

## **Minutes of seventy-third meeting of the Board of the Public Appointments Service held in Chapter House, at 9.00am on 13<sup>th</sup> September 2017**

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

**Apologies:** Ms. Oonagh McPhillips, Mr. Paul Lemass.

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### **Strategy Session**

The Board held a follow-up strategy session prior to the Board meeting. The mission of PAS was discussed and suggestions were made as to how the mission could be communicated both internally and externally. Areas for consideration in the development of the next strategy were discussed and areas for consideration by the Management Board in relation to strategy development and implementation were agreed.

### **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

The Board noted the operational report which had been circulated.

Two members of the Management Board made a presentation on developments in the areas of operations and client engagement and the greater use of data analytics to inform and improve the efficiency of PAS services. The Board welcomed the planned move to greater use of metrics in reporting on targets and achievement of deadlines to the Board. The Board welcomed the ongoing engagement with clients and the use of evidence-based analytics and metrics to ensure PAS is adding value and driving quality and contributing to the wider strategic HR agenda.

The Board discussed the potential issues involved in managing the complexity arising from the running of such a wide range of campaigns that PAS is requested to.

The Board welcomed the retention by PAS of ETP accreditation and noted the PAS target of 75% participation rate in the upcoming Civil Service Employee Engagement Survey.

#### Risk Management

The Board was informed of the approach made to PAS to support the Minister for Finance in identifying suitable members as his nominee to the Board of three banks. The plan for the PAS involvement in this process was discussed.

An update was provided on the power outage in PAS and the response to same. An update was also provided on the PAS response to an incident in the PAS testing centre during

testing for local authority campaigns. An update was provided on two issues which had arisen in relation to recruitment processes run by PAS which have successfully been resolved. PAS will ensure that learning from both will feed into PAS processes and engagement with external test providers.

The Board noted the paper on the risk that a major incident outside of PAS control will lead to a disruption in services and/or loss of critical data and/or systems. The mitigations in place to minimise this risk were also noted.

#### Financial Position

The Board noted that PAS is in constant communication with D/PER in this regard and that PAS will receive the additional funding required to deliver on the significant recruitment programme being delivered for the public service by PAS.

#### **Internal Audit Update**

The Board noted the draft minutes of the last Internal Audit Committee meeting on 6<sup>th</sup> June. The CEO provided an update on her engagement with the Internal Audit Committee and the positive feedback received on the internal audit function. The CEO informed the Board of the project currently underway in relation to quality assurance of test providers and reporting to the Internal Audit Committee on same.

#### **Action Plan from Board Evaluation**

The Board noted the actions from the recent Board evaluation exercise. It was agreed that these would be discussed with the new Board once all new members and the new Chairperson has been appointed. It was noted that Board fees and attendance will be published in the Annual Report and the Appropriation Account.

#### **Key Strategic Issue - Diversity**

A member of the Management Board made a presentation on initiatives underway with respect to creating a public service that is reflective of 21<sup>st</sup> century Ireland and the provision of leadership to promoting the diversity agenda in the public service. The need to collect data in order to measure impact was noted.

#### **AOB**

An update was provided on the sourcing of replacement members for the Board of PAS and the ongoing consultation with D/PER in this regard. The CEO thanked Judith Eve and Eimear Kenny for their service on the PAS Board.

#### **Next Meeting**

27<sup>th</sup> October 2017 at 11am.