

## **Minutes of sixty-third meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 11am on 4<sup>th</sup> December 2015**

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

**Apologies:** Mr. Damien McCallion, Ms. Oonagh McPhillips.

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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 operational report and highlighted certain areas for the Board. The Board noted the continuing large volume of recruitment activity (including a high level of demand for one-off specialist professional and technical posts).

The CEO updated the Board on recruitment for the civil service; panels are now in place for CO, EO, AP and PO, and a strong level of assignments are being made from these. The Board noted the progress being made with the range of graduate campaigns underway, including AO and Trainee Auditor. The Board discussed the marketing and timing of graduate campaigns and welcomed the positive feedback being received from clients in relation to the quality of graduates recruited and the plans for a pilot AO IGEES campaign (to be run in early 2016 instead of the autumn).

The CEO updated the Board on the new Garda trainee recruitment campaign; the Board welcomed the initiatives aimed at increasing the diversity of the applicant pool.

The CEO updated the Board on progress with the various local authority campaigns underway (and the challenges involved with these campaigns) with the expectation that these campaigns will be finalised by the end of quarter one 2016.

The CEO stated that good progress is being made in the area of Hospital Consultant recruitment, with the changes made to the constitution of interview boards proving to be a positive development.

The CEO provided an update on the State Boards process, which is continuing to operate very well. The Board welcomed the upcoming advertisement campaign for State Boards in order to increase the numbers registering an interest. The Board discussed the findings from a recent IOD Report in this area (and it was agreed that the report would be circulated to the Board). It was noted that PAS intends to conduct a survey in the next 12 months to obtain feedback from boards on the new process.

The Board discussed the recent brand awareness survey and welcomed plans for raising awareness of publicjobs.ie and public sector roles.

The Board welcomed the news that the CEO has accepted a new contract.

The CEO updated the Board on the area of governance and risk. The Board noted that a decision has not yet been made in relation to costs arising from the recent High Court case.

### Financial Position

The Board noted the Financial Report and the level of expenditure to date. The CEO informed the Board that PAS had obtained a supplementary estimate to cover the significant amount of additional work undertaken by PAS in 2015. The CEO informed the Board that PAS would have an increased budget in 2016 to deliver on the very significant programme of work.

### **Internal Audit Update**

The Board noted the draft minutes of the last audit committee meeting and the two audit reports on the areas of payroll and health and safety. The Board nominee on the audit committee provided an update on the last meeting and the discussions held around the two audit reports (with no serious issues identified in either audit). It was agreed that the draft Strategic Audit Plan was very robust and the addition of a review of State Boards to the Plan was welcomed.

### **Key Strategic Issue – Candidate Feedback**

The Board discussed the paper circulated on this key strategic issue. The Board welcomed the initiatives aimed at improving feedback including additional training for selection board members; increased support material in the shortlisting and interview guides for selection board members; additional information to candidates upfront in relation to the purpose and nature of the feedback and tailored result letters to candidates following shortlisting. The benchmarking conducted would suggest that PAS is doing as much as similar organisations, while recognising the need for continuous improvement in this area

### **Annual Review of Board Effectiveness**

The Board agreed to make a decision on the format of this review at the meeting in April.

### **Draft Workplan 2016**

The Board agreed the draft workplan and agreed to meet on the following dates:

26<sup>th</sup> February at 11.30am

22<sup>nd</sup> April at 11am

17<sup>th</sup> June at 11am

2<sup>nd</sup> September at 11am

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

9<sup>th</sup> December at 11am

### **Any Other Business**

The CEO informed the Board that she has to attend a Public Service Oversight and Petitions Committee Hearing on 9<sup>th</sup> December with regard to the management of panels, and agreed to update the Board on the outcome of this hearing.

### **Next Meeting**

26<sup>th</sup> February at **11.30am**