

Minutes of Board Meeting LGMA

24th March 2022 at 2:00pm

Teams

Attendees:

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

In Attendance:

Mr P Dunne
Mr E Taaffe
Ms M Kelly
Ms E McEneaney

Apologies: Mr O Keegan
Mr T Enright
Ms M Hurley

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

1. Minutes of the Meeting held on 27th January 2022

The minutes of the meeting held on the 27th of January 2022 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.

Recruitment for the Central Data Unit is ongoing.

The Public Library Strategy Working Group and the facilitators for the strategy will meet for the first time at the end of March 2022. The Working Group will report on progress to the Libraries Development Committee.

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

It was noted that discussions on the Blending Working final framework were ongoing between DPER and the trade unions at national level. Any changes emerging from this process will be incorporated into our sectoral document.

The survey issued by the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) has now been completed and returned by all local authorities.

The PMO 2022 budget has been approved by DHLGH.

A national meeting with IPB, Reinsurers, Heads of IS and LGMA has been scheduled to discuss cyber insurance.

The local government sector is currently beginning the development of its Digital and ICT Strategy.

The Government has announced details of the Town Centre First programme on Friday 4th February 2022. The CCMA TCF Working Group are continuing to engage with DHLGH and DRCD in relation to the final details and funding of the Town Centre First National Office which is proposed to be established under the LGMA structures. Following discussion, it was agreed to proceed with recruitment for the sectoral secondees. It was agreed that in accordance with agreed procedures all posts in the Agency will be filled by competition. Further discussion on the remaining posts should take place with both Departments once the TCF National Office is established under the LGMA structure.

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 LGMA General Reserves Policy

The Board approved the LGMA General Reserves Policy.

5.2 To Tender for the Implementation of a Multi-tiered Cloud database system

The Board approved the request to go to tender for the implementation of a multi-tiered Cloud database system supporting software development and analytics activities to be carried out by the Central Data Unit.

6. Governance

6.1 Pillar 1b, Housing Delivery Coordination Office (HDCO) Update

Mr Eddie Taaffe presented an overview of the objectives and work programme 2022 for pillar 1b, Housing Delivery Coordination Office. HDCO investigates and advises on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods. The work programme 2022 is divided into three high level areas, Housing Delivery Unit (1&2), Dublin Housing Delivery Unit and Stock Management Unit.

Discussion centred around land site costs/ land requirements, procurement, energy retrofit and the importance of developing systems and processes for local authorities to ensure appropriate real time data is available on social housing delivery programmes.

The Chair thanked Mr. Taaffe for the presentation and acknowledged the challenging work programme and the support provided by the HDCO to the sector.

6.2 Health and Safety

Mr. Dunne advised that the LGMA Safety Statement had been updated and this was noted by the Board.

7. Update from Chairs of Sub Committees

Finance Committee 09/03/22

The Finance Committee met on 9th March 2022. The Board was advised that quarter 4 Management Accounts and the draft unaudited Financial Statements were reviewed by the committee.

They show income from General Charges to LA's is above budget due to income from Regional Assemblies. There is a positive variance on core staff pay costs for the period of €145k. Pension costs are €102k lower than budget. Accommodation costs are showing an overspend of €756k for the period. Depreciation / provision for capital spend is not budgeted or included in the general charge on the basis that it will be funded by reserves, if necessary. Premises depreciation charges for the 12 months to December 2021 are €655k - €437k, which relates to the revalued amount is adjusted back to reserves in the balance sheet, as per FRS 102 (2020 €54k).

It was noted that potential staff resourcing issues may cause delays to the preparation of the quarter 2 Management accounts 2022.

Audit and Risk Committee 22/03/22

The Audit and Risk Committee (ARC) met on 22nd March 2022. 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.

Six low priority findings were detailed. These have been added to the Audit Log and will be reviewed for mid-year progress at the May 2022 meeting of the ARC.

The Programme Coordinator responsible for HDCO updated the Board on risks in HDCO. HDCO risks should be considered in conjunction with broader LGMA risks.

PSROG 10/03/22

PSROG met on 10th March 2022. The Board were advised that subject to the approval of the CCMA Housing and Building Committee on 14th March 2022, PSROG approved the appointment of a Project Manager (Grade 8) for a new National Planning System to be based in the LGMA.

The intention of SDCC to discontinue the "Fix Your Street" service later in 2022 would be notified to the relevant CCMA committee by SDCC.

A summary of the intention of the RMO to develop a PID using internal resources, that examines Asset Management capability related to public lighting in respect of the Public Lighting System (RMO) was provided to PSROG.

Concerns were raised by PSROG over the lack of progress relating to the funding of the Dangerous Substances Licensing (DSL) project. It was proposed that the DSL Project Board would document their concerns formally to both DETE and DHLGH.

ICT 15/03/22

The ICT Committee met on 15th March 2022. The Board was advised that as there are no Directors of Services on the ICT Committee it was agreed that two DoS nominees be sought for the Committee. It was agreed that a Risk Register should be developed for the Committee and a

Programme of Works for 2022. A forum has been established by IPB and supported by the ICT Committee to support the sector's cyber insurance options and provide clarity of assurance.

Funding of €100,000 has been allocated to the LGMA by DHLGH to fund the development of a new Local Government Digital and ICT Strategy. Two workshops were held on 23rd and 24th February with key stakeholders and a report is being prepared by Bearing Point for consideration by the ICT Committee at its next meeting. The ICT Committee agreed the report from Bearing Point on the roadmap to develop a new Local Government Digital and ICT Strategy. A Project Manager is being recruited to prepare an RFT for consultants to support the development of this strategy.

Mr. Cummins raised an issue in respect of the continuing increase in the growth of digitised services. Managing the ICT framework in respect of the provision of advice and expertise to the Board and relevant committees in the areas of standards, governance, architecture, and consistency needs to be considered further. It was noted that Bearing Point has been commissioned to review this issue. It was agreed that this issue would be discussed by the Board following completion of this review.

Change Management Committee 19/01/2022

The Change Management Committee met on 19th January 2022 and reported to the Board on 27/01/22.

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 the high risk relating to older technology, the reduction of this 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

The Phoenix House refurbishment has been completed and final work is being undertaken on the office preparation. Office attendance will be increased to three office based working days and two remote working days upon the finalisation of Phoenix House office preparation.

The Board noted that Ms Hurley would be formally resigning from the Board following a recent promotion. The Chair congratulated Ms Hurley on her new appointment and thanked Ms Hurley for her valuable contribution and commitment to the Board. It was noted that Ms Fiona Quinn, DHLGH would be appointed to the Board.

10. Date, Time, and Venue of Next Meeting

The next meeting is scheduled for the 26th of May 2022.

Signed: Chairperson 

Date: 26/05/22