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## Minutes of Board Meeting of Dublin and Dun Laoghaire Education and Training Board (DDLETB)

**Date:** 20<sup>th</sup> May 2024

**Time:** 4:30 pm

**Venue:** DDLETB Head Office & MS Teams

### Present:

Cllr Charlie O'Connor (Chair), Colm Kilgallon, Daneve Harris, Claire Markey, Cllr Brigid Manton, Cllr Michael Clark, Cllr Kazi Ahmed, Anne Genockey, Ken Farrell, Paul McNally, Dara Edward Fitzpatrick, Cllr Mick Duff, Cllr Siobhan Shovlin, Cllr Yvonne Collins, Cllr Pamela Kearns, Cllr Cathal Boland.

**Apologies:** Cllr John Walsh, Susan Duffy, Cllr Kate Ruddock.

**Absent:** Cllr Pamela Conroy

### In Attendance:

Caitríona Murphy, CEO; Paul Turner, Director of Organisational Support and Development; Nichola Spokes, Director of Schools, Siobhan Lynch, Director of Further Education and Training; Mark McDonald, Director of Schools; Thea Jordan, Public Affairs Officer; Claire Keane, Governance; Emma Maloney, PA to SLT; Treacy Byrne, Buildings Officer, Ross Lynam, Buildings Officer and Mairead Walsh, Acting APO, Finance.

### Documentation:

Uploaded Electronically

### Welcome

The Cathaoirleach, Cllr Charlie O'Connor, welcomed everyone to the meeting.

#### 1. Apologies/Condolences

Condolences were extended to all families of staff who have been bereaved over the last month and a minute's silence was observed.

#### 2. Declaration of Conflict of Interest

No conflicts were declared.

#### 3. Matters for the Resolution of the Board

##### 3.1 Minutes

The minutes of the previous meeting held on 25<sup>th</sup> March 2024 were adopted with an amendment to section 3.3.

**Proposed:** Ken Farrell, **Seconded:** Cllr Mick Duff

##### 3.2 Annual Report and Chairperson's Comprehensive Report

The 2023 DDLETB Annual Report was presented by Paul Turner and approved.

**Proposed:** Claire Markey, **Seconded:** Cllr Kazi Ahmed

The Chairperson's Comprehensive Report was presented by Paul Turner and approved.

**Proposed:** Cllr Mick Duff, **Seconded:** Cllr Yvonne Collins

### 3.3 Approval of Leases

1. Renewal of the new lease for the Yes Centre, 10 years from July 2024 to July 2034  
Unit 1A Weatherwell Industrial Estate, Clondalkin, Dublin 22  
**Proposed:** Cllr Pamela Kearns, **Seconded:** Cllr Charlie O'Connor.
2. Approval of back dated Lease January 2018-December 2025. Unit 2, Level  
5 Dundrum Town Centre, Dundrum, Dublin 16.  
**Proposed:** Claire Markey, **Seconded:** Anne Genockey.
3. Approval for one lease for the Plaza Swords, we currently have two  
leases, one is about to expire on the ground floor, and the other is for  
floor 1 & 2 lease is for 10 years on the building.  
**Proposed:** Colm Kilgallon, **Seconded:** Cllr Kazi Ahmed.

### 3.4 Secondment Request

The Extension of Paddy Lavelle's Secondment to ETBI until September 2025 was approved.

**Proposed:** Cllr Charlie O'Connor, **Seconded:** Cllr Mick Duff

The board agreed that the Chair would write to the Department of Education on their behalf, emphasising the tremendous and outstanding work that Caitriona Murphy has delivered for the organisation since her appointment to the role of Chief Executive and conveying their support for Caitriona to remain in her position as Acting Chief Executive.

### 3.5 Boards of Management Members Appointments

The Board approved the appointment of Mick Duff as patron nominee to the Board of Management of Broadmeadow CNS.

**Proposed:** Claire Markey, **Seconded:** Ken Farrell

A correction was made on the appointment of Ann Graves as community nominee at the last board meeting in March. Community nominees are not appointed from this ETB board but rather from the board of management of the school.

The appointment of Ken Farrell as DDLETB representative to the board of management of Scoil Chormaic CNS.

**Proposed:** Cllr Mick Duff, **Seconded:** Ken Farrell

The appointment of Cllr Mick Duff as DDLETB representative to the board of management of Crannog Nua.

**Proposed:** Claire Markey, **Seconded:** Ken Farrell

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### 3.6 Overdraft

The Board agreed for the Executive to apply to the department for an overdraft facility of €10 million.

