

## **Minutes of sixty-seventh meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 11am on 2<sup>nd</sup> September 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.

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### **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 discussed the highlights from the operational report at the meeting.

The CEO discussed the new Client Relations Management structure in PAS and circulated the first CRM newsletter, and also updated the Board on the increased communication with clients and the ongoing engagement with D/PER.

The CEO shared an early draft of the new organisational information pack being prepared to effectively demonstrate, track and communicate the increasing work programme. It was agreed that it would be reviewed in order to utilise more info graphics, use case studies to demonstrate the complexity of the process, and include key messages for clients with statistics to back up how they can contribute to a successful and efficient process. It will also be examined to determine what information could be made available on the website.

The CEO provided an update on plans to follow up with candidates who do not attend for various stages of the process to understand the reasons why. It was agreed that there is a need to create more capacity to conduct high volume professional and technical recruitment, and a new unit will be resourced to do this work.

An update was provided in relation to plans for new campaigns for Garda Trainee and the commencement of the next cycle of civil service recruitment. The Board was updated on plans for increased relationship management and client engagement with the local authorities.

The key risk theme of resourcing was discussed. The CEO updated the Board on the submission being made to D/PER in relation to increased resources in line with the significant increase in demand for PAS services. An update was also provided on the use of internal resources (both human and facilities) including succession planning, learning and development and best use of office space. The new IT project in relation to the redevelopment of the PAS recruitment platform and website was provided. Resources required for the new compliance function were also discussed, including the need for access to a legal resource, possibly on a shared basis. The CEO informed the Board that a new Head of Corporate Affairs and State Boards had been sourced through the PO mobility programme.

The ongoing risks in relation to the State Boards function were also discussed, as were the potential risks involved in working for clients where PAS does not have full control over the process or a legislative basis for its role.

The role of PAS in relation to the area of improving the diversity of the civil and public service and how PAS can contribute to wider public service initiatives in this area was discussed.

### Financial Position

The Board noted the Financial Report and the level of expenditure to date. The CEO informed the Board that PAS will come in under budget.

### **Internal Audit Update**

The Board discussed minutes of the last Audit Committee meeting on 2<sup>nd</sup> June. The CEO updated the Board on the new membership of the Audit Committee.

### **Update on Review of Board Effectiveness**

The Board agreed to the proposed approach with regard to corporate governance training followed by an evaluation exercise.

### **Key Strategic Issue – Update on Statement of Strategy 2017-19**

The CEO provided an update on the development of the new Strategy Statement and on the engagement process to date.

### **Key Strategic Issue – Progress on Strategic Priority in relation to the use of IT Solutions (focusing on online testing)**

A member of the management board made a presentation on the use of online testing.

### **Values in the Recruitment Process**

The CEO made a presentation on values in the recruitment process. The discussion included how PAS has focused on values in the organisation itself and how values are central to the competency framework developed by PAS for civil service grades. Some members of the Board agreed to meet informally with the CEO in relation to this area to discuss it further.

### **Next Meeting**

28<sup>th</sup> October at 11am