



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Oversight and Assurance Agreement 2020-2021

**Between Water Safety Ireland and the Department of Rural and
Community Development**

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1.0 Context

1.1 This document is the Oversight and Assurance Agreement ('the Agreement') between Water Safety Ireland and the Department of Rural and Community Development. This Agreement has been developed in line with all relevant sections of Statutory Instrument (S.I.) No. 56 of 2019, Water Safety Ireland (Establishment) Order (hereafter "the 2019 S.I."), and the *Code of Practice for the Governance of State Bodies* (2016), hereafter referred to as "the Code," and as such may be reviewed annually.

1.2 The Agreement outlines the responsibilities and obligations of Water Safety Ireland as a public body and defines the expectations of the Minister for Rural and Community Development (the Minister) in this regard. The Agreement also defines the relationship between Water Safety Ireland and the Department of Rural and Community Development, as the parent Department (the Department).

1.3 The Business Plan included in the Performance Delivery Agreement Section of this Agreement is aimed at facilitating accountability between Water Safety Ireland and the Department while preserving the statutory remit of Water Safety Ireland. The plan outlines the nature of the services to be delivered by Water Safety Ireland and it sets out annual and multi-annual outputs and key performance indicators to be achieved by Water Safety Ireland. This plan will be monitored by the Department on a continuous basis and will be subject to six-monthly reviews to ensure the commitments are being fulfilled and that they remain relevant for the upcoming six-month period. They will be updated accordingly.

2.0 Introduction

2.1 Water Safety Ireland is a body independent in the performance of its functions. The responsibilities of Water Safety Ireland derive primarily from the 2019 S.I.

- 2.2 In accordance with section 4.1 of the 2019 S.I., Water Safety Ireland will provide the following services:
- (a) the promotion of public awareness of water safety;
 - (b) the promotion of measures, including the advancement of education, related to the prevention of accidents in water;
 - (c) the provision of instruction in water safety, rescue, swimming, resuscitation and recovery drills;
 - (d) the promotion of efficiency of the service provided by lifeguards, including enhancing the standard of lifesaving through the promotion and development of lifesaving to international standards;
 - (e) the establishment of national standards for lifeguards, lifesaving and water safety; and
 - (f) the provision of instruction, training, assessment and certification in aquatic rescue for boat crews of independent voluntary community organisations for the time being known as the “Community Rescue Boats Service” and other organisations involved in aquatic rescue.
- 2.3 Water Safety Ireland falls under the aegis of the Department of Rural and Community Development, and as such is responsible to the Minister for Rural and Community Development (hereafter, “the Minister”).
- 2.4 This Agreement seeks to:
- facilitate Water Safety Ireland in carrying out its functions;
 - progress the ongoing development of output measures for its expenditure; and
 - improve the effectiveness and efficiency of public services.

This Agreement will support Water Safety Ireland’s Strategic Development Plan (2018-2022) in achieving its high level goals.

3. Role of Water Safety Ireland

3.1 Mandate

Water Safety Ireland is the statutory body established to promote water safety in Ireland. Its mandate is to educate people in swimming, water safety best practices and develops public awareness campaigns to promote necessary attitudes, rescue skills and behaviour to prevent drownings and water related accidents.

3.2 Function

The core functions of Water Safety Ireland are educating the public on water safety and raising awareness of water safety issues.

3.3 Vision

To change attitudes and behaviours and develop skills so that our aquatic environments can be enjoyed with confidence and safety.

Every person a swimmer - every person a lifesaver

3.4 Mission

Through education and training, promote a stronger safety culture, attitude and behaviour for people on, in or near water.

4. Corporate Governance

4.1 Roles and Responsibilities

4.1.1 *The Minister*

In accordance with section 4.2 of the 2019 S.I., Water Safety Ireland shall provide the named services on behalf of the Minister.

4.1.2 *Accounting Officer*

Water Safety Ireland falls under the Department of Rural and Community Development's Vote (Vote 42) and as such the Department's Secretary General is the Accounting Officer.