**Proposed:** Claire Markey, **Seconded:** Cllr Pamela Kearns

## 4 Matters for noting by the Board

- 4.1. Circulars – Noted  
Letters - Noted

## 5 Matters Submitted by the Executive

### 5.1 CE Report

#### CE Report to the Board – May 2024

Thank you all for being here today. We have a number of items to get through today.

As we come to the end of this academic year and close to end of this term of the Board, DDLETB has a budget of close to 300-million-euro organisation, 4,500 staff, circa 80,000 learners and over 100 buildings. The annual report will show the growth and you have all overseen that growth, contributed to the success and supported the governance and oversight responsibilities that go with an organisation of this size and scale. I want to thank each of you sincerely for your contribution to and support of DDLETB.

Today, we want to brief you on some good news items and challenges that we are facing but working through. Our ask is that you continue to be available for any interviews if at all possible and this Board does not cease to exist until the new Board is in place.

I hope that some of you will return next year, I want to thank each of you sincerely for your contribution to and support of DDLETB – it is very much appreciated.

I want to thank the 5 chairpersons who stepped up to the role – John Walsh, Daneve Harris, Joe Newman, Claire Markey and Charlie O'Connor.

For those here we have a cake for Charlie to acknowledge his career and time on this Board.

We remember Gerry McGuire today also.

I joined DDLETB just after this Board was established – I was in the role of DFET at that time and I have worked with you as the CE of this fine organisation for almost 4 years now. The time has flown by and it has been an honour to work with you all and with the SLT – So special thanks to the Directors Nichola, Siobhan, Paul and Mark. And also, other members of the SLT including Adrian Flynn and Debbie Howlett and for a shorter time

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Trevor Moore and Noel Kelly. I cannot thank the governance team enough – Thea, Claire and Emma. And the APOs also.

Thank you to the ARC and Finance committees. Members include Colm Kilgannon, Claire Markey, Catherine Bruen, Catherine Doran, Gillian Doherty, Alan Connolly, Aine Murphy, Cathal Boland, Michael Clarke and Daneve Harris.

## **Director of Schools – Primary, Special Schools and Youth Services**

### **Community National Schools**

The Annual CNS Principal and Deputy Principal Conference takes place 23<sup>rd</sup> and 24<sup>th</sup> of May in Midlands Park Hotel, Portlaoise. All Community National schools, Community Special schools and hospital schools will be in attendance. The conference will focus on

- Ethos in Action
- Providing Inclusive School Environments for LGBTQ+ Students,
- the place of religions and beliefs in ETB schools,
- SPHE and Child safeguarding in Special schools and Mainstream schools,
- SEN policy and
- Empowering the Community in Community National Schools. All Community National schools, Community Special schools and hospital schools will be in attendance.

New Maths Curriculum training has commenced across all schools, consisting of one day closures for in-school / cluster training for all teachers. Principals have been supported by a combination of online training and access to curriculum leads in the form of online clinics and in house support from Director of schools. This support will continue with a focus on Assessment for the next academic year.

Recruitment for all schools has commenced with circa 100 posts for mainstream, special schools, SEN to be filled over the coming months.

Allocation of additional posts for Special schools has come into effect. This will result in additional admin DP positions for Special schools, in addition to co-operation hours for Post primary teachers in special schools.

Directors of Schools continues to engage with Principals in supporting through regular meetings, individual school visits in addition to providing training at ETBI level for the Community National Schools, high support and detention schools and hospital schools.

### **Youth Services**

#### **Music Generation Dun Laoghaire Rathdown**

DDLETB will take on the lead partner for this programme, to commence August 2024. A new MDO has just been appointed to reignite this programme and will start in the coming weeks.

**Grants facilitated since the beginning of the year include:**

- TYESI (Targeted Youth Employability Scheme Initiative)
- Resilience and Effectiveness grant
- Ukrainian Integration Support Scheme
- Local youth club grant scheme
- UBU Cycle 2 Q1 and Q2

The **Resilience and Effectiveness** Initiative is a UBU Your Place Your Space initiative to support UBU Funded Organisations to deliver a more efficient and comprehensive service to young people, while ensuring that they have sufficient resilience to operate effectively in the medium to long term.

The UBU Resilience and Effectiveness Initiative has been designed to address specific issues or concerns within individual Funded Organisations, whether that be to address ongoing financial challenges or to increase service provision to young people.

The Initiative is open only to Funded Organisations under UBU Your Place Your Space that are working directly with young people. This refers to funded organisations in receipt of Strand A funding, including if they are additionally in receipt of other funding strands.

