

Minutes of seventieth meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 11am on 10th February 2017

Present: Ms. Judith Eve (Chairman), Ms. Fiona Tierney, Ms. Anne-Marie Taylor, Ms. Eimear Kenny Mr. Damien McCallion, Ms. Catherine Dobbins (Secretary).

Apologies: Dr. Eddie Molloy, Mr. David Cagney, Mr. Paul Lemass, Ms. Oonagh McPhillips.

Minutes of previous meeting and matters arising

The minutes were agreed and these will be published on the website.

Declarations of Interest

There were no declarations of interest.

CEO's Report for the Board

Operational Report and Risk Management

The CEO provided an update on current high recruitment levels and the range of different roles being recruited for.

The CEO updated the Board on recent meetings with the Local Government Sector and the focus on developing client relations in the local authorities. The new Client Relations Manager will work with the local authority sector to agree a workplan and identify priority location-specific campaigns.

The Board discussed the reputational risk of PAS not filling a critical position or not meeting client expectations for delivery due to the increased demands on PAS. The CEO updated the Board on mitigations in place including in-sourcing and the increase in facilities being planned. The Board was briefed on Assessment Services matters and noted the measures planned to record assurance and accord with the PAS risk management strategy.

An update was provided on the Garda Trainee campaign and the plans to re-commence Garda Reserve recruitment in a different format. A significant programme of work will be required to meet the demand for civilian recruitment to An Garda Síochána. PAS is awaiting the breakdown of civilian posts.

Engagement with D/PER around workforce planning and the upcoming AP Higher campaign was discussed. PAS role in overarching HR strategy for the civil service was noted.

The CEO provided an update on the State Boards process and the good engagement with State Boards Liaison Officers.

The CEO informed the Board that PAS would be holding an event for International Women's Day, with a wide range of diverse and interesting speakers, for staff at Principal Officer level and above.

The CEO provided an update on her recent involvement with the CIPD awards. The CEO also provided an update on developments in relation to communications and marketing, including the engagement of Q4 PR to assist with delivering on the PAS marketing and communications programme, with particular emphasis on State Boards.

The CEO provided an update on the area of compliance and risk management, including an update on ongoing litigation, Freedom of Information and Data Protection requests, and more structured engagement with the CPSA around ensuring adherence to the Code of Practice. Advice is to be sought in regard to the tax / employment status of individuals on "contracts for service". The Board noted the paper on the key risk theme of IT Security. The Board agreed the importance of networking with other organisations and engagement with the OGCIO around IT security.

The Board agreed to meet for a half-day strategy session on the future shape of PAS and other key strategic issues, with the date to be agreed.

Financial Position

The Board noted the vote for 2017 which has been divided amongst the various areas and will be monitored on a monthly basis. The Board noted the allocation received for the STAR upgrade project.

Internal Audit Update

An audit is currently underway on the area of compliance. The report will be discussed at the next Internal Audit Committee meeting.

Risk Management Business Plan 2017

The Board noted the Risk Management Committee plan for 2017.

Update on Strategy and Business Planning

The CEO updated the Board on the roll out of the new Statement of Strategy, externally and internally. A Strategic Operations Plan is being developed to support the delivery of the strategy as are operational business plans for each area. An update on the Strategic Operations Plan will be provided at the next Board meeting.

Key Strategic Issue – Scope of Work

The CEO made a presentation to the Board on activity levels and the breakdown of core and non-core work in each area. The legislative basis for PAS recruitment was also discussed. Discussions were held in relation to how PAS might assist organisations where PAS does not have the capacity to provide a complete recruitment service. It was agreed to discuss this matter again at a full board meeting.

Any Other Business

The Board agreed to meet the Northern Ireland Civil Service Commissioners on 1st March.

Next Meeting

21st April