



Minutes of the meeting of the Board of the Local Government Management Agency held Thursday 23<sup>rd</sup> January 2020 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. L. McKenna  
Mr. S. Neely      Ms. M. Kelly  
Mr. M. Walsh  
Mr. J. MacGrath  
Mr. T. Lucey  
Ms. M. Murrell  
Ms. S. Neary

Apologies: Mr. P. Hynes  
Mr. B. Quinlan

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

### **1. Minutes of the Meeting held on 28<sup>th</sup> November 2019**

The minutes of the meeting held on 28<sup>th</sup> November 2019 were approved and were signed by the Chairperson.

### **2. Matters Arising**

There were no matters arising.

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

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

#### **Housing Delivery Co-Ordination Office**

The interviews for the Housing Delivery Co-Ordination Office Programme Coordinator are taking place this week with the final interviews scheduled for 5<sup>th</sup> February 2020. Job specifications for the PMO and Data Management posts will be complete next week.

#### **Government of Ireland Branding**

The Board was advised it had been agreed at the December 2019 meeting of the CCMA that the LGMA should seek an exemption from the Government of Ireland brand. It

considers the LGMA to be in a unique position in that the services it provides are for local authorities and while it is under the aegis of the DHPLG, it is funded by local authorities. A business case on the matter was prepared and has been presented to DHPLG. It was noted that it had already been agreed that joint branding would be used where there are joint initiatives with government departments..

### **NPPR**

The Board was advised that NPPR income is down 33% on 2019. Consideration is being given to streamlining the NPPR bureau to incorporate it within the LGMA Finance function. The meeting noted that legislation permits continuation of the charge to March 2025 and that a section of the Act would need to be set aside if it were to continue post March 2025.

### **Public Service Pay Talks**

The Board was advised that while there had been widespread report of public service pay talks, there had been no engagement with the sector. Discussions to date have been between DPER and the trade union side only. There is a suggestion that an element of sectoral local bargaining would apply in any pay deal however this has not been confirmed as yet. For the local government sector there is an issue re a 5% upgrade for Senior Executive Officers which was recommended in the 2007 Benchmarking Report but not implemented.

### **MyPay and NOAC**

NOAC requested a report on the MyPay project regarding efficiencies achieved versus projected efficiencies outlined in the business case. The Board was advised that the LGMA has constructed the response to NOAC. It was noted that a key part of the response outlines that it is difficult to compare what was envisaged in the business case with what has subsequently developed. An example of this is where MyPay has taken on the management of the single pension scheme for the sector.

### **Climate Change**

The Board referred to the report on Climate Change and the communications video 'Did you know what your Council does?' noting they were both well received.

## **4. Our Public Service 2020**

The Board was advised that the LGMA held an Innovation Event on 13<sup>th</sup> December 2019 which was attended by 60 staff from 29 local authorities and was well received. An Innovation Space is being prepared in Phoenix House which will be for the use of the local government sector.

## **5. Decisions for Approval**

### 5.1 LGMA Sub-Committees, Working Groups

The Board noted the LGMA document setting out membership and terms of reference of the LGMA Sub Committees, CCMA Committees and working groups and acknowledged it was a useful 'live' document.

### 5.2 Application to Tender to Upgrade Agresso FMS to Milestone 7

The Board approved the application to tender to upgrade Agresso FMS to Milestone 7.

### 5.3 Application to tender to Rollout eInvoicing to Agresso sites

The Board approved the application to tender to rollout eInvoicing to Agresso sites.

### 5.4 Application to Tender for Agresso FMS Specialist Services

The Board approved the application to tender for Agresso FMS specialist services.

### 5.5 Approval for Purchase Order for Agresso Support and Maintenance 2020

The Board approved the Purchase Order for Agresso Support and Maintenance for 2020.

## **6. Governance**

### 6.1 Update from Chairs of Committees

#### Finance Committee – 11<sup>th</sup> December 2019

The Chair reported that the management accounts show a surplus which will be treated in line with the LGMA Reserves Policy. It was noted the majority of the surplus is as a result of delays in filling vacancies agreed as part of the strategic review.

#### Audit and Risk Committee – 12<sup>th</sup> December 2019

The Chair reported on the following:

1. The audit of the Libraries Funded Programme had received a substantial assurance.
2. A large number of recommendations in the LGMA Audit Log had been finalised and closed off
3. The Committee had received a presentation and update on the risks in Pillar 4
4. The Internal Audit Programme for 2020 had been agreed.

The Board was advised that the committee had made a recommendation that all members of Sub Committees be asked to complete and return the Ethics Declaration as is required by SIPO for Board members and Designated Members of Staff.

A discussion ensued, following which it was agreed to table the issue to the next meeting of the Board on 26<sup>th</sup> March 2020.

## ICT Committee – 18<sup>th</sup> December 2019

Report deferred to next Board meeting.

## Change Management Committee – 15<sup>th</sup> January 2020

The Chair reported the following:

1. The committee had agreed to sponsor four participants to attend the Harvard Programme in 2020.
2. To date 14 sample cases re Matzak have been heard.
3. The LGMA is drafting advice to local authorities re changes to sick leave policies as a result of GDPR.
4. Heads of Finance and Heads of IT are proposing changes to qualifications for grades within those departments in the local authorities.
5. SIPTU/FORSA advised if there were compulsory transfers to Irish Water they would wish them to be done on a last in first out basis. This does not indicate acceptance of the transfer of employees to Irish Water.

### 6.2 Health and Safety

The Board was informed that as part of the People Strategy, the LGMA had undertaken a 'Blue Monday' clean up which had been very successful.

## **7. Risk Management**

The risk register was noted. It was agreed to close three WSTO risks, numbers 1, 2 and 3 as the staffing issue has been addressed and the budget and work programme have been agreed. The risk register will be reviewed at the next meeting of the Executive of the LGMA and will remain under review.

## **8. Any Other Business**

### 8.1 PMO Budget Submission

It was reported that of the €4.5m requested in respect of the PMO the DHPLG have advised that only €2m has been approved – this includes funding in respect of the Housing Delivery Co-ordination Office. It was noted that discussions are ongoing with the Department and while there is still some way to go, assurances re the availability of the balance of the funding have been received. It was agreed to keep this matter under review as a shortfall in funding would have serious implications for shared service initiatives in the sector.

### 8.2 Meet without Executive Present

Following an invitation, the Board availed of an opportunity to meet without the Executive present. The members of the Executive then left the meeting.

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

The next meeting is scheduled for 26<sup>th</sup> March 2020 at 2.00 p.m. in Local Government House, Usher's Quay, Dublin 8.

Signed: Chairman *Alan P Keegan* Date: 26 March 2020