**Citizens Information Board**

**Board Meeting 15th February 2017**

Townsend Street, Dublin 2

**Present:** Ita Mangan, Chairperson; Noeline Blackwell; James Clarke; Tim Duggan; Mary Higgins; Tina Leonard; Joanne McCarthy; Niall Mulligan; Cearbhall O Meadhra; Ian Power; John Saunders; Sean Sheridan

**Apologies:** Eugene McErlean; Josephine Henry

**In attendance:** Angela Black, Chief Executive; Graham Long, Senior Manager, Support Services; Adrian O’Connor, Senior Manager, Service Development Money Advice; Fiona Coyne, Senior Manager, Service Delivery; Gary Watters, Finance and Administration Manager; Stephen Valentine, HR & Governance Manager; Geralyn McGarry, Social Policy and Research Manager (item 5); Shona Geraghty (minutes)

**Minutes**

| **Item** | **Agenda Description** |
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| **1** | **Minutes of previous meeting** *(The minutes of the Board meeting held on 14th December 2016 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by James Clarke and seconded by Noeline Blackwell. |
| **2** | **Matters arising** |
| 2.1 | There were no matters arising not already on the agenda for this meeting. |
| **3** | **Committee Meetings - Update** |
| 3.1 | CIS/MABS Restructuring Committee *(CIS and MABS Restructuring Sub-Committee Report February 2017 and Draft Resourcing Plan for Delivery Service Restructuring High Level Estimates were circulated in advance of the meeting.)* |
| 3.1.1 | The Report of the Restructuring Sub-Committee was discussed in detail. The discussion covered governance, risk assessment, financial costings, HR, IR and staffing concerns, Boards of new companies and engagement of representative bodies.  |
| 3.1.2 | The Chair proposed that ‘this Board adopts this committee report and proceed with implementation’. James Clarke proposed an amendment: ‘propose that we do not proceed until we see an implementation plan’ and three Board members agreed. As the decision to restructure had already been made by the Board in October, the Chair asked all Board members to vote for the initial proposal. Eight board members voted in favour of adopting the report and proceeding with implementation. Three voted against, James Clarke, Noeline Blackwell and Cearbhall O’Meara and asked for their dissent to be recorded in the minutes. |
| 3.1.3 | Angela Black has been invited to address the Joint Committee on Social Protection on the matter of restructuring of the Money Advice and Budgeting Service. She was asked to issue her statement paper to the Board members in advance. |
| 3.2 | Audit & Risk Committee  |
| 3.2.1 | A meeting of the Audit and Risk Committee was held on 1st February 2017. Gary Watters provided an update to the Board.  |
| 3.2.2 | Training for the Audit and Risk Committee is being arranged through the IPA. |
| **4** | **Finance***(Budget Monitoring December 2016 – Variance Analysis and Virement Register were circulated in advance of the meeting.)* |
| 4.1 | Material variances per budget head were noted. An additional budget line was added to the monitoring report following approval from the Finance Committee to record the costs of the Abhaile Scheme.   |
| 5 | **Social Policy***(CIB Social Policy and Research Priorities 2017 – Setting an Agenda, Board Briefing Paper February 2017 was circulated in advance of the meeting.)* |
| 5.1 | Members of the Board were asked to express their interest to the Chair to join a Social Policy Sub-Committee of the Board that would look at the key policy areas CIB should be working on.  |
| 5.2 | Geralyn McGarry presented on the briefing paper that covered the relevant factors for research and engagement together with specific areas or groups (over-indebtedness; people with disabilities; older people; housing; young people, migrant-related issues; one-parent families and Brexit). The new sub-committee would be asked to consider the range of areas CIB are working on and give feedback in order that CIB can perform their statutory remit in the area of policy. Once a committee is in place the process used leading up to the point of decision making can be looked at. |
| 5.3 | It was noted that there was very good work undertaken with an under-resourced team in CIB and that it was good to see the variety of themes. Geralyn McGarry was thanked for the work of her team. |
| 6 | **Report of the Chief Executive***(Report of the Chief Executive was circulated in advance of the meeting.)* |
| 6.1 | The national campaign to promote Abhaile as the Free Mortgage Arrears Support service will be launched in CIB on Monday 27th February by the Tánaiste, Frances Fitzgerald and the Minister for Social Protection, Leo Varadkar.  |
| 6.2 | Further work is being done by the CIB Executive on Key Performance Indicators with a view to developing a more streamlined business plan by end March 2017 to present to the Board. |
| **7** | **Date of Next Meeting** |
| 7.1 | The next meeting of the Board will take place on 22nd March 2017 at 1.30 p.m. |
|  | **Closed Session** |
|  | In the closed session, the Board agreed to appoint Shona Geraghty as its Secretary.  |
|  | The Board discussed the CIB’s strategic objectives and how best the Board could contribute to those objectives. |