**The successful organisations in the DDLETB region are as follows:**

Project
Fingal - Foroige Coastal North Dublin
Fingal - Remember Us
DLR - Foroige Whitechurch
DLR - Cuala

**TYESI** - Following on from the 2021-2022 Targeted Youth Employability Support Initiative, the Department of Children, Equality, Disability, Integration and Youth commissioned an Evaluation to assess the TYESI in the context of the scheme aims and objectives. The purpose of the Evaluation was to evaluate and understand the processes, practices and intervention types across the programmes delivered under the initiative to ascertain how effective these engagements and activities were in the context of the scheme design.

The Evaluation has informed the Department about the suitability of this initiative as a support mechanism to improve the employability skills of this target group of young people and its effectiveness in positively contributing to the development of pathways towards further education, training and employment opportunities. For this Initiative, Employability is defined as: *“the capacity to gain and retain fulfilling work.”*

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After an open competition, the successful organisations were as follows:

Project
CrossCare Dundrum Rathdown Youth Service
Foroige Tallaght

#### Ukrainian Integration Fund

Project
DLR - Crosscare Dundrum Rathdown Youth Service
DLR - Cuala
SD – Ronanstown
SD – St. Kevins
SD – YMCA
Fingal – Blanchardstown Youth Service
Blanchardstown chess Club

The DLR money will be used for outreach worker support to help refer/advocate for young Ukrainian people aged 10-24 to youth services/and other services in their area. These services are also linked with CYPSC (Children, young people, services committee) as they have funding for supports for IPAS families, to ensure that all young people in the immigration system are getting supports in the DDLETB region.

#### Active Youth Challenge

The Active Youth Challenge awards are an annual programme supported by DDLETB youth & sports division and facilitated by the youth work organisations across the South Dublin, Fingal and Dun Laoghaire Rathdown areas.

This year 252 young people aged 10-24 took place across the DDLETB region. The AYC supports young people to engage in a 12-week sports programme encouraging them to participate in as many different sports as possible over the weeks.

The awards event was held on the 15/5 in Collinstown Sports Centre. There were 220 young people in attendance. 28 groups participated in the challenge over a 12-week period. This was facilitated by the youth workers in the youth projects. This year The Priory Youthreach also participated, the first year for a youth reach centre.

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## **Youth work Development Plan**

The research piece started in January 2024 has now completed majority consultations of young people, youth workers and managers. We are continuing to progress through some targeted groups consultations whom we have not yet engaged. We have a preliminary data collection done and now starting to formulate a report.

Some key facts coming out of research to date:

Our ED areas are changing in the DDL region, in many cases we are seeing less areas of marginally/severe disadvantage, due to the increase of housing in some of the areas e.g. Blanchardstown, Clondalkin. An increase in private housing is skewing the population breakdown.

Topics for further exploration to include –

- young girls fearing sexual harassment and intimidation from males (peers and others)
- Vaping
- Body image, social media, having to be someone I'm not (young girls and boys)
- In all three municipality areas – having spaces/facilities was a key priority – in particular safe spaces providing an unstructured opportunity for groups to meet.
- In all three areas – stress and school were mentioned a lot – the stress that young people were identifying was all coming from a school connection (exams, peers, pressures, out of comfort zones)
- Mental health – Lack of supports, anxiety on the increase.

The report will be complete during Summer.

## **Director of Schools – Post Primary**

### **Year Head Training**

DDLETB have offered a new training programme this year for our Middle Leadership cohort, specifically focussing on the role of Year Head. This consisted of four sessions, facilitated by internal and external presenters, but all organised and managed by our Development Team. All 31 post-primary schools participated, with 32 Years Heads in total. This was a really positive programme, with excellent feedback, which will add to our array of CPD opportunities for teachers and middle leaders.

### **Legal Updates Workshop**

We recently hosted one of ETBI's Legal Updates Workshops, facilitated by ETBI's Legal Services Support Unit (LSSU). It was attended by many of our senior principals, as it offers very important updates and supports in many areas.

One of the key aspects of this Workshop is to update schools on Admissions Policies and we are currently working with our schools in updating their Admissions templates, ensuring they are fully compliant with legislation.

### **Student Voice and Participation Workshops**

Harnessing and promoting student voice within our schools, is vital to ensuring that we are meeting the needs of our learners. In this regard, we developed a Student Voice and Participation Workshop programme. Over

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the past two months, we have run 6 of these workshops, hosted by Coláiste de hÍde, Collinstown Park, Firhouse, Luttrellstown, Skerries and Swords CC.