4.1.3 *The Council*

Section 9 of the 2019 S.I. sets out the responsibilities of the Council of the Body. Section 5.1 of the 2019 S.I. states that Water Safety Ireland's Council shall consist of not more than thirteen members appointed by the Minister of whom five shall be representatives of local Water Safety Ireland Area Committees.

The members of the Council are collectively responsible for leading and directing Water Safety Ireland's activities within a framework of prudent and effective control as set forth in the Code.

4.1.4 *Chairperson of the Council*

Section 6 of the 2019 S.I. sets out the appointment process of the Chairperson of the Council. The role of the Chairperson is set out in section 2 of the *Code*.

The Chairperson will furnish a Comprehensive Report to the Minister, in conjunction with Water Safety Ireland's annual report and financial statements, outlining any significant commercial developments in the preceding year and affirming Water Safety Ireland's compliance with relevant codes and regulations, in accordance with the Code, in particular addressing the requirements of paragraph 1.9 of the 'Business and Financial Reporting Requirements' Annex.

4.1.5 Chief Executive Officer

Section 7 of the 2019 S.I. sets out the appointment process and responsibility of the Chief Executive Officer of the Body. Reporting to the Council, the Chief Executive is responsible for the day to day management and administration of the business and resources (financial and non-financial) of Water Safety Ireland.

The Chief Executive is responsible for the establishment and maintenance of high standards in implementing the functions of Water Safety Ireland and ensuring a reputation for impartiality, management of conflicting interests, and upholding the public interest at all times. The Chief Executive is also responsible, in conjunction with Council, for setting strategic direction and being Water Safety Ireland's public face.

The Chief Executive Officer is accountable to the Public Accounts Committee (PAC) and other Oireachtas Committees.

4.2 Council Annual Self-Assessment Evaluation

The Council will undertake an annual self-assessment evaluation of its own performance and that of its committees in accordance with the Code. An external evaluation of the Council's performance will be carried out every three years.

4.3 Strategic Plan

Water Safety Ireland will implement its Strategic Development Plan (2018-2022) and update Department officials of its progress.

4.4 Draft Unaudited Financial Statements

Draft unaudited annual financial statements should be submitted to the Department not later than two months after the end of the relevant financial year, in accordance with the Code (1.4 (ii) – 'Business and Financial Reporting' Annex).

The Council shall submit annual accounts immediately following the audit of the Comptroller and Auditor General following the financial year to which they relate in accordance with section 11.3 of the 2019 S.I. The Report of the C&AG shall be submitted with the accounts. The Minister shall, upon receipt of the copy of these accounts, cause copies thereof to be laid before each House of the Oireachtas.

4.5 Financial Statements

Section 6 of the Code requires Water Safety Ireland to arrange for the preparation of the financial statements in respect of each financial year. The annual financial statements are prepared from the information contained in the State bodies accounting records and other relevant information and in accordance with applicable accounting standards. These documents should be presented to the Minister not later than 30 June in each year, in relation to the performance of the functions and activities of the Council during the preceding year.

In accordance with Appendix B of the 'Business and Financial Reporting' Annex to the Code, the Financial Statements should include:

- i. Details of non-salary related fees paid in respect of Board members and the salary of Chief Executive Officer,
- ii. Aggregate pay bill, total number of employees and compensation of key management level,
- iii. Total costs incurred in relation to travel and subsistence and hospitality,
- iv. Details of expenditure on external consultancy/adviser fees,
- v. Details of the number of employees whose total employee benefits for the reporting period fell within each band of €10,000 from €60,000 upwards,
- vi. Details of termination/severance payments and agreements with a value in excess of €10,000, made within the period.

4.6 Annual Report

In accordance with Appendix A of the 'Business & Financial Reporting' Annex to the Code, the Annual Report should include:

- i. A note that this Performance Delivery Agreement has been reached with the Department of Rural and Community Development and, in particular, indicating Council's level of compliance with the requirements of the *Code*;
- ii. A statement of how the Council operates;
- iii. A statement of how the performance evaluation of the Council and its committees has been conducted;
- iv. Number of Council meetings and attendance level of each Board member;
- v. Names of Chairperson, the deputy Chairperson (if any), the Chief Executive Officer and members of the Council and its committees;
- vi. Confirmation that an appropriate assessment of Water Safety Ireland's principal risks, including a description of these risks, where appropriate and associated mitigation measures or strategies.

