

## Minutes of Board Meeting LGMA

27<sup>th</sup> January 2022 at 11:00am  
Teams

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### Attendees:

- Ms J Maguire (Chair)
- Mr O Keegan
- Mr T Lucey
- Mr B McGrath
- Ms C Byrne
- Mr M Walsh
- M E Cummins
- Ms M Hurley
- Ms S Neary

### In Attendance:

Mr P Dunne  
Ms M Kelly  
Ms E McEneaney

### Apologies: Mr T Enright

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

### 1. Minutes of the Meeting held on 25<sup>th</sup> November 2021

The minutes of the meeting held on the 25<sup>th</sup> of November 2021 were approved and were signed by the Chairperson.

### 2. Matters Arising

There were no matters arising.

### 3. Chief Executive Report

The meeting noted the report which was circulated in advance. A number of issues were discussed and highlighted.

The CCMA Corporate Committee and the CCMA Housing, Building and Land Use Committee have approved the establishment of Data Working Groups to advance work on collection of housing and customer satisfaction data.

The Libraries Development Committee will oversee the work and provide strategic direction to the Working Group set up to develop the new national public libraries strategy for 2023-2027.

Libraries Development and DRCD have requested the Consumer Protection and Competition Commission (CCPC) to investigate the issue of costs relating to licensing of eBooks and eAudiobooks and are working with libraries in Europe to find ways to address the problem.

PSROG approved the establishment of a project team within the LGMA to drive and oversee the National Housing ICT System Business case.

The LGMA will be going out to the market again later this year for a new local authority MPI services contract from 2023 onwards.

The HDCO have advised that projected Build delivery for 2022 is largely in accordance with targets at c9,000 dwellings.

The LGMA is still awaiting further advice from DPER in terms of progression of discussions at national level in respect of blended working.

Formal confirmation from DPER regarding the report of the Independent Body examining additional working hours is expected.

Ms C Byrne is the local government nominee to The Public Service Apprenticeship Steering Group.

The annual PMO budget has been finalised and submitted to DHLGH for review and subsequent approval by the Minister.

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

The meeting noted the update on Our Public Service 2020 which was circulated in advance.

#### **5. Decisions for Approval**

5.1 Approval for the support and maintenance contract for the ePlanning portal.

The Board noted that inter Board meeting approval had been received for the support and maintenance contract for the ePlanning portal.

5.2 Approval for the final additional expenditure on the refurbishment of Phoenix House.

The Board approved the final additional expenditure on the refurbishment of Phoenix House.

#### **6. Governance**

##### **6.1 Pillar 1a, Water Services Transition Office (WSTO) Update**

Ms. Claire Gilligan, Assistant Chief Executive presented an overview of pillar 1a, Water Services Transition Office. WSTO is the central point of contact for the sector and assists in monitoring and supporting the local authorities on issues in relation to the Irish Water/Local Authority Service Level Agreement. This involves engaging with local authority and Irish Water staff across a range of groups. Items raised with WSTO are assessed to establish if they are of sectoral relevance or better dealt with under the local SLA structures with Irish Water. WSTO has worked on a range of projects preparing for the end of the SLA while local authorities continue to deliver water services.

WSTO provides support in implementing government policy on the transition of water services to Irish Water over a five-year period. The Government Policy Paper Irish Water – *Towards a national, publicly-owned, regulated, water services utility* is the priority item on the agenda. Risks identified are monitored and mitigated as appropriate. Legal advice is sought as required. WSTO will continue to work on behalf of the sector to resolve challenges. WSTO also continues to work with the CCMA Water, Waste, Environment and Emergency Planning (WWEPP) Committee. DHLGH continue their engagement in this process. The Chair thanked Ms. Gilligan for the presentation and acknowledged the excellent work of WSTO and the WWEPP Committee.

## 6.2 Health and Safety

There was no update on health and safety.

## 6.3 Annual approval LGMA/CCMA Committees/Working Groups 2022

The Board were advised of the LGMA Sub-Committees, Working Groups and TOR's document, it is a live document and will be amended as committees change. The Board agreed it was a useful reference document. It was agreed that this document should also incorporate other structures where the CCMA represents the sector.

## 7. Update from Chairs of Sub Committees

### **Finance Committee 15/12/21**

The Finance Committee met on 15<sup>th</sup> December 2021. Mr. McGrath reported that the Q3 Management Accounts had been presented. It was noted that premises depreciation has increased as the result of the revaluation carried out in October 2020.

