

Executive Board Minutes Meeting 03rd May 2016

Attendance: Ann Nolan (Chair), Des Carville, John Hogan, Gary Tobin, Nicholas O'Brien, Aidan Carrigan, Niall O'Ceallaigh, David Byrne, Derek Tierney (Secretary).

Apologies: Derek Moran, John McCarthy, Paul Ryan.

1. Minutes of previous meeting and matters arising

In addition to the Communications diary, the following was discussed. The April Exchequer Returns will be published tomorrow the 04th May followed by a media briefing in the usual way. Members discussed the European Commission's (EC) Spring 2016 Forecast published earlier in the day. It is projecting GDP growth for Ireland of 4.9 per cent in 2016 and 3.7 per cent in 2017, an upward revision relative to the Winter 2016 Forecast published in February. This compares with the Department's forecast of 4.9 per cent this year and 3.9 per cent in 2017. According to these forecasts, Ireland is expected to be the fastest growing economy in Europe for a second consecutive year, and the second fastest next year (along with Romania and after Luxembourg). Senior Officials are attending the Asian Development Bank 2016 meetings. The Minister will address the Oireachtas Committee on Housing and Homelessness on Thursday of this week.

The minutes of the previous Executive Board 25th April were agreed. Progress on action points was noted.

2. Dashboard Summary including discussion on:

2.1 Formation of Government

The Department is engaging with the work of an all-party Oireachtas group set up to examine Dáil reform, particularly around proposed budgetary reforms.

2.2 Exchequer Returns

Members noted that the Exchequer Returns will show that at the end of April an Exchequer deficit of €1,055 million will be recorded. This compares to a deficit of €2,319 million in the same period last year. However, there were some significant transactions which have flattered both positions. Excluding these transactions, the underlying Exchequer position is showing a year-on-year improvement of €1,104 million on the back of increased tax revenue.

The Returns will also show that at end-April 2016, cumulative tax receipts will be up €475 million (3.5%) on profile, which represents a 9.1% (€1,171 million) increase when compared to same period in 2015. However, it is important to point out that the over-performance is been driven by large unexpected payments in respect of corporation tax and timing issues in relation to excise duties, both of which are expected to unwind as the year progresses. In addition, it is also worth pointing out that while income tax is on profile at end-April, albeit as a result of one-off unexpected payments totalling €130 million, the performance of VAT has been somewhat disappointing with receipts down €164 million or 3.8% against profile.

For the month of April, tax revenues were €356 million (14.0%) above the monthly target. However, €108 million in tax receipts were delayed from March into April. Therefore, re-

adjusting for this timing issue, tax receipts for the month of April were actually up €249 million (9.8%) against profile.

Total net voted expenditure to end-April 2016, at €13,650 million, was €98 million or 0.7% below profile and €68 million (0.5%) lower in year-on-year terms.

3. PPS & IMF Article IV

Preparations are underway for the 5th PPS that is tentatively rescheduled from the 07-10th June. Discussions are underway with the institutions regarding the options around the timing of the next Article IV review.

3. Key Milestones Look-Ahead

Upcoming key milestones were noted.

4. AOB

Members noted proposals tabled by the OPW to meet the Departments medium term accommodation needs.

5. Corporate

5.1 Corporate Governance Review/Leadership Workshop

Members discussed arrangements underway to support the process of carrying out a review of the effectiveness of the Departments Governance Framework.

5.2 Internal Audit Progress Update

Members noted the progress being made on the timely close-out of internal audit recommendations.

5.3 Procurement Procedures

Members discuss progress being made in revising the Department Procurement procedures. When finalised, these will be tabled at the next Executive Board meeting for management approval and communication to all staff.

5.4 2015 Annual Review

Members discussed the draft 2015 Annual Report, prepared in accordance with the Public Service Management Act 1997 that outlines the main achievements and developments during the year to advance the Department of Finance's objectives, as set out in its Statement of Strategy 2015-2017. It is expected that this will be shortly issued to the Minister for approval and subsequent publication.



Ann Nolan
Second Secretary

Executive Board Minutes Meeting 09th May 2016

Attendance: Derek Moran (Chair), Ann Nolan Des Carville, John Hogan, John McCarthy, Paul Ryan Gary Tobin, Niall O'Ceallaigh, Derek Tierney (Secretary).

Apologies: Nicholas O'Brien, Aidan Carrigan, David Byrne.

1. Minutes of previous meeting and matters arising

In addition to the Communications diary, the following was discussed.

The Cabinet will meet on Wednesday. Thursday's senior management meeting will be cancelled and this will allow staff attend an SPS event that is scheduled on Thursday to consult with Principal Officers on a number of actions being progressed as part of the Civil Service Renewal plan. The Committee on Housing and Homelessness will be resuming its meetings on Thursday, 12 May 2016 with representatives from the National Assets Management Agency attending.

