

Minutes of seventy-second meeting of the Board of the Public Appointments Service held in the IPA, at 1.15pm on 16th June 2017

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

Strategy Session

The Board held a strategy session prior to the Board meeting; three additional members of the Management Board also attended. It was agreed that the notes of this session would be circulated to the Board. It was agreed that time would be allocated at the next Board meeting to further discuss the issues arising from this session.

The IPA also presented a draft Report on the PAS Board Evaluation. It was agreed that an action plan will be prepared to implement agreed findings from this report.

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. One Board Member declared that they were a candidate in a PAS process but this process did not come up for discussion.

CEO's Report for the Board

Operational Report

The CEO provided an update on the recruitment activity levels with the pace of work continuing to be significant with all resources (including people and space) at capacity. An update was provided on the planned discussions with D/PER in relation to the resources needed to meet the increasing demands for campaigns and assignments from general service campaigns. Due to the volume of work, expenditure is extremely high in all of the volume driven areas of spending. It was acknowledged that there are demands and pressure on staff due to the volume of work and that there is a need to continue to recruit to fill critical gaps in the workforce, and to use temporary staff funded by clients where possible.

The CEO discussed the Management Conference which had received very positive feedback from attendees and welcomed the continued high levels of staff engagement despite the heavy workload.

The need for workforce planning across the civil service was again emphasised in order to accurately forecast and meet the demand for civil service recruitment. The increased engagement with clients in relation to what they need to provide to PAS in respect of professional and technical recruitment has succeeded in shortening timeframes, whereas assignments to general service grades has slowed down due to the level of unanticipated demand.

The CEO provided an update in relation to recent engagement with external bodies with regard to attracting more diverse candidate pools and the challenges of recruiting candidates with proficiency in Irish to public service roles. An update was also provided on a recent benchmarking visit from professionals in the UK Cabinet Office and developments in relation to engagement with PAS counterparts in Scotland.

The CEO updated the Board on initiatives aimed at increasing awareness of stateboards.ie including public speaking events and the planned radio advertisements.

Risk Management

The Board was briefed on the equality cases currently on hands.

The Board noted the paper on the risk that technical difficulties may undermine the capacity of PAS to deliver online tests. The CEO informed the Board that other risks in relation to online testing are considered as part of each campaign and that there is ongoing learning from each assessment process.

The Board welcomed the governance structure in place for the IT Platform Review and welcomed the plans to keep the Board up-to-date with developments in this area.

Financial Position

The Board noted that PAS will be consulting with D/PER in this regard.

Internal Audit Update

The Board noted the Internal Auditor Report on the Review of Risk Management Arrangements (dated June 2017) - noting the three low priority recommendations made in that audit report. The draft minutes of the last Internal Audit Committee meeting on 6th June will be circulated once they have been agreed by the Chairperson.

Update on Strategy and Key Performance Indicators

The CEO made a presentation outlining progress to date on the KPIs from the PAS Strategy and those used to report to D/PER in relation to the PAS Vote. It was agreed that the presentation would be circulated to the Board.

Next Meeting

13th September 2017 at 9am.