4.7 Additional Resource Requirements

Any additional resource requirements identified by Water Safety Ireland shall be submitted to the Department as part of the Estimate process. The Estimates discussions shall take place as part of meetings scheduled with the Department.

Expenditure figures at Vote and individual subhead level are reviewed in advance of Budget Day in October. Any additional requirements shall be identified well in advance of Budget Day time scales so that they can be properly evaluated before forming part of the budgetary discussions in the June to October time frame.

While expenditure for Water Safety Ireland's subhead is monitored on a monthly basis, the budget holder shall identify any deviation from budgetary profile as early as possible in the

financial year so that any issue can be dealt with in the context of the overall budget for the Department well in advance of the end of year.

4.8 Finance, Audit and Risk Committee

Water Safety Ireland's Finance, Audit and Risk Committee shall consist of at least three independent, non-executive Council members, with written terms of reference which clearly outline the Committee's duties. The role of the Committee is to ensure that the interests of Government and other stakeholders are fully protected in relation to business and financial reporting and internal control.

4.9 Protected Disclosures

In accordance with Section 21(1) of the Protected Disclosures Act 2014, the Council will adopt the Protected Disclosures Policy of the Department as its policy on protected disclosure in the workplace.

This procedure outlines the process for the making of protected disclosures by staff in Water Safety Ireland. If a staff member wishes to report a wrongdoing they may contact their line manager or other designated individuals in Water Safety Ireland.

WSI's Protected Disclosure Policy can be found at <https://watersafety.ie/wp-content/uploads/2020/03/Protected-Disclosures-Policy.pdf>

4.10 Governance Obligations

Water Safety Ireland is subject to a range of statutory and corporate governance obligations including the *Code of Practice for the Governance of State Bodies*(2016). Water Safety Ireland will ensure that all the necessary obligations, including those for risk management, internal audit and the Public Spending Code are fully complied with.

Governance obligations will also be reviewed as part of the overall monitoring process of this Performance Delivery Agreement itself.

4.11 Chairperson’s Comprehensive Report to the Minister

To confirm compliance (or otherwise) with key provisions of the Code, the Chairperson of the Council will complete, on an annual basis, a Comprehensive Report to the Minister in order to provide assurance that the systems of internal control, risk management and other areas of compliance are operating effectively. This report will address all of the requirements of paragraph 1.9 of the ‘*Business & Financial Reporting Requirements*’ Annex to the Code.

4.12 Provision of Information to Members of the Oireachtas

In accordance with D/PER Circular 25/2016 - *Protocol for the Provision of Information to Members of the Oireachtas by State Bodies under the aegis of Government Departments/Offices*, Water Safety Ireland are obliged to:

- i. Provide and maintain a dedicated email address for Oireachtas members: oireachtas@WSI.ie
- ii. Put in place formal feedback processes to obtain feedback from Oireachtas members,
- iii. Comply with target deadlines and standards in terms of acknowledgements and responses to queries,
- iv. Designate a person at senior management level with responsibility for ensuring the timely provision of information to members of the Oireachtas . The CEO is the designated person.
- v. Report annually (in the Chairperson’s comprehensive report to the Minister) on compliance with standards set out in Circular 25/2016,
- vi. Seek, where appropriate, to publish the response to queries from members of the Oireachtas on Water Safety Ireland’s website.

PERFORMANCE DELIVERY AGREEMENT

5.0 Objectives of the Business Plan¹

The purpose of this Business Plan is to formalise a process through which the outputs and outcomes required from Water Safety Ireland can be measured and assessed. Equally, the Business Plan will set out the expectations of Water Safety Ireland in relation to the support, guidance and information flow from the Department, which are vital in enabling Water Safety Ireland to achieve its strategic and operational goals. To achieve this, it is necessary to set out the following:

- The Department's expectations of Water Safety Ireland;
- The key inputs, outputs and expected outcomes of Water Safety Ireland's activities;
- Assessment of performance by monitoring of agreed targets, around those key outputs, inputs and outcomes; and
- Support of Water Safety Ireland by the Department in the delivery of its functions.

