

Minutes of Board Meeting LGMA

25th March 2021

Teams

Attendees:

- Ms J Maguire (Chair)
- Mr O Keegan
- Mr T Lucey
- Mr T Enright
- Mr B McGrath
- Ms C Byrne
- Ms S Neary
- Mr E O'Sullivan
- Ms M Hurley

In Attendance:

Mr P Dunne
Ms L. McKenna
Ms M Kelly

Apologies: Mr M Walsh

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

1. Minutes of the Meeting held on 28th January 2021

The minutes of the meeting held on 28th January 2021 were approved and were signed by the Chairperson.

2. Matters Arising

There were no matters arising. It was agreed a portion of the next Board meeting would be held in the absence of the Executive.

3. Chief Executive Report

The Chief Executive report was noted, in particular:

The CCMA Executive and PSROG approved the establishment of a Centralised Data Gathering Unit. Further work on the structure of the unit is to be set out and brought back to the PSROG for approval.

The White Paper on Water Services has been published and contains renewed impetus on the transfer of water services to Irish Water, with a timeframe of end July to complete discussions in the Workplace Relations Commission. Discussions have been ongoing with the CCMA/LGMA, DHLGH and Irish Water to establish a common management position.

The Small Business Assistance Scheme for Covid was launched. The LGMA has incurred expenditure and is applying to Department of Enterprise, Trade and Employment to recoup.

The PSROG has approved in principle, an amendment to the remit of the HDCO to include co-ordination of the energy retrofit programme and the migration to planned housing maintenance.

It was noted that the DHLGH has agreed to fund an Assistant Co-Ordinator post in the HDCO.

A meeting took place with PAS at which some of the concerns of the sector were communicated. PAS advised that consideration is to be given to pace and availability of panels and that they are considering a different version of shortlisting and will revert for comment. It was agreed that candidate's choice of location would go from 6 to 3 which would speed up the clearance process. It was noted that qualifications for some grades need to be broadened. At the meeting PAS made a presentation which indicated high levels of satisfaction amongst HR departments in local authorities in respect of recruitment services. PAS were requested to circulate the survey to local authority Chief Executives.

A further meeting is to be scheduled for May 2021.

4. Our Public Service 2020

The Board was advised that work is underway re OPS 2030. The LGMA has a representative on the Evaluation Committee of the Public Service Innovation Fund 2021 which has a value of €900,000. A number of submissions have been received from local authorities with a meeting scheduled next week to adjudicate on the allocation of funds.

The LGMA hosted a workshop for all local authorities on 22nd February 2021 re Robotic Process Automation. Funding has been secured from DHLGH for two robots. It was noted they worked well on the Core system and have greater capacity than is utilised. There is potential to use them in other areas and this is being explored with a number of local authorities.

5. Decisions for Approval

5.1 MapRoad Purchase Order

The Board approved the drawdown from the approved MapRoad PMS tender.

5.2 To Tender for an Asset Management ICT System for Housing Systems for LA's
The Board approved the request to go to tender for an Asset Management ICT System for Housing Systems for local authorities.

6. Governance

6.1 Governance around Shared Services

The Board noted the *Shared Services in the Local Government Sector* report. The report was developed by the LGMA PMO in response to a question from the CCMA regarding the number of shared services and their governance arrangements. The report was welcomed by the Board as it provided clarity in terms of defining what constitutes a shared service.

6.2 Health and Safety

The updated LGMA Safety Statement was noted by the Board.

6.2 Update from Chairs of Sub Committees

Finance Committee: met 24th February 2021

The Board were advised that quarter 4 Management Accounts and the draft unaudited Financial Statements were reviewed by the committee. They show a surplus of income over expenditure of €637k on Funded projects and €734k on Core projects. The variances are accounted for by savings in salaries and pension costs, facilities savings re Covid-19, overbudget on ICT expenditure re Covid-19 and web hosting income. As the Agency is now almost at full staff complement, it is envisaged that those savings will reduce into 2021.

