



Minutes of the meeting of the Board of the Local Government Management Agency held Thursday 28<sup>th</sup> May 2020 at 4.30 p.m. through Teams.

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  
Mr. P. Gallagher  
Mr. B. Quinlan  
Ms. M. Murrell

Apologies: Ms. S. Neary

### **1. Minutes of the Meeting held on 26<sup>th</sup> March 2020**

The minutes of the meeting held on 26<sup>th</sup> March 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.

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

The Board were advised that a recommendation had been made to the Public Service Leadership Board to undertake a review of OPS 2020 – to consider what worked, what could be improved; to assess the impact of Covid 19 on the Public Service – how a strategic shape could be put on the successful innovations that have taken place in response to Covid 19; and to undertake a foresight exercise to understand the implications of mega-trends on future Public Service.

## **5. LGMA Business Continuity Plan**

The Board noted the comprehensive Business Continuity Plan.

## **6. LGMA Rebranding**

The Board reviewed the new branding for the Agency, noting it was in line with the vision set out in the Strategic Review. The Board expressed its satisfaction with the new branding.

## **7. Decisions for Approval**

### **7.1 LGMA Annual Report**

The meeting was advised that the Annual Financial Statements had been deferred for three months due to Covid 19 restrictions. The Board noted the draft Annual Report with a view to approving the final report at the July meeting. It noted the report was a fair reflection of the work carried out during 2019.

### **7.2 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.

## **8. Governance**

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

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

The Board approved the extension of Mr. Alan Connollys term for a further period of three years. It was agreed that Mr. Connolly was an exceptionally dedicated member and that the extension would also provide continuity to the work of the committee.

#### **Finance Committee**

The Board were advised that the Finance Committee met yesterday. The committee noted the Management Accounts for quarter 1 and expressed satisfaction at the financial position. Due to Covid 19, there has been a saving under some budget headings e.g. T&S, conferences, utilities etc. This will lead to a projected surplus at the year end.

#### **ICT Committee**

It was agreed that the ICT Status Review Report be circulated to the Board in advance of the next meeting and tabled for review.

#### **Change Management Committee**

The Board were advised that policies regarding working during Covid 19 had been developed. Policies to manage in the long term are also under consideration within the Civil Service. It was noted that the local government piece needs to be reflected within that consideration. Early engagement will need to take place to ensure policies developed are fit for requirements for the local government sector, as policies which are workable during an emergency situation may not translate into a post Covid situation.

## **8.2 Health and Safety**

The Board were advised that in preparation for a return to office working that a deep clean had been carried out on both LGMA premises 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 risks related to Covid 19.

## **10. Any Other Business**

The Board was advised of the LGMA's approach to the re-opening of the office premises. It was noted that the LGMA is more akin to the civil service than a public facing organisation such as the local authorities and as such is following the government roadmap on a phased return. The first phase will see 20% of employees returning to office-based working to commence in alignment with Phase 5 of the Government Roadmap to reopening Ireland. The meeting noted the co-operation, engagement and significant interaction during Covid 19 from the LGMA, acknowledging the support received during very difficult circumstances.

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

The next meeting is scheduled for 23<sup>rd</sup> July at 11 a.m. by Teams.

Signed: Chairman  Date: 23 July 2020