This Business Plan documents the agreed level of cooperation between the parties in order to facilitate improved effectiveness and efficiency of relevant public services. It sets out Water Safety Ireland's key targets for 2020 and 2021 and defines the output and outcome indicators on which performance should be measured.

¹Appendix E to the Code of Practice for the Governance of State Bodies sets out the expected format and detail to be included in the Performance Delivery Agreements.

The purpose of the 2020 Business Plan below is to assign service ownership, accountability, roles and responsibilities. It describes the responsibilities of Water Safety Ireland, the actions to be implemented to discharge those responsibilities, key performance indicators, action owners and action completion dates. This will be replaced by the 2021 Business Plan once approved by the Council.

	Water Safety Ireland Responsibility	Actions	Key Performance Indicator(s)	Action Owner(s)	Completion Date
3.1.	Promote public awareness of water safety	<ul style="list-style-type: none"> • Develop public awareness campaign promoting the role of Water Safety Ireland as agency responsible for water safety • Develop strategy to reduce suicide through drowning • Liaise with other statutory agencies to ensure a coordinated approach to promotion of water safety issues • Assist the development of further Strategies to help reduce suicide through drowning. 	<p>New Name, Logo & Branding Guidelines</p> <p>Reduction in drowning related suicide Meetings, conferences & seminars</p> <p>Reduced number of Suicide drownings</p>	<p>DRCD, HQ & Marketing Commission</p> <p>CEO, Marketing Commission</p> <p>CEO & Deputy CEO</p> <p>CEO & Deputy CEO</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p>

		<ul style="list-style-type: none"> Promote the erection of the ISO Sign for wearing Lifejackets at all slipways, harbours and piers in Ireland to help advise the public to wear them when going afloat. Conduct Research and Development on drowning prevention. Develop the commercial entity to our organisation to improve branding and PR. Establish a communications policy for WSI. 	<p>Public Awareness & reduction in drowning</p> <p>Up to date & robust data</p> <p>Better service delivery & new income streams</p> <p>Public will be more aware of our safety messages</p>	<p>CEO</p> <p>Deputy CEO</p> <p>Council & CEO</p> <p>Marketing Commission</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p>
3.2.	Promotion of measures, including the advancement of education initiatives, for the purposes of preventing accidents in water.	<ul style="list-style-type: none"> Develop and promote the Primary Aquatics Water Safety Programme (PAWS), 	<p>Number of schools visited – 40</p> <p>Number of certificates issued – 40,000</p>	<p>EDO</p> <p>EDO</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p>

		<ul style="list-style-type: none"> Promote wearing of life jackets, particularly in fishing industry, Liaise with other statutory agencies to ensure a coordinated approach accident prevention measures. Continue to promote the wearing of Lifejackets. Implement a Risk Assessment Programme for Swimming Pools. Promote awareness of water safety amongst those travelling overseas. To promote the maintenance of public rescue equipment by Local Authorities and site owners 	<p>Number of Schools on the Programme – 350 Number of adverts promulgated – 140 interviews</p> <p>Attendance at NMSARCC, MSWG</p> <p>Reduction of boating accidents & drownings</p> <p>Reduction in number of serious incidents</p> <p>Reduction in overseas drownings</p>	<p>Marketing Commission & Deputy CEO</p> <p>CEO & Deputy CEO</p> <p>CEO & Deputy CEO</p> <p>Council & Marketing Commission</p> <p>Technical Committee</p> <p>Marketing Commission</p> <p>Council & Staff</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p>
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		<ul style="list-style-type: none"> Review the governance of WSAC's. Translate our education and awareness material for non national and minority groups. 	<p>Improved Public Rescue Equipment</p> <p>Improved Governance</p> <p>Reduction of drowning of non – Nationals – 9</p>	<p>Council</p> <p>Marketing Commission</p>	<p>31/12/2020</p> <p>31/12/2020</p>
3.3.	Provide instruction in water safety matters.	<ul style="list-style-type: none"> Provide course of instruction in water safety, swimming resuscitation and recovery drills, Provide Water Safety Awareness (WSA) Training Continue to encourage WSAC's and Local Authorities to build Lifesaving Training Centres. 	<p>Number of Swimming certificates issued – 30,000</p> <p>Number of Water Safety Awareness Certificates issued – 500</p> <p>Increase in number of centres</p>	<p>Instructors Examiners, Swim Teachers & HQ</p> <p>Council, CEO & Instructors</p> <p>Council & CEO</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p>