29 of our schools participated in these workshops. 275 students participated in training on Communication Skills and explored what Student Voice really means to them, what it looks like in their schools and what they would like it to look like in the future. 40 teachers attended also, as Student Voice Co-ordinators.

This is a unique programme run by DDLETB, that is so important to us. Well done to Marise and the Development Team for organising this programme.

### **Board of Management Handbook and Training**

DoS is currently working with ETBI around a suite of training for new Boards of Management, when they are formed in the Autumn. This training will run over two years, dealing with all crucial aspects of the work of Boards, including Admissions Policies, Child Protection Procedures, Anti-Bullying Reporting and Expulsion Procedures. We will present more on this in the new academic year.

### **Director of FET**

#### **College Of Further Education and Training DDLETB**

- A comprehensive Preliminary Business Case was submitted for evaluation by SOLAS on the 12<sup>th</sup> January, 2024. SOLAS informed DDLETB that there is insufficient funding to cover the cost of all 12 approved projects around the country. DDLETBs were invited to present a “priority project” to SOLAS, DFHERIS and the DES on the 2<sup>nd</sup> May, 2024.

#### **Briefing for DPENDR, DFHERIS and SOLAS**

- DDLETB hosted and held a briefing session on FET in DDLETB to a group from DPENDER, DFHERIS and SOLAS on the 1<sup>st</sup> May, 2024.

#### **Aircraft Mechanic Apprenticeship-Air Corp**

- SOLAS have asked DDLETB to engage with the Air Corp in Baldonnell to bring the Aircraft Mechanic Apprenticeship back into statutory apprenticeship system. This process began on the 16<sup>th</sup> May, 2024

#### **Adult Educator Contract Conversion**

- Work has commenced to offer approximately 200 tutors in FET the opportunity offered the opportunity to convert to new contracts as per agreement.

#### **FET Funding**

- Funding Allocation Request and business case for 2024 submitted.
- See attached regarding new approach to funding being taken by SOLAS.



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## **Director of OSD**

As per the Code of Practice for the Governance of ETB's, the board, ARC and Finance committee members have completed the relevant self-assessment annual evaluation forms. The Chairperson of the Board, ARC and Finance Committee have received a summary of the self-assessment findings. I look forward to working with the Chairs with the implementation of any necessary actions to address findings from this process.

From a Governance perspective, the Annual Financial Statement (AFS) was submitted to the Department of Education on the 1<sup>st</sup> April 2024. In considering the 2021 Financial Statements and Accounts laid before the Oireachtas, the Public Accounts Committee noted instances where the C&AG has drawn attention to non-compliance with public procurement guidelines and requested a detailed report.

A joint meeting of the Finance Committee and Audit and Risk Committee is scheduled to take place on the 22<sup>nd</sup> May. Our internal Governance meetings took place on the 8<sup>th</sup> April and the 13<sup>th</sup> May. The Internal Audit Unit (IAU) are currently conducting audits of our Specialist Training Providers (STP) and Youth Services. The C&AG have concluded the audit of the 2022 accounts and have commenced the audit of the 2023 accounts. Q1 risk register review scheduled for the 29<sup>th</sup> April. Our headline risk, cyber security risk rating remains unchanged at this time while we have reduced our risk rating for finance related matters a result of new mitigations in this area including the recruitment of a new finance oversight officer and updated work processes. All other risk remained unchanged.

For 2024, SOLAS has taken a new approach to funding FET this year i.e. the allocation of a "proposed initial allocation" and a "proposed optimum allocation". On the 3<sup>rd</sup> May 2024, DDLETB have received our 2024 funding allocation from SOLAS. It is a challenging funding position for 2024, from an overall perspective our ambition is, at an absolute minimum, to maintain the level of FET activity this year as was delivered in 2023. The FET spend for 2023 was €82.5 million. We have been given an initial allocation of €84.252 million and an optimum allocation of €89.953 million. Given the expansion of FET in DDLETB in 2022 and 2023, it is our intention to work towards the Optimum Allocation of €89.9M.

SOLAS will engage with DDLETB over the course of the year as supplementary funding is sought in order to facilitate distribution of all or part of this optimum allocation. On a monthly basis, we will review our current spend against budget to determine the level of provision that we can deliver. This approach will reduce the prospect of moving into a deficit.

