



*An Roinn  
Ealaíon, Oidhreachta agus Gaeltachta*  
Department of  
*Arts, Heritage and the Gaeltacht*

**Heritage Council and Department of Arts, Heritage and the Gaeltacht**  
**Service Level Agreement 2016**

**1. Introduction**

The Heritage Council was established in 1995 as a statutory body under the Heritage Act, 1995 with a Council (the Board of the body) appointed by the Minister.

The Heritage Act (1995) and the proposed amendments in the Heritage Amendment Bill (2015) are prescriptive in terms of:

- functions of Council
- reporting and accounting procedures to the Minister
- Council's activities as determined through its standing orders, its internal procedures and processes and its Strategic Plans

This Service Level Agreement is put in place to accord with general government policy in relation to state agencies and is viewed as complementary to the above functions and activities and does not negate any of the above legislative requirements.


As such it is signed by both parties with a view to maximising the effectiveness and efficiency of resources provided by the Minister to assist the Council in the exercise of its functions

**1.1 Background**

The Heritage Council remit, as emphasised in its current Strategic Plan 2012-2016, is to foster an integrated approach to heritage, with assignment of responsibilities that include both cultural and natural aspects of Ireland's tangible heritage. Under the Act the remit of the Council includes monuments, archaeological objects, heritage objects such as art and industrial works, documents and genealogical records, architectural heritage, flora, fauna, wildlife habitats, landscapes, seascapes, wrecks, geology, heritage gardens, parks and inland waterways.

Pursuant to its statutory responsibilities the Council (*inter alia*) shall in particular:

- a) propose policies and priorities for the national heritage;
- b) promote interest, education, knowledge and pride in, and facilitate the appreciation and enjoyment of the national heritage;
- c) engage with, advise and support local authorities, other public authorities, communities, persons and bodies in relation to functions of the Council;
- d) promote the co-ordination of all activities relating to the functions of the Council.

  
19/04/16

19/4/16  
MAP

Subsequent to the Critical Review of the Heritage Council 2012 and pursuant to the proposed Heritage Bill 2016:

(a) The Minister may request the Council to furnish to him or her advice in relation to any matter under the acts or functions referred to in paragraphs (a) to (d) and it shall be the duty of the Council to comply with any such request.

(b) The Council may make recommendations or provide advice to the Minister as to the Minister's general policy in relation to the implementation of the Wildlife Acts, 1976 to 2012, the European Communities (Birds and Natural Habitats) Regulations 2011 (or to any enactments or instruments amending or replacing those Acts and Regulations), including recommendations in relation to the conservation of wildlife generally, the protection and enhancement of biodiversity, and to objectives to be fixed by the Minister in this regard.

(c) The Council may make recommendations or provide advice to the Minister as to the Minister's general policy in relation to the implementation of National Monuments Acts, 1930 to 2004 (or to any enactment amending or replacing that Act), including recommendations in relation to the protection and preservation of national monuments and to objectives to be fixed by the Minister in this regard.

(d) The Council may make recommendations or provide advice to the Minister as to the Minister's general policy in relation to the implementation of Part IV of the Planning and Development Act, 2000 (as amended), and the Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999 (or to any enactments amending or replacing those Acts) including recommendations in relation to the protection and preservation of the architectural heritage and to objectives to be fixed by the Minister in this regard.

(e) the Council may co-operate with and provide assistance and advice to any person or body, including a public authority, in respect of any matter which is related to the performance of its functions as it considers desirable (In this section 'assistance' includes payments of money on such terms and conditions as the Council may decide)

The Heritage Council is a prescribed body under the provisions of the Planning and Development Act 2000, as amended.

### 1.2 Purpose of Service Level Agreement (SLA)

This Service Level Agreement is a performance contract in which an agreed level of service is formalised between the Department of Arts, Heritage and the Gaeltacht and Heritage Council.

The parties to the agreement in signing the agreement undertake as follows:

- Department of Arts Heritage and the Gaeltacht – in line with government policy of the day endeavours to secure the maximum available resources to support the Heritage Council in the exercise of its functions;
- The Heritage Council - in line with the resources at its disposal will use those resources in the most efficient and effective manner to ensure that resources are

MC  
19/04/16

19/4/16  
MJP

used in an effective and cost effective manner to deliver quality services to the public.

The SLA will set out Heritage Council targets for 2016 and define the output indicators on which performance should be measured. It will eventually have a multi-annual focus in line with the Medium Term Expenditure Framework.

The Agreement will support the high level goals of the Department of Arts, Heritage and the Gaeltacht, namely:

- To conserve and manage our unique heritage for the benefit of present and future generations, as a support to economic renewal and sustainable employment, and in compliance with legal obligations;
- Support cultural tourism as one of the most important elements of Ireland's tourism product and thus stimulate job creation and economic regeneration.

The Heritage Council is independent in the performance of its duties. Its current strategic plan and the work programmes devised from that plan support the Department's high level goals as detailed above.

## **2. Corporate Governance**

### **2.1 Role of the Board**

The Board has responsibility to set overall strategic direction for the Heritage Council and to put in place frameworks and mechanisms to assure oversight and compliance with the highest possible standards of public service.