The minutes of the previous Executive Board 03rd May were agreed. Progress on action points was noted.

2. Dashboard Summary including discussion on:

2.1 Formation of Government

Members discussed the draft Programme for Government following the formation of the new Government on 06th May and the subsequent announcement of Ministers who will serve in the Government of the 32nd Dáil.

Actions:

- Establish review team and report to Secretary General on commitments in Programme for Government – Mr. Tierney
- Prepare time line for Economic Statement and National Economic Dialogue – Mr. O'Brien/Mr. McCarthy
- Prepare draft Legislative Agenda – Mr. MacDonncha

2.2 PPS/Article IV

Members discussed those preparations that are underway for the 5th PPS that is tentatively rescheduled from the 07-10th June. Discussions are continuing with the institutions regarding the options around the timing of the next Article IV review.

2.3 Committee on Housing & Homelessness

The Committee on Housing and Homelessness met on the 05th May with the meeting focussed on housing finance. The meeting began with engagement from the Minister for Finance, accompanied by senior officials and continued in the afternoon with representatives from the Banking and Payments Federation and the Irish League of Credit Unions.

2.4 Budget Reform

The Department continues to engage with the work of an all-party Oireachtas group set up to examine Dáil reform, particularly around proposed budgetary reforms. In this regard, the Dáil agreed, on 5 May 2016, to establish a Select Committee (the Select Committee on Arrangements for Budgetary Scrutiny) to consider the arrangements that may be necessary or appropriate with a view to ensuring ongoing engagement by the Houses of the Oireachtas and its committees in a manner intended to increase the capacity of the Houses to exercise influence and achieve accountability throughout the budgetary cycle. The Committee is required to report to the Sub-Committee on Dáil Reform within 35 days of the announcement of members nominated to serve on it. Members have yet to be appointed to the Committee.

3. Key Milestones Look-Ahead

Upcoming key milestones were noted.

4. AOB

Members expressed well wishes and acknowledged the services of our colleague Neil Ryan who will leave the Department on the 15th July following notification of his resignation. Mr Ryan is ensuring a smooth handover of responsibilities, and while on annual leave, pro-tem reporting arrangements for Mr Ryan's functions in the interim period were noted.

Members also noted the outcome of the continuing resource review with mobility and promotions to be communicated in the usual manner.

HR are currently looking for expressions of interest to mentor new AOs in the Department. This mentoring is based on the new 15 day over 1 year, DPER Graduate Programme. Members were asked to re-communicate this request to their teams.

PMDS Compliance rates were noted and all members were requested to encourage staff to complete any outstanding forms.

Actions:

- Encourage all staff to complete any remaining PMDS inputs - All Members
- Remind staff to participate in graduate mentoring programme – All Members

5. Corporate

5.1 Procurement Procedures

Following discussions members approved the revised Procurement Procedures for issue to all staff.

5.2 Vote 7 Monthly Financial Report

Members discussed the monthly budget report tabled for information.

5.3 Consultancies & Projects Q 2016

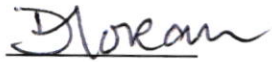
Members discussed the Consultancies & Projects Q 2016 tabled for information.

5.4 Legal & Advisory Costs Q1 2016

Members discussed the Purchase Order Q1 2016 Register tabled. Subject to clarifications this was agreed for publication.

5.5 Purchase Order Q1 2016 Register

Members discussed the Q1 2016 Purchase Order Register tabled and agreed it for publication.

A handwritten signature in dark ink, appearing to read "D. Moran", with a horizontal line underneath.

Derek Moran
Secretary General

Executive Board Minutes Meeting 16th May 2016

Attendance: Derek Moran (Chair), Ann Nolan, Des Carville, John Hogan, John McCarthy, Paul Ryan Gary Tobin, Niall O'Ceallaigh, Nicholas O'Brien, Aidan Carrigan, David Byrne, Mary Carrick (Secretary).

Apologies:

1. Minutes of previous meeting and matters arising, Government Memos

In addition to the Communications diary, the following was discussed.

The Minister will be answering Oral Parliamentary Questions on Wednesday. He will make a speech at the World Bank Development Forum which is commencing on Wednesday and he will give a keynote address at the International Capital Market Association's AGM & Annual Conference on Thursday. The Department's Chief Economist will make a speech at the Royal Irish Academy on the "budgetary process – recent changes and further evolution". The Oireachtas Committee on Housing and Homelessness will take place on Friday and the Department will attend. Government Memos for this week's Cabinet meeting were discussed.