		<ul style="list-style-type: none"> Continue to encourage WSAC's to purchase vehicles and lifesaving equipment to support the work of our members. 	Increase in number of vehicles and equipment	Council & CEO	31/12/2020
3.4.	Promote a coordinated and standardised provision of life guard services and national standards for lifeguards, lifesaving and water safety.	<ul style="list-style-type: none"> Train Pool, Beach and inland waterway Lifeguards 	Number of Lifeguard certificates issued – 3,000	Instructors & Examiners	31/12/2020
		<ul style="list-style-type: none"> Work with the L.A.s to implement standards 	Standardised Lifeguards	WSDO's	31/12/2020
		<ul style="list-style-type: none"> Produce updated Swimming Pool Safety Guidelines 	Publish Document	DRFWG & Swimming Commission	31/06/2020
		<ul style="list-style-type: none"> Develop and standardise Lifeguard training to international best practices and Rescue Boat training. 	Number of Rescue Boat courses run & certs issued.	SRB & Lifeguard Commission	31/12/2020
3.5.	Discharge overall role as a State body with responsibility for the promotion of water safety.	<ul style="list-style-type: none"> Organise conferences, training courses, award ceremonies and competitions, 	Complete WSDO's Conference & Seminar	CEO	31/12/2020
		Complete VAT Exemption Inspections i.a.w. S.I. 249 of 2013	Number of VAT Exemption inspections completed – 5	CEO	31/12/2020
				Rescue Commission	31/12/2020

		<ul style="list-style-type: none"> • Provide advisory and administrative services to Water Safety Ireland Area Committees, members of the public and other statutory agencies as required, • Publish or make available information and promotional material, • Promote or assist in the development of safety codes, systems and equipment, • Conduct examinations and issue certificates and awards, • Train and qualify Risk Assessors at national and international level, • Conduct safety surveys and risk assessments, 	<p>WSAC Seminar</p> <p>New Website</p> <p>Draft up a Regulatory Framework for Pools Number of Training Courses run at National level – 5</p> <p>Run courses</p> <p>Number of Risk Assessment</p>	<p>Swimming & WSAC Commission HQ</p> <p>Marketing Commission & HQ</p> <p>R.F.P.'s W.G.</p> <p>Members & Staff</p> <p>Rescue Commission</p> <p>R.A.'s & HQ</p> <p>Council & CEO</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/07/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p> <p>31/12/2020</p>
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		<ul style="list-style-type: none"> Promote blue flag safety standards, green coast awards and other 'green' initiatives. Audit WSAC activities on an annual basis. 	<p>Reports issued – 60</p>	<p>Rescue Commission Council & HQ Council & Staff</p>	<p>31/12/2020</p>
		<p>Establish best practice Guidelines for and Implement Succession Planning for WSI personnel.</p>	<p>L.A. WSDO Conference & Seminar Stronger Governance & more accurate account of their outputs. Smoother transition and stronger continuity of appointments.</p>	<p>Council</p>	<p>31/12/2020</p>
		<p>Move the HQ to a larger Office Space.</p>	<p>Adequate & appropriate space for staff</p>	<p>Council & CEO</p>	<p>31/12/2020</p>
		<p>Complete a review of the staff establishment and make recommendations to the Minister</p>	<p>Appropriate & adequate staff to complete the objectives of the SDP & NDPS</p>	<p>Council</p>	<p>31/12/2020</p>
		<p>Conduct an annual review of Council effectiveness.</p>	<p>Improve our governance & efficiency</p>	<p>Council & CEO</p>	<p>31/12/2020</p>

