



**Tailte
Éireann**

Clárúchán, Luacháil,
Suirbhéireacht
Registration, Valuation,
Surveying

Minutes of the Tailte Éireann Board Meeting July 12th 2023

In attendance: David McGarry (Chairperson), Shirley Coulter, Mary Keane, Rowena Mulcahy, Deirdre O’Keeffe, Gerry Quinn, Martin Sisk.

Also in attendance: Liam O’Sullivan, Chief Executive Officer, Liz Pope, Head of Registration Division and Deirdre O’Byrne, Acting Secretary to the TÉ Board.

| Issues discussed at the meeting of the 12 th July 2023 | |
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| Agenda Item | Outcome |
| 1. Welcome and CEO introduction | The CEO was welcomed and introductions were made. |
| 2. Conflict of Interest | No conflicts of interest were declared |
| 3. Minutes and matters arising | The Minutes of the meeting of the 8 th June were approved with a minor amendment. A candidate has been selected for the Head of Corporate Affairs who is expected to commence September. |
| 4. CEO Next 90 Days Outline | The CEO has had the benefit of an excellent handover and will now focus on |

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| | | meeting the teams in the four pillars to implement structure, manage risks and identify and deliver efficiencies. The CEO has the full support of the Board to lead TÉ and will continue to inform and seek the advice of the Board. |
| 5. | Acting CEO Handover | The acting CEO has provided a hand over to the incoming CEO which outlined the key issues and challenges, both high level and operational. The CEO has the full support of the Management Board which had a productive first meeting focusing on a structured integration. |
| 6. | TÉ Strategy Statement 2023-2026 | A report on internal and external stakeholder feedback was circulated ahead of the meeting along with the latest iteration of the TÉ Strategy Statement 2023-2026. The Strategy Statement is agreed by the Board pending minor alterations to the introductions by the Chair and the CEO. |
| 7. | Terms of Reference for the TÉ Board (sign off) | Some further amendments to the Terms of Reference for the TÉ Board were agreed and an updated version of the document will be provided to the Chair before circulation. |
| 8. | Code of Conduct for the TÉ Board | The current draft of the Code of Conduct for the TÉ Board was circulated in advance of the meeting and was presented to the Board. There was extensive discussion around the Code and some amendments were agreed. An updated version of the document will be provided to the Chair before circulation |

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| 9. | Code of Practice for the Governance of State Bodies Document | The Code of Practice for the Governance of State Bodies was circulated ahead of the meeting for reference purposes and was taken as read. A TÉ checklist on the code is being prepared for the Department of Housing, Local Government and Heritage. It will be presented at the next meeting and will provide clarity on the responsibilities of the Board. |
| 10 | Communications Strategy | The announcement of the Strategy Statement will be the focus of external communications in the short term. A Communication Strategy will be prepared and published when approved by the Minister. It will be presented to the Board at the September meeting. |
| 11 | AOB | <ul style="list-style-type: none"> (i) The Audit and Risk Committee (ARC) was discussed. The Chair of the ARC reports directly to the CEO and will report quarterly to the Board. (ii) The Chair and the CEO will agree the content and nature of the standing items on the agenda. (iii) Future agendas will categorise each item as being for decision, discussion or information. |
| 12 | Next Meeting | 21 st September 2023. |

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| 13 | Non-Executive Session | |
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