Audit and Risk Committee: met 23rd March 2021

The Board were advised that the audit report on the System of Internal Controls, carried out by Mazars, determined that reasonable assurance can be placed on the adequacy and operating effectiveness of internal controls. Four low priority findings were detailed. These have been added to the Audit Log and will be reviewed for progress at the December 2021 meeting of the ARC.

The ACEO responsible for WSTO updated the Board on risks in WSTO. It was noted there are potential issues re industrial relations matters and stranded costs.

PSROG: met 4th March 2021

The Committee endorsed the proposal for a MyPay Payroll and Superannuation permanent testing team.

The Committee also endorsed the proposal for an addendum to the LA Dangerous Substances Licensing.

The Committee requested that each shared service should provide a six-monthly update to the relevant committee.

The governance arrangements for the Voter.ie project are to be clarified.

ICT Committee: met 10th March 2021

The Committee received a presentation from the OGCIO re eIDAS (eID: electronic identification and Trust services) which sets standards for electronic signatures and is an EU regulation. The presentation will be given to the HIS's at their next meeting.

Grant Thornton was awarded the contract to progress the National Housing System Business Case, Data Improvement Project and BPI review.

There has been progress on migration by local authorities from the National Forest with all expected to have exited by end quarter two.

A report responding to the NOAC request for a review of the Local Government ICT Strategy is being finalised. An ICT Status Update Report is being prepared for the next Board meeting of the LGMA.

The Board was advised of a Worldwide Cyber-attack on Microsoft. Microsoft issued patches and secured updates to cover the exposure and all issues were resolved. It was stated that patches were concentrated initially on those in the cloud with on premises servers left to the end of the patching. The Cyber Security Committee agreed seven new policies around cyber security and lessons learned from this experience will be factored into any new policies.

It was agreed that a report from the Cyber Security Committee outlining what happened and next steps would be useful.

Change Management Committee: met 10th March 2021

LGMA is developing *Guidelines on Working from Home* and is preparing a customised version for the local government sector to provide for a standardised approach in carrying out assessments on the home working environment.

The new Public Sector Agreement – Building Momentum 2021-2022 provides for an element of sectoral bargaining and in this regard a sectoral management change agenda has been given to the Committee and will be discussed with the union side.

A Summary Guidance re Bullying at Work and an updated Dignity at Work Procedure was circulated to the sector.

7. Risk Management

The Board Secretary advised the meeting that the Agency is working with risk management experts in IPB to review the risk register. The register will be aligned to the Corporate Plan which will make it more meaningful and will be easier to read. It will include action logs. The revised register will be brought to the May meeting of the ARC. The proposed register will also be discussed with Vi clarity (who developed the Dun Laoghaire Rathdown risk register) with a view to determine if a computerised version would add value.

It was noted that progress is being made on the red technology risks. Further progress will be made when access can be gained to the Revenue Data Centre post level 5 restrictions.

8. Any Other Business

WSTO

The CEO advised the Board that funding for additional resources for WSTO had been approved by DHLGH. This reflects the increased workload that will arise. The Board thanked Mr. Cummins, Roscommon CE, for his approval in extending the WSTO employee on secondment from Roscommon County Council to the LGMA by one year.

Retirements

The Board was advised of three retirements to take place in the next few months in the LGMA.

Town Hall

The CEO informed the meeting that based on current public health advice it is likely that employees of the Agency will continue to work remotely and will return to office-based working on a gradual basis commencing in Q3.

ECF

The Agency is working on separating out core funded posts and those funded by other departments and will present to the next Board meeting.

Waste Co-Ordinator

Sanction is awaited from DPER in respect of the Waste Co-Ordinator post.

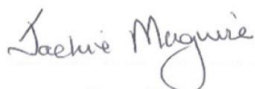
Meeting with NOAC

The Board were advised that NOAC are seeking a meeting to discuss the Customer Satisfaction Survey.

9. Date, Time, and Venue of Next Meeting

The next meeting is scheduled for 27th May 2021 at 11 a.m.

Signed: Chairperson



Date: _27th May 2021_