		Establish an anti-fraud and anti-corruption policy.	Ensure fraud and corruption does not occur	Council & CEO	31/12/2020
3.6.	Cooperate with other bodies in the promotion of water safety	<ul style="list-style-type: none"> Partner with other agencies and NGOs to advise on good practice, Coordinate actions with local authorities and work with other statutory bodies to secure a coordinated approach to the delivery of water safety measures. 	NSARCC M.S.W.G., C.I.L., C.G. meetings Meet with CEO's of L.A.'s	CEO, Deputy CEO, Chairman & CEO	31/12/2020 31/12/2020

Glossary of Abbreviations

CEO – Chief Executive Officer

C.G. – Coast Guard

C.I.L. – Commissioners of Irish Lights

N.D.P.S – National Drowning Prevention Strategy

D.R.C.D – Department of Rural & Community Development

D.R.F – W.G. – Draft Regulatory Framework Working Group

E.D.O. – Educational Development Officer (WSI)

H.Q. – Head Quarters (WSI)

L.A. - Local Authorities

M.S.W.G. – Marine Safety Working Group

P.Q. - Parliamentary Questions

R.F.P. – Regulatory Framework for Swimming Pools

S.D.P. – Strategic Development Plan

S.R.B. – Surf Rescue Boat

V.A.T. – Value Added Tax

W.S.A.C. – Water Safety Area Committee

W.S.I. – Water Safety Ireland

NSARCC - National SAR Consultative Committee

6.0 Commitments

6.1 *Mutual Commitments*

Both parties agree to be cognisant of Water Safety Ireland's status as a statutory body. In particular:

- Both parties agree to proactive and timely communications through designated contact persons;
- Both parties support the effective achievement of Water Safety Ireland's Business Plan 2020 as agreed by its Council, as well as the promotion of partnership, responsiveness and mutual cooperation, where required, in their ongoing interactions;
- Both parties agree to consult and to keep each other fully apprised (in general terms) on all matters of mutual relevance, where appropriate; and
- Both parties agree on the effective realisation of this agreement and the agreed targets that will come about.

6.2 Department of Rural and Community Development Commitments

The Department will provide the following supports to Water Safety Ireland to enable it deliver on its objectives:

- Consider proposals from Water Safety Ireland and, where appropriate, liaise with the Department of Public Expenditure and Reform to ensure as far as possible, timely sanction for expenditure and staffing in line with Public Financial Procedures;
- Provide updates on Public Financial Procedures and Civil Service HR Policy Guidelines;
- Monitoring performance under the Agreement and ensuring remedial action is taken, when appropriate;
- Work with Water Safety Ireland in the regular reporting processes under the Public Sector Reform and Civil Service Renewal Programme;
- Inform and involve Water Safety Ireland in any activities related to the role that Water Safety Ireland plays or may be required to play within the Department;
- Ensure that the State Boards process is initiated at an early stage (when vacancies arise or are anticipated);

- Review reports in a timely manner with a view to ensuring accuracy;
- Provide advice and guidance to Water Safety Ireland as required; and
- Provide feedback on review of risk policy and advise on actions to be taken as required.

6.3 Water Safety Ireland Commitments

Water Safety Ireland will provide the following outputs in 2020 to the Department to enable it to deliver on its objectives as per the Statement of Strategy:

- Provide a report on outputs and how these outputs relate to Water Safety Ireland's mission and the Department's Statement of Strategy in advance of governance meetings;
- Water Safety Ireland will notify the Department immediately of any material developments that impact or have the potential to impact the ability of Water Safety Ireland to deliver the services effectively. This includes any developments that impact or have the potential to impact on compliance by Water Safety Ireland with all legal and regulatory requirements;
- All administrative and policy dealings between the parties will be effected by Water Safety Ireland through designated staff in the Community and Voluntary Supports and Programmes section;
- Submit annual workforce plans to the line section as requested;
- Submit forecasted pay and expenditure figures as requested;
- Provide financial reports as requested to the Department;
- Report annually to the Department on compliance with tax clearance requirements;
- Consult with Department in respect of pay proposals for the Chief Executive and staff or developments likely to impact on Government policy of Water Safety Ireland finances;
- Report to Department on procurement processes undertaken in previous financial year, with detail of contracts and tender processes undertaken;
- Report annually on actions taken on foot of audit recommendations;
- The Council will review the effectiveness of the systems of internal control annually, including financial, operational and compliance controls and risk management;
- Ensure disposal of assets in transparent and appropriate manner;
- Put in place and maintain appropriate arrangements for internal and external audit;
- Put in place an effective system of risk management and regularly review the risk register;

- Provide draft accounts to the Department by end June in respect of previous financial year and supply documentary and other evidence as requested by the Department;
- Provide audited accounts to the Department as soon as possible following the completion of C&AG audit in respect of the previous financial year;
- Publish audited accounts as per section 12.4 of the *Code*;
- Publish details of fees and expenses paid to the Council as per section 12.1(iv) of the *Code*;
- Adopt and maintain travel policy.

6.4 Human Resources Review

The findings and recommendations of the July 2020 Human Resources Review conducted by Elevate HR and Coaching will be considered and implemented. Water Safety Ireland will compile a Plan for the implementation, including a timeframe. The Plan will be presented to the Department for its consideration. The recommendations should be fully implemented by June 2021.

Findings were found in the following areas, with recommendations made and risks identified.

- WSI Human Resource policies.
- Grievance Policy
- Disciplinary Policy
- Contracts of Employment
- Job Descriptions.
- Grade Structure
- Statutory Leave to be recorded in accordance with the Organisation Working Time Act 1997/2015
- Business planning and continuous improvement
- Communication
- Performance Management Development System Training & Development (T&D)
- Talent Planning

6.5 Meetings between Water Safety Ireland and the Department

Arrange of formal and informal meetings may take place between the Department and Water Safety Ireland, as the need arises. The agenda for these meetings will be agreed in advance.

6.5.1 Meetings with the Minister

At least one general meeting per year may take place between the Minister and the Chairperson and Chief Executive Officer of Water Safety Ireland.

6.5.2 Meetings with the Secretary General

At least one formal meeting per year between the Chairperson, the Chief Executive Officer of Water Safety Ireland and the Secretary General should be arranged. The agenda for such meetings shall be agreed in advance.

6.5.3 Meetings to Review Oversight and Assurance Agreement.

There will be at least two formal meetings per year between appropriate representatives from Water Safety Ireland and the Department. These meetings will take place in Quarter 2 and Quarter 4 of 2020. There may be more formal Oversight Meetings as necessary to address governance issues that may arise.

At this meeting, Water Safety Ireland will report on the implementation of key actions and progress made to achieve stated key performance indicators. Amendments to this Performance Delivery Agreement may be discussed at this meeting.

6.6 Communication on Policy Matters

The Department may consult with Water Safety Ireland in relation to policy development in areas where Water Safety Ireland may have an interest or have particular expertise available. This may involve representation on Working Groups or less formal engagements as the need arises.

6.6.1 Parliamentary Affairs and other Communications

In order to ensure consistent, efficient and appropriate flows of information protocols shall be established in relation to a number of streams of communications between the

Department and Water Safety Ireland.

- Parliamentary Questions (PQs) shall be coordinated by Water Safety Ireland with nominated individuals in the Department;
- The Department’s Press Office and Water Safety Ireland shall share relevant communications as appropriate;
- Water Safety Ireland and the Department will give notification to the respective party where appropriate in advance of the release of relevant records using the DPER CPU guidelines in relation to informal consultations.