Nominations for our staff representatives for the new DDLETB Board have closed. I wish to advise that we received 2 Nominations for our Staff Representatives onto DDLETB's Board, one Male and one Female. In this regard the election that was scheduled for the 31<sup>st</sup> May will not be held. The following staff have been elected to sit on our new Board from August 2024:

Dara Fitzpatrick – Deansrath CC  
Charlotte O'Donovan - Rathdara CC

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We offer our congratulation to Dara and Charlotte on their elections.

The National Parents Council (formerly National Parents Council-Primary) is the only national association of parents recognised by the Minister for Education under Section 2 of the Education Act 1998.

They have asked to bring to your attention that at the request of the Department, its remit has been extended to provide support to parents of both primary and post primary students.

DDLETB attended the annual Oversight and Performance Delivery Agreement meeting with the Department of Education on the 13<sup>th</sup> May. I would like to thank Charlie O'Connor and Finance Committee member Catherine Bruen for their attendance and valuable contributions. This meeting focused on our key deliverables in 2023 and 2024, the work of the DDLETB Finance Committee, risk management, statement of internal controls, procurement and general Board Governance. During this meeting we highlighted the size and scale of our services and the need for additional resources to support continued growth. It was a very positive meeting and a copy of the presentation that was made is available in the Board Sharepoint folder.

During the Oversight and Performance Delivery Agreement meeting we raised the issue of payments for interview Board preparation. ETBI are currently reviewing the impact with a view to an overall submission going to DPER.

The 2024 Annual General Meeting (AGM) of IPB Insurance was held at The Gibson Hotel, Point Square, North Dock Dublin, D01 X2P2, Friday, 3<sup>rd</sup> May 2024, at twelve noon.

The Department of Education are pleased to confirm the sale for the acquisition of circa 1.5 acre greenfield site in Fosterstown in Swords for the provision of permanent location for River Valley Community National School. Rivervalley Community National School will be delivered under the Departments ADAPT 4 programme. It is proposed to deliver a 8 classroom primary school plus two classrooms for children with special educational needs. A Project Manager have been assigned to the project.

We have received Letters of intent for Griffeen, Colaiste Pobail Fola & Coláiste Cillian Clondalkin. This is great news and very welcome. We eagerly await confirmation on other school projects.

We are currently engaging with the Land Development Agency and SDCC in relation to a piece of land in Rathfarnham that is owned by DDLETB. SDCC are looking to build homes for the elderly on this land.

We have sought advice from ETBI in relation to interview board membership post 7<sup>th</sup> June. With the exception of POR, Board members can continue to participate in interview boards up to the formation of the new DDLETB Board.

DDLETB attended the Environmental Social & Governance (ESG) conference in Croke Park on the 30<sup>th</sup> April.

Thank you for approving the 2023 Annual Report. This will be submitted to the Department of Education in advance of the June submission date.

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We would like to wish all of our students and learners the best of luck with their upcoming exams.

DDLETB are seeking Board approval to contact the Department of Education to seek an overdraft to the value of €10 million. We will come back to the board with an update to this request.

We would like to wish all of the elected representative on our Board the best of luck for the upcoming local elections on the 7<sup>th</sup> June.

Best wishes to our Chairperson, Charlie O'Connor on his retirement from political life.

Following the OSD update discussion focused on filling of primary schools' roles. Department guidelines are followed but teacher recruitment in challenging at this time.

Board members raised concerns that HR were not sufficiently resourced to over 400 interviews during summer months. The Board agreed to write to the Department of Education calling for additional resources for DDLETB.

Potential uses for DDLETB land in Rathfarnham were discussed.

The National Parents Council (formerly National Parents Council-Primary) update was discussed in relation to primary and secondary school representation.

## 5.2 Finance Report

Finance report circulated in Board pack in advance of meeting and noted by the Board. Mairead Walsh provided an update on the finances.

## 5.3 Buildings Report

Building report circulated in Board pack in advance of meeting and noted by the Board. Ross Lynam provided an update on the buildings work.

Discussions focused on Mount Seskin modular accommodation and Deansrath facilities. Buildings team will follow up with the respective Principals.

## 5.4 Staff Profile

Appointments & Promotions - noted.  
Retirements - noted.

## 5.5 Risk Register - noted

## 6. Matters Submitted by the Board

### 6.1 Actions Log was reviewed and updated.

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In closing the meeting, the Cathaoirleach wished every success to his political colleagues in the upcoming local elections. He thanked the Chief Executive for her tremendous work, and he also thanked the DDLETB team who have supported him and the Board over the last 5 years.

**7. Next Meeting: 17<sup>th</sup> June 2024 @ 4.30 pm**