

Minutes of eighty-sixth meeting of the Board of the Public Appointments Service held in Chapter House, at 2.00pm on 5th February 2020

Present: Mr. Tom Moran (Chairman), Ms. Anne-Marie Taylor, Ms. Shirley Comerford, Dr. Eddie Molloy, Ms. Mary Connaughton, Mr. John O'Callaghan, Mr. David Cagney, Mr. Barry Quinlan, Ms. Anne O'Connor, Ms. Catherine Dobbins (Secretary).

The Board met without the executive present in advance of the official meeting. The Chairman will discuss potential actions arising from this meeting with the CEO and will develop these further at a later Board meeting.

Minutes of previous meeting and matters arising

The minutes were agreed.

Declarations of Interest

There were no declarations of interest.

CEO's Report for the Board and Operational Report

The Board noted the Operational Activity Report which was circulated in advance of the meeting.

The CEO informed the Board that PAS is ensuring that all Brexit related posts are being progressed to schedule.

The CEO updated the Board on developments in 2019 in the area of medical consultant recruitment. The improvements in timescales to run medical consultant recruitment campaigns was noted. The Board also discussed roles which are proving difficult to fill. The Board welcomed the establishment of the joint PAS/HSE working group to implement the new recruitment model as recommended following the Job Analysis for medical consultants posts and to specifically target posts which are proving difficult to fill.

The CEO updated the Board on the upcoming Civil Service Women's Network event on 3rd March in Dublin Castle to celebrate International Women's Day, as publicjobs are sponsoring the event and are working with the network to plan and organise the programme. It was agreed that the network would invite the PAS Board to the event.

The CEO provided an update on strategy development (branded NUA 2022), and the vision, mission and values set out therein. The Board discussed the three main pillars and the draft organisational performance dashboard being established to measure performance. The Board welcomed the plans to agree time to hire with clients and to provide the Board with more detail, at the next board meeting, on what will feed into each index included on the dashboard. The Board welcomed the key strategic initiatives and the proposed next steps as outlined in the plan.

The CEO also updated the Board on the recent focus groups with external audiences who had not previously engaged with PAS. Feedback on the website was very positive. However, the research also indicated where PAS may need to focus in order to attract passive candidates to roles in the public service, including raising awareness of such careers and simplification of the recruitment process. It was agreed that the presentation will be issued to the PAS Board.

Financial Position

Aileen Tuliani discussed the financial report with the Board and outlined her plans to engage with all budget holders in 2020 to discuss their assumptions in relation to activity levels and to provide assistance in terms of costing same. She also discussed the arrangements being put in place to receive written agreement from clients to pay costs to PAS in advance of PAS incurring any expenditure on their behalf. The Board also noted that PAS is working with D/PER to agree how income from clients should be treated in the accounts.

Internal Audit Update

Ann-Marie Taylor, the Board nominee on the Audit Committee, provided an update on the last meeting of the Audit Committee on 12th December 2019. Ms Taylor expressed the satisfaction of the Audit Committee in relation to how the issues raised in the audit report on procurement had been addressed. The Board noted the plans of the Accountant to develop cost for hire for various types of roles filled by PAS. Ms Taylor expressed some concern that the audit report on Data Retention, presented to the Committee at the meeting in December, did not specifically refer to selection board member risks. This area will be included in the data retention work programme currently being undertaken by the DPO.

Risk Management Annual Plan and Revised Corporate Risk Register

The Board noted the risk management annual plan and the revised Corporate Risk Register. The Board welcomed the focus of the Audit Committee on exploring specific key risks in detail at each meeting. The Board noted the plans of the Business Continuity group to conduct a tabletop exercise into the potential impact of the coronavirus on operations. The Board also discussed the reputational risk in relation to the State Boards process and welcomed the plans to engage with D/PER in relation to increased candidate communications.

Equality, Diversity and Inclusion Strategy

Deirdre Toomey, Equality, Diversity and Inclusion Lead, made a presentation to the Board on the development of the new ED&I Strategy. She discussed the engagement process and the relationship with the overall PAS Strategy. The Board welcomed the work being done by PAS in this area.

Board Evaluation

It was agreed that the Board would undergo an external evaluation process.

AOB

The CEO updated the Board on recent and upcoming changes at Management Board level in PAS.

Next meeting

1st April at 2pm.