6.7 Requests for Briefing Material

All requests to Water Safety Ireland for briefing material will be made by the Department in sufficient time to allow Water Safety Ireland respond appropriately, where possible. However, both parties acknowledge that due to the exigencies of the parliamentary process, timeframes are sometimes very tight. In such circumstances, Water Safety Ireland undertakes to provide as much information as possible within the timeframe. All such requests should be directed to Water Safety Ireland.

7 Inputs

7.1 Budget Provision

The annual budgetary provision for Water Safety Ireland will form part of the Estimates for the Rural and Community Development Vote and the requirements of Water Safety Ireland will be considered in that context.

7.2 Financial Inputs

The Department will provide funds as agreed to meet running and administration costs associated with the operation of Water Safety Ireland. The following table summarises budget allocation and outcome for 2020. The 2021 budget allocation will be dependent on the annual estimates process.

Expenditure	Budget Allocation
Pay	€372,000

Non-Pay	€752,000
Total	€1,124,000

Funding will be provided by the Department quarterly in arrears, subject to satisfactory delivery of service by Water Safety Ireland, compliance with operations of this agreement, and relevant statutory and governance requirements.

7.3 Staffing Resources

Water Safety Ireland will comply with Government Policy in respect of the filing of vacancies arising in State Agencies. Workforce plans must be completed annually. Pay and expenditure forecasts will be submitted to inform the annual Estimates process. Vacant posts will only be filled in accordance with Department sanction.

Grade	Staffing Level - January 2020
Chief Executive Officer	Principal
Assistant Principal	1
Higher Executive Officer	1
Executive Officer	4
Clerical Officer	2
Total	9

8 Potential Risk Factors

Water Safety Ireland has in place a formal Risk Management policy and maintains a risk register. The risk register is updated on a regular basis in accordance with Department of Finance guidelines. The maintenance of the risk register ensures that risks are identified and assessed and necessary mitigating actions are, where resources allow, put in place.

Reflecting the key priorities of the organisation, the main potential risks to the achievement of targets set out in this Performance Delivery Agreement at the time of writing are:

Major 'event' occurs which Water Safety Ireland is not resourced to respond to.

Leading to:

- Risk to public health and safety
- Loss of public confidence in Water Safety Ireland.

Under resourcing in Water Safety Ireland hampering provision of services:

Leading to:

- Inability to provide effective and timely intervention; and
- Public criticism.

The above risks will be mitigated through the following actions:

- Filling sanctioned posts at an appropriate level with professionally qualified staff in a timely manner to develop compliance capacity.
- Seeking to develop new income sources.

8.1 COVID 19 Preparation

WSI will identify risks associated with COVID 19.

The Department will notify WSI of any centrally issued guidelines or requirements.

WSI will notify the Department of any press releases concerning COVID 19, for clearance as necessary.

WSI will prepare a return to work protocol based on centrally issued guidelines, including HSE requirements.

9 Flexibility and Amendment of Targets

Reporting requirements can be amended, if necessary, with the agreement of both parties.

10 Monitoring Arrangements

Water Safety Ireland will meet with the Department twice yearly, or more frequently if required by either party, to provide an update on developments and achievement of Business Plan objectives as set out in this Agreement.

1. Water Safety Ireland shall provide the Department of Rural and Community Development with relevant and appropriately detailed performance information for inclusion in the Revised Estimates for Public Services.
2. Water Safety Ireland shall provide information in line with this Performance Delivery Agreement and in keeping with the timeframes agreed with the Department.

10.1 Comply or Explain

Water Safety Ireland will provide an explanation of any non-compliance with the terms of the *Code*, laying out context and rationale to explain satisfying the requirements of the *Code*, at monitoring meetings. Appropriate disclosure and dialogue is necessary in the interests of transparency, confidence and accountability.

11 Duration and Signatories to the Agreement

John Leech, CEO, Water Safety Ireland, and Bairbre NicAongusa, Assistant Secretary General, Department of Rural and Community Development, agree that the arrangements as set out in this Agreement will apply with effect from the date signed hereunder until 31 December 2021.



John Leech
Chief Executive
Water Safety Ireland



Bairbre NicAongusa
Assistant Secretary General
Department of Rural and Community
Development

8th September 2020

8th September 2020