

Minutes of eighty-seventh meeting of the Board of the Public Appointments Service held remotely by Zoom, at 2.00pm on 1st April 2020

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

Apologies: Dr. Eddie Molloy, Mr. Barry Quinlan, Ms. Anne O'Connor.

Present (Non Board): Ms. Margaret McCabe, Ms. Aoife Lyons.

This was a special meeting of the board convened to discuss the response of PAS to the Covid-19 situation.

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.

Financial Position

The Board noted the Financial Report which was circulated in advance of the meeting. Costs related to the Covid-19 situation are being tracked separately. It was noted that the costs incurred to date to support this national effort have been low as a lot of the development work has been done in-house.

Response to COVID-19 Situation

The CEO gave a presentation to the Board on the PAS response to the Covid-19 situation. The Board agreed that the PAS response has been excellent, in terms of how PAS has managed its own staff, how it has tried to continue with critical business as usual, and how it has taken on additional work, both in terms of recruitment for the HSE and the temporary assignment process.

The Board welcomed the ongoing communication with other public service bodies to share experiences and learning at a sectoral level as the situation develops.

The Board noted the very high level of PAS staff who can now work from home and agreed that the ability of the PAS IT team to introduce this as such short notice was exceptional.

The Board complimented PAS on its ability to roll out the temporary assignment scheme so quickly and efficiently to ensure staff are deployed where needed. The Board particularly welcomed the responsiveness of PAS and the level of stakeholder engagement involved in

putting this new process together. The Board noted that PAS is also continuing to deliver on other recruitment needs which have been prioritised by clients.

The Board welcomed the continued focus on protecting personal data and ensuring governance arrangements are in place to protect the PAS process.

The Board agreed that the PAS Staff Essential Guide was a very good initiative to support staff in the new ways of working. The Board discussed the various methods in current use for communications with staff, from large scale events with the CEO through Zoom, to the ongoing interaction with line managers through various media.

The Board discussed the commitment to extending the temporary assignment process to SNAs and noted the decision by the HSE to use an external provider to complete the Garda vetting process on receipt of details from PAS.

It was agreed that it will be useful to retain some of the new initiatives which may also work well once the situation is no longer so critical.

The Board also acknowledged the exceptional work being carried out at the moment in the HSE by their fellow Board Member, Anne O'Connor.

Next meeting

10th June at 2pm.