The Committee reviewed and agreed some revisions to the draft LGMA policy regarding reserves, the revised draft policy will be tabled for approval at the March 2022 Finance Committee meeting.

An estimate of €112,000 expenditure (excluding VAT) was approved to cover additional costs comprising the new fire alarm, new office furniture, staff lockers, security upgrades and overruns to contract due to delays in the IT infrastructure moving to Revenue. It also noted and approved the revised Risk Register.

### **Audit and Risk Committee 14/12/21**

The Audit and Risk Committee (ARC) met on 14<sup>th</sup> December 2021. The Board were advised that the audit report on the Review of Compliance with the Code of Practice for the Governance of State Bodies, carried out by Mazars, determined that reasonable assurance can be placed on the adequacy and operating effectiveness of internal controls to mitigate and/or manage those inherent risks to which the activity under review is exposed. Two medium priority and two low priority findings were detailed. Mr. Walsh reported that the audit report was approved by the Committee. The findings have been added to the Audit Log and will be reviewed for progress at the May 2022 meeting of the committee.

The draft annual audit report on the System of Internal Controls 2021 will be presented for review at the March 2022 meeting of the ARC.

The thirty audit log recommendations for closure were approved with the Committee requesting a further periodic mid-year update on outstanding recommendations mid-way during 2022.

A presentation on risks associated with Pillar 4, the Local Government Programme Management and Innovation was provided by Ms. McHugh, ACEO.

The Committee reviewed the costs provided by ViClarity for the provision of I.T. system to manage the LGMA risk register and decided against procuring an I.T. system due to the small number of risks.

### **PSROG 06/01/22**

PSROG met on 6<sup>th</sup> January 2022. Mr. Keegan reported on discussions relating to the number and sources of projects coming through the CCMA and the impact of these projects on local authority resources. This issue will be discussed further by the CCMA Executive.

It has not been possible for the establishment of the approved regional centres to commence due to the funding issues relating to Local Authority Dangerous Substances Licensing. DHLGH are currently

pursuing this issue with Department of Enterprise, Trade and Employment. It was agreed that the LGMA would pursue the matter further with DHLGH.

#### **ICT 09/12/2021**

The ICT Committee met on 9th December 2021. Mr. Cummins reported that the ICT Committee included an update on the Strategic ICT Housing Programme. The National Cyber Security Centre (NCSC) has published its Cyber Security Baseline Standards and the LGMA contributed to the document on behalf of the sector. It was agreed that the Cyber Security Sub-Committee would submit a Project Initiation Document (PID) to PSROG to get approval to the development of a Business Case to support local authorities in respect of cyber security.

An update from the HIS Group included an update on European Union (Accessibility of Websites and Mobile Applications of Public Sector Bodies) Regulations 2020 and a letter would be issued to all Chief Executives to highlight best practice requirements for accessibility.

#### **Change Management Committee 19/01/2022**

The Change Management Committee met on 19<sup>th</sup> January 2022. Mr. Dunne reported that the Committee confirmed the recommendation of the H&S Operational committee that whilst the Core Health & Safety module would remain available for local authorities to use if they wished to do so, they do not recommend any further investment in the module. The H&S Operational committee will now engage separately with the sector to investigate if there are alternative systems available which are more appropriate to the evolving health & safety needs of the sector.

A Committee discussion took place regarding recruitment being undertaken by the PAS, further engagement with PAS is required to address the concerns of the sector.

### **8. Risk Management**

Ms Kelly reported that the revised risk register comprises twelve risks with no amendment to the risk ratings since the previous meeting of the committee. Three of the high risks are IT related. It was noted that for risk 2, Covid 19 Pandemic - Technology the reduction of a red risk to amber should take place early in 2022 following the LGMA infrastructure moved to Revenue datacentres in both Dublin Castle and St. John's Road. Ongoing monitoring of the risk register will continue.

### **9. Any Other Business**

It was reported that the return to increased office-based working days has been rescheduled until March 2022 due to an unavoidable supplier delay in the delivery of the new office furniture for Phoenix House.

It was noted that plans are in place to equip meeting rooms in Phoenix House with hybrid meeting functionality to facilitate both in person and virtual attendees.

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

The next meeting is scheduled for the 24<sup>th</sup> of March 2022 at 2pm via Teams.

Signed: Chairman



Date: 24/03/22