

Minutes of seventy-fourth meeting of the Board of the Public Appointments Service held in Chapter House, at 9.00am on 1st December 2017

Present: Ms. Anne-Marie Taylor (Acting Chairman), Ms. Fiona Tierney, Dr. Eddie Molloy, Mr. David Cagney, Mr. Damien McCallion, Mr. Paul Lemass, Ms. Catherine Dobbins (Secretary).

Minutes of previous meeting and matters arising

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

An update was provided on the selection process for the new members of the PAS Board; it is expected that the outstanding vacancies will be filled shortly.

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.

The CEO informed the Board that the new format is a work in progress and that their feedback is welcome; the current version will contain more information on trends and analysis and less detail. The Board wishes to retain the detail on State Boards but not on the individual campaigns for which appointments were made. The list of campaigns from which people were appointed could be included on an annual basis.

The CEO informed the Board that recruitment and selection is continuing at capacity, and that additional interview suites are being developed on the second floor.

The Board was informed of the ongoing work with D/PER to develop better predictive capability to support workforce planning. A report will be provided to the next Board meeting on the data being captured in relation to take-up rate.

Feedback on the quality of candidates being assigned continues to be very good, although there are regional variations in the talent available. The Board discussed the ongoing attempts to attract wider pools of talent to the public service and acknowledged that it is not just a recruitment issue and that there is a need to continue to recognise transferrable skills from the private sector.

An update was provided on the ongoing work in the local government area from graduate to specialist recruitment. An update was also provided on work for the Justice sector, including Garda Trainees and Garda Reserves.

The Board discussed the significant demands to fill professional and technical posts in the Civil Service. An update was provided on the Job Analysis exercise for the Hospital Consultant grade.

An update was provided to the Board on upcoming senior executive campaigns, and the Board noted that the State Boards selection process is progressing well.

The CEO informed the Board that PAS will procure professional media assistance to support some high profile upcoming campaigns.

The Board discussed the upcoming Career Development Roundtable and Careers Fair which PAS is co-hosting and the planned Client Event on the Recruitment of People with a Disability. The CEO informed the Board Members that they were welcome to attend either of these events.

Risk Management

The Board noted the Corporate Risk Register which was circulated at the meeting. GDPR compliance will be discussed at the first Board Meeting in 2018.

Financial Position

The Board noted that there will be an over-run on the staff and non-staff costs due to the level of recruitment and selection conducted and that PAS will receive supplementary funding to cover the over-run. The Board requested additional commentary on the financial report in 2018 to explain variances.

Internal Audit Update

The Board noted the draft minutes of the last Internal Audit Committee meeting on 19th October. The Board discussed the Audit Report on Procurement and noted that a Procurement Strategy will be put in place as recommended. The Board noted that the area of compliance with the new CPSA Codes will be the subject of an audit early in 2018. The Board welcomed the positive report received from the C&AG at the Audit Committee meeting held earlier on 1st December. The Board discussed the risk of interviews being recorded and noted that measures are in place to mitigate this risk and further measures (including the potential use of technology) will be investigated.

Draft Work plan for 2018

The Board noted that the dates will be agreed for 2018 once the new Board Members have been appointed.

Update on Strategy KPIs and Key Strategic Projects

The CEO made a presentation in relation to progress in implementing the PAS Strategy and the KPIs to date. The Board agreed that where appropriate these KPIs should be shared with clients. It was agreed that the slides would be circulated to the Board.

Next Meeting

TBA