### **2.2 Role of Chairperson**


The Chairperson has responsibility for providing leadership of Council and as Chairperson of Council is responsible for guiding the organisation's overall strategic direction and assuring compliance with the overall statutory requirements of Council.

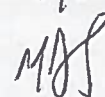
### **2.3 Role of Chief Executive Officer**

The Chief Executive, reporting through the Chairperson to the Council, has overall responsibility for advising the Heritage Council on, and ensuring effective achievement of, objectives in the exercise of its functions in accordance with the Heritage Act, 1995 and other statutory requirements and for the direction of all resources at Council's disposal to effect its functions as determined in successive strategic plans.

The Heritage Council agrees to the following:

- Comply with the Code of Practice for the Governance of State Bodies;
- Manage its activities in accordance with the Heritage Council Strategic Plan, Annual Report and the Report of the Critical Review 2012;
- Comply with all aspects of the Department of Arts, Heritage and the Gaeltacht Reform Programme and provide timely returns to the Reform Office of the Department as necessary;

  
19/04/16

19/4/16  


- Timely provision of Heritage Council Annual Report and Accounts in accordance with the requirements of Sections 21 and 22 of the Heritage Act 1995 and to publish reports on the Heritage Council web-site as soon as possible thereafter;
- Ensure compliance with statutory provisions laid out in the FOI act;
- The Council will provide statistical, briefing and other material and information as required from time to time by the Department including information for Parliamentary Questions, Ministerial Representation and other information requests;
- Ensure that all relevant details relating to the board of Heritage Council are available on-line;
- Implement statutory requirements in respect of data protection;
- Implement actions to ensure compliance with public administrative procedures and related practices including financial expenditure and procurement requirements.
- Implement a Child Protection Policy which provides direction for all staff and those supported by the Council who may interact with children in any capacity and to ensure protection of any child in their care.

### 3. Objectives of the Agreement

The key objectives of this agreement are to outline the arrangements between the Department of Arts, Heritage and the Gaeltacht (DAHG) and An Chomhairle Oidhreacha (The Heritage Council) for 2016. It builds on existing arrangements whereby the Heritage Council secures on a five year cycle agreement for the Council's Strategic Plan, submits an annual report on the basis of its implementation of that plan and submits an annual work programme with a view to securing sufficient resources to implement that plan.


The purpose of this document is to:

- outline and clarify work programme activities;
- identify the resources required to implement the agreed work programme;
- ensure that resources are used in an effective and cost effective manner;
- ensure the delivery of quality services to the public.

The requirements in relation to reporting arrangements for both corporate governance and financial issues are also included:

- to clarify the expectations of the Department of Arts, Heritage and the Gaeltacht in relation to the Heritage Council;
- to define the inputs, outputs and the anticipated outcome of Heritage Council activities;
- to measure performance of these functions through monitoring of agreed targets, outputs and outcome indicators.

### 4. Mutual Commitments

  
19/04/16

19/4/16  
MJS

- Both parties commit to proactive and timely communications, cooperation and information sharing on service delivery;
- Both parties support the effective achievement of agreed targets as well as the promotion of partnership, responsiveness and mutual cooperation in their ongoing interactions;
- Both parties support prompt and timely responses to correspondence, information requests and related matters;
- Both parties commit to keep each other fully apprised and updated on all key issues;
- Both parties agree to hold quarterly meetings throughout the year;
- The Chairperson of the Heritage Council shall meet with the Minister of the Department at least once a year.

The Department of Arts, Heritage and the Gaeltacht will provide the following supports to enable the Heritage Council to fulfil its mandate:

- Ensure adequate human and financial resources for the Heritage Council to fulfil its role and responsibilities having regard to current constraints;
- Organise the presentation of estimates for the Heritage Council by the Minister each year based on the pre budget submission from the Heritage Council;
- Provide timely sanction for expenditure and staffing in line with public financial procedures and public service numbers policy and having regard to current restraints;
- Provide updates on public financial procedures and civil service HR policy guidelines;
- Provide guidance on civil service HR policy, public expenditure, remuneration and industrial relations, procurement and contracts, government accounting and governance and liaise with the Heritage Council in relation to public service reform initiatives;
- Respect the independence of the Heritage Council as a body corporate.

## 5. Inputs

Subhead	Programme	2016€000
B3	<b>Heritage Council</b>	
	Pay – current	788
	Pension – current	5
	Non-pay – current	2,762
	Capital	1,688
	<b>Total B3 (REV)</b>	<b>5,243</b>
Environment Fund	Capital	TBC
Environment Fund	National Biodiversity Centre – capital	TBC
<b>Total</b>		<b>TBC</b>

19/04/16

19/4/16  
MAP

All allocations from the Environment Fund must conform to the provisions of the Waste Management (Amendment) Act 2001.

Human Resources Inputs

	<b>ECF ceiling for 2016</b>
<b>TOTAL</b>	14

The Heritage Council will monitor staffing to ensure that ECF numbers are maintained.

