecture and Standards Group which reports to the LGMA ICT Committee were approved. It was agreed that they be circulated to business owners, Heads of Information Services, Heads of Finance, Directors of Service and Committee Chairs.

#### **6. Our Public Service**

Ms. N. McHugh gave an update and advised that the next Steering Group of the Local Government sector, chaired by Mr. McLoughlin met and discussed the delivery of the six actions set out under Action 10. A report will be furnished to DPER within the next few weeks regarding work done to date.

#### **7. Decisions for Approval**

##### 7.1 Drawdown re Oracle annual maintenance and support

The Board approved the drawdown in respect of the annual maintenance and support fee for the Oracle RDBMS.

#### **8. Governance**

##### 8.1 Update from Chairs of Committees

##### Finance Committee 11<sup>th</sup> September 2019

As reported under item 4 Budget 2020.

##### Audit and Risk Committee 26<sup>th</sup> June 2019

Reported at Board meeting 26<sup>th</sup> July 2019.

### ICT Committee 18<sup>th</sup> September 2019

Report deferred to next Board meeting.

### Change Management Committee 18<sup>th</sup> September 2019

The Chair of the Change Management committee advised the meeting that the Records Management Policy framework had been updated and approved and will be circulated to the sector. The Information and Consultation Directive has gone to the unions for discussion. Three issues have been referred to the WRC – payment of overtime to engineers, entitlement to professional added years to engineers who take up non core engineer roles and an increase in the IceCast allowance.

On 22 August 2019 the Minister for Transport, Tourism and Sport signed off on the revision to the Traffic Signs Manual 2019 including the revised Chapter 8. The revision to Chapter 8 will require that all the existing Roadworker course including the CSCS Signing Lighting and Guarding; CSCS Health and Safety at Roadworks and associated Information update courses will also have to be revised which will incur significant cost to training.

The issue has been taken up by Tom Enright as the numbers in the sector are onerous.

### PSROG 12<sup>th</sup> September 2019

The Chair of the PSROG advised that the business case for the National Housing ICT system had been approved. The Laboratory Strategy was approved. A Peer Review on the enhancement of the WERLA structure was approved.

### 8.2 Health and Safety

The Board were advised there are no issues to note.

## **9. Risk Management**

The risk register was noted. The meeting was advised that risk IT10 had been amended to include eight 2003 servers which have reached end of life. Plans to migrate data from the servers are underway, with two servers remaining until all local authorities have exited the forest.

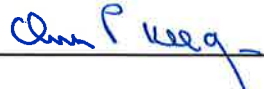
## **10. Any Other Business**

### 10.1 Digital Public Services

Mr. Barry Quinlan advised the Board that a governance structure has been developed to oversee the acceleration of digital transformation, update of digital services and the widespread adoption of the digital agenda. Following a discussion, the Board agreed that the Local Government ICT Strategy Action Plan 2017 – 2022, developed by the LGMA, has already commenced work to deliver digital transformation for the sector.

**11. Date, Time and Venue of Next Meeting**

The next meeting is scheduled for 28<sup>th</sup> November 2019 at 11 a.m. in Local Government House, Usher's Quay, Dublin 8.

Signed: Chairman  Date: 28 Nov 2019

