

Minutes of MAC meeting held on 1 July 2013

Attendance: Secretary General, Liz Canavan, Moira O'Mara and Mícheál Ó Corcora (reporting).

Apologies: Michelle Shannon

1. Minutes of previous meeting

The minutes of the meeting of 10 June were agreed.

2. Children and Young People's Policy Framework

Emma Jane Spollen joined the meeting for this item. The meeting considered a draft outline of the Framework together with supporting documentation. It was agreed that:

- a) the "Definitions" document needs to be completed;
- b) the "Gap Analysis" needs further consideration; and
- c) the "Supporting Policy Grid" needs to be developed through bilateral meetings with other Government Departments

The MAC members thanked and congratulated Emma for her achievements in developing the Policy Framework during her time with the Department and wished her well in the future.

3. Work Plan of the Centre for Effective Studies

The meeting considered the Update on the CES Work Plan. It was agreed that Moira O'Mara would discuss the Policy Framework with Darragh Doherty and Nuala Doherty. The Update on the CES Work Plan is to be considered further at the next MAC meeting.

4. Strategic HR Review

Arrangements for the meeting of all DCYA staff on 5 July were reviewed and refined.

5. Departmental Communications

Anne O'Donnell made a presentation on the "Services, Needs, Risks and Solutions" in relation to the Communications Unit. The subsequent discussion covered the importance of Communications Unit and Press Office being aware and involved at an early stage in Departmental initiatives and events, the importance of using the Departmental logos appropriately, making the best use of the Department's intranet site, and the importance of a focussed approach by all staff in relation to press queries. It was agreed that arrangements be made for a list of DCYA and other relevant press and public events to be prepared and made available twice a month for MAC meetings. Reference was also made to the positioning of communications function in any revised departmental structures, following consideration of the HR Strategic Review. It was also agreed that HR issues would be the subject of examination by HR Unit.

6. Presentation by Legal Advisors

The Legal Advisors made a presentation to the MAC. The discussion covered workload; requests for advice; development of a safe, clear searchable records management and retrieval system; clerical assistance, a voice recognition detection system; and ICT assistance. It was noted that a departmental initiative in relation to records management was due to commence and Legal Affairs would be an early priority. It was also agreed that HR issues would be the subject of examination by HR Unit.

7. FOI Report

The FOI report was noted

8. Any Other Business

- a) **Additional Working Hours:** this item will be considered at the next MAC meeting
- b) **Annual Leave Arrangements:** Annual leave arrangements were reviewed and finalised
- c) **Children First Implementation Plan:** it was agreed that Liz Canavan would consult further with Moira O'Mara in advance of making a submission to the Secretary General
- d) **Dates of Future MAC meetings:** a list of dates for MAC meetings for September and November 2013 was circulated

9. Next Meeting

The next meeting of MAC will take place on Monday 22 July at 10.00.