**6. Service Levels and Performance Measurement**

**Key outputs**

<b>Public service Activity (As per REV)</b>	<b>2016 output targets</b>
To ensure that the heritage services are delivered as effectively as possible, including through third parties.	Implement recommendations of the Heritage Council review.

<b>Public service Activity</b>	<b>2016 output targets</b>
To manage the national Heritage Officer Programme in partnership with Local Authorities	Seminars for training, development and networking for Heritage Officers and other heritage professionals – 4 per annum Funding subvention of 25% for salary costs of Heritage Officer posts – 27 posts

<b>Public service Activity</b>	<b>2016 output targets</b>
To manage the national County Heritage Plan Programme in partnership with Local Authorities	Operational Funding for County Heritage Plans under the direction of County Heritage Officers and County Heritage Forums – 26 plans and an average minimum of 3 projects per county subject to competition

<b>Public service Activity</b>	<b>2016 output targets</b>
To manage National Heritage Week	Promote and market a minimum of 1,500 Heritage Week events throughout the country

<b>Public service Activity</b>	<b>2016 output targets</b>
To manage the Museums Standards Programme of Ireland	Facilitate the membership of a minimum of 55 museums and other cultural institutions in the MSPI

*WJ*  
19/04/16

19/4/16  
MJS

<b>Public service Activity</b>	<b>2016 output targets</b>
To manage the national Heritage in Schools Programme	Facilitate schools visits to primary schools covering: 75,000 pupils in 700 schools during 1,600 expert visits. A minimum of 17,500 students from 25 DEIS schools to receive expert visits.

<b>Public service Activity</b>	<b>2016 output targets</b>
To provide support for the Discovery Programme	Organise Community Seminars and Exhibitions – 6 in 2016. Contribute to International Conferences – 8 in 2016. Tara, The Guidebook, to be published


<b>Public service Activity</b>	<b>2016 output targets</b>
To manage the contract with the National Biodiversity Data Centre	Workshop Programme on the Identification and Recording of Ireland Biodiversity Workshop Programme: 21 Workshops providing expert training to c300 participants  Provision of on-line biological data management service to citizen scientists: On-line services to 1,300 citizen scientists in 2015  Delivery of suite of National Biodiversity Indicators: 50 to be operational in 2016

<b>Public service Activity</b>	<b>2016 output targets</b>
To provide support for the Irish Landmark Trust	Facilitate the provision of 25 heritage sites as tourism destinations.

<b>Public service Activity</b>	<b>2016 output targets</b>
To manage a public heritage grants programme	Run a community based heritage projects grants scheme in 2016. Provide 80 heritage focused grants which have been professional assessed to be of high heritage value and quality.

The above criteria are based on the budget approved by the Board of the Heritage Council.

19/4/16  
MJP

  
19/04/16

### **Mapping Infrastructure and Data Governance**

The Heritage Council will develop a good working relationship with the DAHG and other relevant departments to further the utilisation of mapping infrastructure and data governance.

### **Potential Risk Factors**

The Heritage Council delivers some services through partners in schools and via public events and should have appropriate policies in place to meet its responsibilities towards children and other vulnerable members of the public in this regard.

### **Financial Allocation**

The Department will write formally to the Heritage Council setting out current and capital allocations for the year 2016.

The grant allocation is dependent on the ability of the Heritage Council to show the delivery of the objectives outlined above in addition to any other performance monitoring processes that may be introduced.

The Heritage Council will provide:


- Cash flow statements with each request for draw-down funds;
- Details of the balance in each and every account held by the Heritage Council with each request for a draw-down of funds;
- Draw-down requests broken down into their component parts of
  - Capital
  - Non-pay Current
  - Pay
  - Pension(ongoing cost)
  - Pension Lump Sums
  - Overtime
  - Allowances
  - Employers PRSI

Payment of each draw-down is dependent on compliance with the procedures above and with any further requirements outlined in this document.

5% of both the current and capital allocations to the Heritage Council is conditional on satisfactory progress in relation to the output targets outlined at 6 above and can be withheld from 1 September 2015.

In addition, the Heritage Council agrees to provide:

- Annual profiles of expected draw-down broken down by the headings above;
- Reconciliations between draw-down and actual expenditure (broken down by the headings above) as and when required;

  
19/04/16

19/4/16  
MAS



- All information in relation to financial and performance monitoring information requests within time-frames agreed with the Department.

### 7. Flexibility and Amendment of Targets

Where amendments become necessary, the Heritage Council and the Department of Arts, Heritage and the Gaeltacht will mutually engage to agree amended targets / deliverables.

The Department will require a progress report on all key deliverables and corporate governance procedures on a quarterly basis to the relevant line sections in the Department. The time-lines for these progress reports will be decided between the Department and the Heritage Council. Reports may be submitted to MAC as necessary and as requested. This SLA will be published on the Department's website and on the Heritage Council website.

*op. Martin Cooney (Páirtín Aonise, BA&H)*

Assistant Secretary, Heritage Division,  
on behalf of the Department of Arts, Heritage and the Gaeltacht

Date: 19/04/2016

*M J Sturrett*

Chief Executive,  
on behalf of the Heritage Council

Date: 19 April 2016

*ML*  
19/04/16

*19/4/16*  
*MJP*