

## **Minutes of fifty-eighth meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 11.00am on 20th February 2015**

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

**Apologies:** Mr. William Beausang. Two appointments to the Board are outstanding (from the Minister for Health and the Minister for Justice and Equality).

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### **Minutes of previous meeting and matters arising**

The minutes were agreed. There were no matters arising other than on the Agenda.

### **Declarations of Interest**

There were no declarations of interest.

### **CEO's Report**

#### Operational Report

The CEO discussed the operational report, highlighting significant activities and developments in PAS since the last Board meeting.

The highlights included the successful launch of stateboards.ie and the Government's new process for appointments to State Boards by Minister Howlin. The CEO indicated that she had received very good feedback on the launch.

The CEO updated the Board on the range of campaign activity underway, with 56 campaigns completed since the last report in December, and the continuing focus on meeting set timelines and adherence to the CPSA Codes of Practice.

The Board discussed the upcoming open Principal Officer campaign and agreed that as this is a critical grade that it is very important that there would be a comprehensive induction process in place (covering areas such as values, culture, and governance). The CEO agreed to raise this with the relevant parties.

The CEO updated the Board on the progress in relation to assignments at Clerical Officer level and the successful online testing for Executive Officer, and in relation to the approach to recruitment and selection for Director of Service for the Local Authorities. The Board discussed the very positive feedback received on the Graduate Economist campaign.

The CEO updated the Board on a number of new Lean and research projects being put in place, including:

- a lean project on clearance and assignment process;
- new streamlined format of selection boards for Hospital Consultant posts;
- ongoing assurance and validation of assessment services;
- a consultation process with Decision Arbitrators in order to enhance the quality of processes at all stages of the selection process.

The Board agreed that staff appeared to be working very hard to deliver on the large volume of complex campaigns underway, and welcomed the news that staff needs are being considered in relation to development and other opportunities; the Board recognised that the recruitment of additional Clerical Officers would ease the demands on existing staff.

The Board agreed that there was a need to continue to invest time in client engagement in order to get as much advance notice as possible of client needs in order to develop other models of delivering during times of very high demand.

### Financial Report

The Board noted the Financial Report for 2014 and the increased vote for 2015.

### **Update from the Internal Audit Committee**

The CEO updated the Board on the meeting held on 19<sup>th</sup> February 2015, and informed the Board that they would receive the Report on Data Protection in advance of the next meeting. The CEO informed the Board that the Risk Management Group would review the State Boards Risk Register at the next Risk Management Group meeting.

The Board agreed that William Beausang would replace Deirdre O’Keeffe as the Board nominee on the Internal Audit Committee.

### **Board Corporate Governance Training**

The Board agreed that they would have corporate governance training on 24<sup>th</sup> April from 9am – 12noon, and hold the Board meeting from 12noon to 2pm.

### **Risk Management Business Plan**

The Board noted the Risk Management Business Plan for 2015 and noted that all areas in the organisation were covered, with changes to the registers discussed at the senior management and recruitment manager meetings.

### **Key Strategic Issue – State Boards**

The CEO updated the Board on the work programme in relation to State Boards and the plans for a comprehensive engagement programme in this area. The Board agreed that this new functional area has been established very quickly and to a high standard. The Board agreed that it was essential that all parties adhered to the guidelines, timelines and the set procedures in this area in order to reduce the risk to the reputation of PAS resulting from any delays in this process.

### **Other Business**

The Board would like to invite the Head of the CPSA to the next Board meeting if he is available to attend.

The CEO informed the Board that all members had been invited to a meeting with the Northern Ireland Civil Service Commissioners on 30<sup>th</sup> March; it was agreed that all Board Members would confirm whether they would be available to attend this meeting.

The Board agreed that the agreed minutes of the meeting would be published on publicjobs.ie.

### **Next Meeting**

24<sup>th</sup> April from 9am – 2pm (to include training).