



Minutes of the meeting of the Board of the Local Government Management Agency held Thursday 23 July 2020 at 11am through Teams.

Present:	Mr. O. Keegan (Chair)	In attendance:	Mr. P. Dunne
	Mr. S. Neely		Ms. N. McHugh
	Mr. M. Walsh		Mr. D. Keating
	Mr. J. MacGrath		Ms. L. McKenna
	Mr. T. Lucey		
	Ms. S. Neary		

Apologies: Mr. P. Carey, Ms. M. Murrell, Mr. P. Gallagher, Mr. B. Quinlan

### **1. Minutes of the Meeting held on 28 May 2020**

The minutes of the meeting held on 28 May 2020 were approved and were signed by the Chairperson.

### **2. Matters Arising**

There were no matters arising.

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

The Chief Executive report was noted. Mr. P. Dunne reported on a meeting he attended with the Chair of the Board and NOAC. They presented on the revised structure of the LGMA and areas for future cooperation. NOAC complimented the work of the LGMA employees in their interactions to date.

### **4. Approval of LGMA Annual Report including Audited Annual Financial Statements**

The Board approved the Annual Report and the Audited Annual Financial Statements as presented.

#### **4.1 LGMA Letter of Representation**

The LGMA Letter of Representation to the Local Government Auditor was noted.

#### **4.2 Local Government Auditor Letter and Approval of Management Response**

The Management Letter from the Local Government Auditor was circulated. The two high risks relating to the integration of the NPPR into the financial management system were discussed. It was agreed that overall, it was a positive audit and the Board expressed thanks to the team involved. The Board approved the LGMA management response to the audit issues.

#### **4.3 Protected Disclosures Annual Report 2019**

It was advised that there were no protected disclosures in 2019.

#### **5. Our Public Service 2020**

The report circulated on OPS 2020 was noted by the Board.

#### **6. ICT Status Review Report**

The LGMA ICT Status Review report was considered by the LGMA Board. Noeleen McHugh, Assistant Chief Executive with responsibility for ICT, and member of the ICT Committee, presented the key findings of the report and requested the Board's support to the Review, its commitment to the core objective identified in Next Steps, and its guidance on the enabling mechanisms. The Board was also requested to agree the short- and medium-term initiatives identified in the report, many of which are ongoing.

The Board welcomed the report and complimented the ICT Committee, HIS Group and all contributors on the succinct analysis of the ICT status for the sector and the identification of key issues to be addressed. Following discussion, it was agreed that the Chair and CEO would issue a note to the ICT Committee requesting additional information and analysis and development of key recommendations for approval by the Board.

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

##### **7.1 Approval to go to Tender for a new support and maintenance contract for iHouse**

It was advised that this contract will ensure that the current critical housing system is fully supported during the progression of a national housing ICT project. The Board approved the application to go to tender for a new iHouse support and maintenance contract 2021 – 2024.

##### **7.2 Award contract re Business Case National Housing ICT Project for local authorities**

It was advised that the funding was approved through the PMO and PSROG. The Board approved the award of contract.

##### **7.3 Drawdown expenditure from MapRoad**

The Board approved the drawdown from an approved tender for the provision of development services for Roads Related ICT systems for local authorities. It was

advised that a new RFT will shortly be published in August with a new contract expected to be in place in Q4 2020.

#### **7.4 Approval to go to tender for Network and Firewall Support**

This tender will provide the specialist skills to support the Shared Services and Hosting Infrastructure and will provide support, consultancy and advice around Network Services for Local Area Networks and Metropolitan Area Network for both the LGMA and local authorities. The application to go to tender was approved.

### **8.1 Update from Chairs of Sub Committees**

#### **Audit and Risk Committee**

Mr. J. MacGrath advised that the committee met with the Local Government Auditor. It was noted that the audit was positive overall. The Risk Register was discussed, and it was agreed to update the register with the high-risk issues from the audit log. The committee also met with the Internal Auditor and that no high-level issues had arisen.

#### **Finance Committee**

The Board were advised that the Q1 accounts were discussed and noted. The committee tabled the preliminary consideration of Budget 2021 and because local authorities may be in a difficult financial position in 2021 expressed a preliminary view that there would be no increase in LGMA charge for 2021.

#### **ICT Committee**

The ICT Status Review Report was discussed in detail under agenda item 6.

#### **PSROG**

Mr. T. Lucey advised that, at the PSROG meeting on 18 June 2020, following Peer Review, the PSROG approved the Business Case for Dangerous Substances which will now be progressed through a bidding process for lead local authorities. The business case for the enhancement of the Climate Action Regional Offices which included additional resources to be funded by DCCAE was approved. Other reports were noted including an update on the LEO Management System which is currently being scoped by KPMG which should be completed in Q4 and hopefully will go to tender by year end. It was noted that the testing of Phase 1 of the ePlanning portal in Tipperary County Council and the LGMA has been successful and the Project Board are finalising proposals for Phase 2 functionality and tenders. DHLGH has issued a tender to review voter.ie and the tender has been awarded. The Board was also advised that there had been no advancement on the issue of the second tender by DHLGH relating to rural water.

#### **Change Management Committee**

Mr. S. Neely reported on their meeting of the 15 July 2020. The main topic discussed was how to manage the challenge and opportunities around remote working arrangements and the regulation of same. He advised that policies regarding remote working were being developed by Mr. E. Hunt and his team. It was noted that a pilot study is currently underway, the findings of which will contribute to the policy development. It is expected that a remote working policy will take some time to develop.

## **8.2 Health and Safety**

The Board were advised that both LGMA properties have been prepared for a return to office working and that appropriate health and safety measures including signage and equipment have been put in place.

## **9. Risk Management**

The Board noted the Risk Register including the 9 new risks. It was advised that six of the new risks pertain to the newly established Housing Delivery Coordination Office, 2 were related to the Covid-19 pandemic and one related to WSTO. The Board noted that the 5 red risks were all relating to technology and that mitigation measures are in place to progress these. The two risks recommended for closure were approved.

## **10. Any Other Business**

The Board acknowledged that it was Mr. S. Neely's last Board meeting. The Chair and Board members expressed their gratitude to Mr. S. Neely's contribution to the Board and the various committees over the years. Mr. P. Dunne thanked Mr. Neely on both a personal and professional level for his support and solutions orientated approach.

The Board noted that Mr. B Quinlan was moving to a new role in DHLGH and Ms. M. Hurley would replace him on the Board. The Chair acknowledged Mr. Quinlan's contribution to the Board and wished him well in his new role.

The short-term issue of committee chairs was noted. It was advised that both the ICT and Change Management Committee were only meeting once prior to the election of the new CCMA Executive in October. It was agreed that in the interim Mr. E. O'Sullivan and Mr. P. Carey would chair the respective committees.

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

The next meeting is scheduled for 24 September at 11 a.m.

Signed: Chairman  Date: 24 September 2020