The minutes of the previous Executive Board 09th May were agreed. Progress on action points was noted.

2. Dashboard Summary including discussion on:

2.1 Programme for Government

Members discussed the Programme for Government and the Department of Finance commitments within. A review of commitments will be circulated to consider policy responses for discussion with the Minister.

Actions:

- Circulate Department of Finance commitments contained in the programme for Government. – Corporate Affairs

2.2 Country Specific Recommendations

The Board discussed the upcoming proposals for 2016 country specific recommendations (CSRs) which will be published by the European Commission on Wednesday 18th May. The CSRs will provide policy guidance based on the Commission's assessment of the 2016 National Reform Programme and Stability Programme Update, which were submitted in April. The Taoiseach will be attending the European Council in June where the recommendations will be considered and endorsed, following approval by Finance Ministers at the June ECOFIN. CSRs will then be formally adopted at the July ECOFIN.

2.3 PPS/PPM- Article IV

Members discussed those preparations that are underway for the 5th PPS that is rescheduled to take place from the 07th-10th June and the IMF Article IV PPM visit scheduled to commence from 13th-20th June.

2.4 UK Referendum Risk Assessment

The inter-divisional Department of Finance PO Group developed a risk analysis framework in relation to risks identified in relation to the upcoming UK referendum. The document which was coordinated by the EU & International and Risk Divisions was endorsed by the Executive Board. The framework will be submitted to the Department of the Taoiseach by 18th May.

2.5 Budget Reform

The Department continues to engage with the work of an all-party Oireachtas group set up to examine Dáil reform, particularly around proposed budgetary reforms. The Select Committee (the Select Committee on Arrangements for Budgetary Scrutiny) to consider the arrangements that may be necessary or appropriate with a view to ensuring ongoing engagement by the Houses of the Oireachtas and its committees in a manner intended to increase the capacity of the Houses to exercise influence and achieve accountability throughout the budgetary cycle has been established. The Committee is required to report to the Sub-Committee on Dáil Reform within 35 days of the announcement of members nominated to serve on it.

3. Key Milestones Look-Ahead

Upcoming key milestones were noted. Members noted a proposal to hold a public consultation on Share based Remuneration. Preparations for the upcoming ECOFIN are underway.

4. AOB

PMDS Compliance rates were noted and all members were requested to encourage staff to complete any outstanding forms.

Actions:

- EU/UK Risk analysis framework to be submitted to D/Taoiseach by 18th May – Mr O'Brien

5. Corporate

5.1 HR Knowledge Audit/Pulse Survey (For Decision)

Members noted the availability of a survey which if engaged in by the Department may provide the Department with a better understanding of tacit knowledge within the Department. HR will circulate the survey to the Executive Board in advance of further consideration of the issue.

Actions:

- HR to circulate Knowledge Audit to Executive Board. - Mr O'Ceallaigh



Derek Moran
Secretary General

Executive Board Minutes Meeting 23rd May 2016

Attendance: Derek Moran (Chair), Ann Nolan, Des Carville, John Hogan, John McCarthy, Paul Ryan Gary Tobin, Niall O'Ceallaigh, David Byrne, Derek Tierney (Secretary).

Apologies: Aidan Carrigan, Nicholas O'Brien.

1. Minutes of previous meeting and matters arising, Government Memos

In addition to the Communications diary, the following was discussed.

The Minister will travel to Eurogroup/ECOFIN on Wednesday and Thursday and will meet with other EIB Governors before the Eurogroup meeting. It is expected that Greece will dominate the discussions at Eurogroup. The Minister will be accompanied by senior officials at the Cabinet Subcommittee on Homelessness and Housing later in the week. Government Memos for this week's Cabinet meeting were discussed.

The minutes of the previous Executive Board 16th May were agreed. Progress on action points was noted.

2. Dashboard Summary including discussion on:

2.1 Weekly Schedule (Dáil, Seanad, Committees)

Members reviewed the weekly schedule of business for the Dáil, Seanad and Oireachtas Committees.

2.2 National Economic Dialogue

The National Economic Dialogue will take place at on the 27/28th June following publication of the Summer Economic Statement and Oireachtas consideration of same. It is proposed that the National Economic Dialogue will largely follow the same format as that used last year. It will be jointly hosted by the Departments of Finance and Public Expenditure and Reform and be structured around plenary sessions, chaired by an independent moderator with smaller break-out sessions on a number of specific themes.

2.3 SMU Update

An update was provided on market interpretation and commentary on the Programme for Government, the SVR Bill and related matters. A note setting out this concerns expressed to SMU from a range of sources will be prepared for SG and SSG for onward transmission to the Minister.

