

## **Minutes of sixty-ninth meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 11am on 9<sup>th</sup> December 2016**

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

**Apologies:** Ms. Eimear Kenny.

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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 provided an update on discussions with the IPA in relation to the corporate governance training and the upcoming evaluation exercise. An update was also provided on the client engagement work being carried out by the senior management team across the various networks.

The successful campaigns for Assistant Secretary posts in the Department of Foreign Affairs and the Commissioner posts in GSOC were discussed.

A discussion took place in relation to recent developments in the area of State Boards and the review of the Guidelines which has been conducted. The proposed role of PAS in relation to judicial appointments was also discussed by the Board. An update was provided on a recent meeting with the executive of the Policing Authority and the informal PAS support role to the Authority. It was confirmed that D/PER has instructed all managers in the votes area in D/PER to ensure that their clients are consulting PAS when including a role for PAS in any legislation.

It was acknowledged that activity levels continue to be very high and that there is ongoing engagement with D/PER and the other sectors for which PAS recruits. A discussion will take place at the next meeting in relation to the core mandate of PAS v the public interest in assisting with other key public service recruitment. It was acknowledged that improvements need to be made by both PAS and clients in relation to general service recruitment. This should improve in the future with the introduction of consolidated workforce plans in line with overall HR strategy.

The statistics in relation to success rates in the AP campaign were discussed. It was acknowledged that there may be a need to consider different sources of, and options for, recruitment at this level.

The key risk theme of legal cases and appeals was discussed. An update was provided on all current legal cases. Issues arising from appeals and FOI requests were discussed. The newly developed Risk Appetite Statement was agreed.

#### 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 noted the minutes of the Internal Audit Committee meeting on 2<sup>nd</sup> December. The Audit Committee agreed to review the implementation of recommendations from all audit reports six months after the presentation of the initial report.

The Board discussed the Audit Report on Selection Board Member Payments and agreed that it was a very positive report. PAS has to revert to the Committee on abatement arrangements and which public body pays the costs for public servants sitting on selection boards. An update was provided on the C&AGs attendance at the audit committee which was very positive. The internal review of clearance and assignments was discussed. The recommendations and the commitment to implement them was welcomed; it was agreed to put KPIs in place for the clearance stage of the process. The audit committee agreed to have a presentation, by the risk owner, on one key risk at each audit committee meeting.

## **Client Engagement and Review of Enhanced Client Function**

A member of the management board made a presentation on developments in relation to client relations management in 2016 and the plans for 2017 in this regard. The Board was impressed with the achievements to date and welcomed this new approach.

## **Draft Workplan for 2017**

The Board noted the draft workplan, and agreed to revert in relation to suitable dates for meetings in 2017.

## **Update on Strategic Projects**

The CEO provided an update on the strategic projects; all but four are on target, and those four are slightly behind schedule. The CEO agreed to set up meetings with parties who could assist in marketing PAS to key targeted audiences, which is one of the strategic objectives of PAS.

## **Implementation of the Code of Practice for the Governance of State Bodies**

The Board noted the document specifying which aspects of this Code would apply to PAS, and agreed that work should commence on progressing the areas which do apply to PAS.

## **Any Other Business**

The Board agreed to meet relevant bodies in Northern Ireland once those bodies respond to PAS in relation to availability.

## **Next Meeting**

TBA