

Minutes of sixty-sixth meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 11am on 17th June 2016

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

Apologies: Ms. Eimear Kenny, Mr. Paul Lemass.

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 circulated the highlights from the operational report at the meeting.

The CEO discussed some recent developments in the area of governance, including the development of a PAS Corporate Governance Framework by the Management Board; the further development of the Corporate Risk Register; the addition of new external members to the Audit Committee; and feedback provided to the CPSA as part of their review of the Codes.

An update was provided in relation to developments in the area of State Boards, including the recent meeting with the State Boards Liaison Officers, and the areas being considered as part of the review of the Guidelines.

Ongoing activity levels were discussed and it was noted that PAS continues to be very busy, with a recent increase in TLAC posts and increased efforts to reduce the time taken at clearance stage of the process. An update was provided on all the general service panels in place (including PO, AP and TCO) and those being put in place (HEO and CO). An update was also provided in relation to the demand for Garda Trainees and the measures put in place by PAS to meet this demand.

The Board was updated on recent issues on local authority boards and the level of appeals being received (and the reasons for same). The Board discussed the data in relation to candidate performance in these campaigns in respect of online tests and interviews. Further such research and analysis of relevant areas will be considered subject to resources.

The Board discussed the ongoing review of Hospital Consultant recruitment.

The Board welcomed the recent development of an Online and Social Media Strategy by an AO Innovation Project Team, and was happy that this significant piece of work was acknowledged by the awarding panel.

The risks included in the operational report were discussed.

The CEO updated the Board on all current equality cases; the Board welcomed the strategic project on positive engagement with people with disabilities and the development of a Charter in this area.

The Board was updated on the plan to request more resources from D/PER for system development over the next three years and an increase in staffing resources to deal with the demand.

The Board was updated on the recent presentation to the personnel officers' network on client relations management in PAS

Financial Position

The Board noted the Financial Report and the level of expenditure to date. The CEO informed the Board that the finances are very tight and a submission has been made to D/PER for increased funding or increased activity will have to be funded by clients. Staff numbers are increasing to cope with increased demand.

Internal Audit Update

The Board discussed the Internal Audit Report on Fixed Asset Management and noted that there were no significant findings, and that all recommendations will be implemented. The Board welcomed the new members of the Internal Audit Committee and agreed they would bring a breadth of expertise to the committee.

Review of Board Effectiveness

The Board agreed to have a facilitated session and that PAS would go to tender for these services.

Report on Progress of KPIs from the Strategy Statement

The CEO made a presentation on progress achieved to date in relation to all goals and KPIs set out in the Strategy Statement.

Progress on Strategic Projects

A member of the management board made a presentation on the Corporate Governance Framework, PAS plans for the development of the new Strategy Statement and provided an update on all Corporate Projects.

It was agreed that an initial session would be held with the Board (in July) to discuss areas for inclusion in the new Strategy, and that an updated Plan for the development of the strategy statement would be sent to the Board.

The Board noted that progress has been achieved on all key strategic issues.

Values in the Recruitment Process

It was agreed that the slides would be sent to the Board and the area discussed at the next Board meeting.

Next Meeting

2nd September at 11am