2.4 Cabinet Subcommittee: Housing & Homelessness

Senior officials will accompany the Minister who will present on initiatives being progressed and supports being provided by the Department at the Cabinet Subcommittee on Homelessness and Housing later in the week.

Actions:

- Submit note to SSG/SG regarding market feedback – Mr Carville

3. **Key Milestones Look-Ahead**

4. **AOB**

5. **Corporate**

5.1 Competency Based Training Modules (For Decision)

Members discussed the paper setting out a proposal to initially introduce compulsory training and a multiple choice PC based test (to selected staff) in areas of compliance (Freedom of Information, Procurement, Data Protection) and agreed to advance same.

5.2 Records Management & eDocs (For Decision)

Having discussed the progress update on Records Management Policy and roll-out of eDocs, Members agreed the proposal where each Division will ensure that Information Officers are nominated, formally recognised and in place in order to fulfil the role. Corporate Affairs, Facilities Management Unit/Registry and OGCI will convene the Information Officers Network and initially run monthly meetings hosted by to ensure the ongoing adoption of Records Management Policy, agree eDocs Business Rules and share Records Management best practice and promote good records management and use of eDocs System.

5.3 Mobile Phone Policy (For Decision)

Members discussed and approved the revised mobile phone policy that revokes and replaces Office Notice 04/2009.



Derek Moran
Secretary General

Executive Board Minutes Meeting 30th May 2016

Attendance: Derek Moran (Chair), Ann Nolan, John Hogan, John McCarthy, Paul Ryan Gary Tobin, Niall O’Ceallaigh, Mary Carrick (Secretary).

Apologies: Des Carville, Nicholas O’Brien, David Byrne.

1. Minutes of previous meeting and matters arising, Government Memos

In addition to the Communications diary, the following was discussed.

The Minister accompanied by a senior official will travel to the OECD Ministerial Council in Paris on Wednesday and Thursday. The members noted that the Exchequer Returns will be published on Thursday. Minister of State Murphy will be attending the IIEA CSR Seminar on Friday. Senior Officials will attend the Cabinet Subcommittee on Homelessness and Housing later in the week. Government Memos for this week’s Cabinet meeting were discussed.

The minutes of the previous Executive Board 23rd May were agreed. The members agreed that the Dashboard Summary Progress on the Weekly Executive Board Agenda will be informed by a Key Milestones look-ahead.

2. Dashboard Summary including discussion on:

2.1 Weekly Schedule (Dáil, Seanad, Committees)

Members reviewed the weekly schedule of business for the Dáil, Seanad and Oireachtas Committees.

2.2 Cabinet Subcommittee: Housing & Homelessness

The members discussed the ongoing work of the Subcommittee and highlighted the Department’s input and role and noted that the Minister made a presentation to the Subcommittee. It was agreed that a document be drawn up to highlight possible measures which could help to provide options for consideration by the Subcommittee in finding solutions to the Housing issue. The Executive Board subgroup on housing will increase the frequency of its periodic meetings to weekly.

2.3 5th PPS

An update was provided on preparation for the 5th PPSM which is scheduled to take place from the 7th to the 10th June.

2.4 Spring Economic Statement

The Spring Economic Statement will be laid before both Houses of the Oireachtas in mid- June. The Statement will outline the fiscal space available and will feed into the discussions which will be held at the National Economic Dialogue which will take place on the 27th and 28th June in Dublin Castle.

Actions:

- Prepare options document to highlight possible measures which could help to provide solutions to the Housing problem for consideration by the Subcommittee. – Mr Tobin, Mr. McCarthy, Mr Hogan
- Increase frequency of Executive board subgroup on Housing to weekly - Mr McCarthy
- Discuss the laying of the SES before the Houses with the Whips Office – Mr. McCarthy

3. **Key Milestones Look-Ahead**

4. **AOB**

Members agreed to hold an away day focusing on leadership competencies.

Actions:

- Arrange an offsite discussion focusing on leadership – Mr. O’Ceallaigh

5. **Corporate**

5.1 Proposal for Diploma in Financial Services

Members discussed the proposal to develop and procure a tailored, accredited post-graduate Diploma in Financial Services for Departmental staff. The diploma is proposed to equip staff to extend and develop their capabilities in this area for better understanding of and performance in their jobs. It is intended that the Diploma will provide the participants with a broad understanding of Financial Services including the key legal regulatory market and operational frameworks. The Board agreed to the proposal and approved commencement of a tendering process to procure a course provider. The members noted that a similar course in Economics would add value to the development of staff in the Department.

Actions:

- Organise procurement of Financial Services Diploma Course – Mr. O’Ceallaigh/Mr. Carrigan
- Consideration to secure a course in Economics for Department staff – Mr. McCarthy



Derek Moran
Secretary General