

## Minutes of the National Oversight and Audit Commission (NOAC) Meeting

Tuesday 21 January 2020 at 10:00 am

Venue: Main Conference Room, Custom House, Dublin 1

Attended by:

Chairperson: Michael McCarthy

Members:	Barry Quinlan	Martina Moloney
	Constance Hanniffy	Sharon O'Connor
	Michael McGreal	Tara Buckley
	David Holohan	

Secretariat:	John F McCarthy	Claire Gavin
	Neill Dalton	Colin Flood
	John Goldrick	Darren Browne

1. Minutes & Actions of Meeting of 10 December 2019

An amendment was agreed to the minutes.

2. Declaration of any conflicts of interest

There were no declarations of conflicts of interest from the Board.

3. Matters Arising

No matters arising.

4. PI Working Group

The PI Subgroup Chair provided an update on the guidelines for the 2019 PI Report. A meeting was held with the OPR in December to discuss the role of the OPR in relation to performance indicators and review of local authorities. It was agreed that NOAC would continue to work with the OPR.

In relation to the 2018 PI Report, South Dublin County Council had provided a detailed reply to a query from NOAC regarding their increase in the certified sick leave rate which the PI Subgroup are satisfied with.

The PI 2019 Guidelines were presented and approved by NOAC subject to amendments to Library, Road Works and a new LA energy efficiency PI. The Guidelines will be circulated once finalised. Following the recent CCMA/LGMA Climate change report the chair of the sub group noted the work that is being done in this area and suggested that work is underway for a future PI.

Validation visit locations for 2020 were identified by the subgroup prior to the NOAC meeting and it was requested that additional member support be available in order to carry out these visits. One member agreed and other members are to notify the Secretariat if available.

The Subgroup Chair extended an invite to all members to the PI Workshop meeting on 27 February 2020.

#### 5. Communications and Customer Service Working Group

Following a competitive tender process, a successful tenderer was identified and appointed to develop a new logo for NOAC and updating its website. Updates to content of existing website will continue.

Following a meeting with the LGMA it was confirmed that will continue to work with NOAC for the publication of the 2019 Customer Service Survey. It was also agreed that the Good Practice event would take place again with the cooperation of the CCMA and the LGMA with date to be confirmed once venue is secured and other matters are clarified. It is expected that it will take place in late April 2020 or as an alternative end of March 2020. It was also agreed that Board members will revert to the Secretariat with any suggested items for the event.

#### 6. NOAC review of Corporate Plans

Preliminary work has been commenced on the review of LA Corporate Plans. All Corporate Plans from the LAs should have been received by NOAC at this point. To date, two LAs have provided their Corporate Plans and it is understood that three others have requested an extension. A reminder will be issued to the remaining LAs by the

Department of Housing, Planning and Local Government (DHPLG) for receipt of their Corporate Plans.

Members enquired re the following:

- if regional assemblies were contacted with regards to their corporate plans – it was confirmed this has not taken place however an action in relation to Regional Assemblies is contained in the Strategy;
- if a review of the implementation of the previous Corporate Plans is to be undertaken – it was confirmed that this is to be carried out.

7. Scrutiny (Profile) Process update

The secretariat is currently compiling the information on local authorities who have completed the process to date with a view to publication of material in Spring 2020. This is a significant body of work that will need to be sourced, reviewed and then signed off. The assistance of a board member in reviewing this material was sought. Once complete this work will be kept up to date for future reports in accordance with the approved process. Board approval will be sought before publication. A list of 2020 LA visits will be circulated to the members and it was advised that in addition to the chair at least one additional members would be needed for the local authority visits.

8. Board Membership Update (PAS Process)

There have been no further updates on prospective new NOAC members. It was noted that NOAC needs to have sufficient members to carry out its work.

9. Strategy and Multi-Annual Programme 2020-2022 and Sub Group Work Plans

Arising from the agreed Work Programme new working groups and chairs of same were previously identified but members were now required. Following a request by the Chair some members agreed to join the new Financial Management and Performance Group and the Governance and Efficiency Group. These groups now consist of a chair and two members. The two existing working groups already have a chair and two members each. An updated group membership list will be circulated.

It was agreed that Secretariat will prepare background material and meet with the groups over the coming weeks and report back to the next meeting with requirements. It was noted that in addition to scoping the work programme actions and previous

material, resources and Terms of Reference need to be reviewed. It was also noted that there would need to be at least four meetings per working group per year would be required however, these could be done via video conferencing, if desired.

#### 10. LA Climate Change Action Plans

Members of NOAC and the Secretariat/Executive attended the recent Climate Change Conference by the LGMA. Many local authorities were found to be active in this area but there are inconsistencies in achievement. It was discussed that elements of this could be included in the upcoming Good Practice Event. The Chair noted that there were 34 actions in the Climate Change Strategy that are attributable to local authorities. The Secretariat will look into the possibility of inviting the LGMA to talk about the report at a future meeting. It was raised by a board member that tree felling and planting figures by LAs could form a future performance indicator. It was agreed that Executive shall arrange for the Chair to meet with the SEAI.

#### 11. Meetings with AILG and LGMA

Meetings were held with both the Local Government Management Agency (LGMA) and the Association of Irish Local Government (AILG) and that the minutes of these were included in the documents to members. It was noted that NOAC was invited to contribute to the AILG newsletter and that the Chair has been invited to attend and present at the AILG Annual Conference in March. The LGMA is to be invited in to present at a future NOAC meeting.

#### 12. Any Other Business

For the 2019 Public Spending Code report, the board approved the letter to be sent to all LAs regarding Quality Assurance.

**The main NOAC meeting was brought to a close**

#### Meeting with Laois County Council at 11.00am

The Chief Executive, Head of Finance and Director of Corporate Affairs of Laois County Council attended the meeting for which there is a separate note.

<b>Agenda Item No:</b>	<b>Action</b>	<b>Decision</b>
4	PI Guidelines	Approved subject to final amendments and will be circulated once finalised.
4	South Dublin County Council reply to PI question	Provided a detailed reply regarding their increase in the certified sick leave rate, subgroup satisfied with same.
5	Good Practice event	Board members will revert to the Secretariat with any suggested items for the event
6	Receipt of Corporate Plans	A reminder will be issued by DHPLG to the remaining LAs for receipt of their Corporate Plans
7	Scrutiny (Profile) Process	<ul style="list-style-type: none"> <li>• Member assistance to check material sought;</li> <li>• Board approval will be sought before publication.;</li> <li>• A list of LA visits will be circulated to the members;</li> <li>• An additional member for the visits sought.</li> </ul>
9	Sub Group Members	Two members nominated to be part of the Financial Management and Performance Group as well as the Governance and Efficiency Groups. Scoping meetings to be held by the WGs and notes to be prepared in advance of the next NOAC meeting.
10	LA Climate Change Action Plans	Elements of this could be included in the upcoming Good Practice Event; Chair to meet the SEAI.
11	Meetings with AILG and LGMA	Chair to present at the AILG conference; NOAC to contribute to the AILG newsletter; LGMA to be invited to present to NOAC.
12	2019 Public Spending Code report	For the 2019 Public Spending Code report, the Members approved the letter to be sent to all LAs regarding Quality Assurance.