**Citizens Information Board**

**Board Meeting 13 December 2017**

CIB, George’s Quay House, 43 Townsend Street, Dublin 2

**Present:** Ita Mangan (Chairperson), James Clarke, Tim Duggan, Seán Sheridan, Nicola Walshe, Joanne McCarthy, Ian Power, Cearbhall O’Meadhra, Noeline Blackwell,

**Apologies:** Tina Leonard, John Saunders, Josephine Henry, Eugene McErlean, Mary Higgins, Niall Mulligan

**In attendance:** Angela Black, Chief Executive; Graham Long, Senior Manager, Support Services; Fiona Coyne, Senior Manager, Service Delivery; Gary Watters, Finance and Administration Manager; Stephen Valentine, HR & Governance Manager; Shona Geraghty (minutes), Kieran Wallace – Partner, Ian Barrett – Associate Director and Project Lead & Matthew Hanrahan – Senior Accountant KPMG (Item 4).

**Minutes**

| **Item** | **Agenda Description** |
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| **0.** | **Closed Session** *(Board members and Secretary to the Board present)*Following an internal competition to backfill a Senior Manager (Principal Officer) vacancy on a contract for 18 months, Graham Long was the only applicant and is recommended to the Board for approval. This was agreed unanimously. |
| **1** | **Minutes of previous meeting** *(The minutes of the Board meeting held on 15th November 2017 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Seán Sheridan and seconded by Joanne McCarthy. |
| **2** | **Matters arising** |
| 2.1 | There were no matters arising. |
| **3** | **Board Matters** |
| 3.1 | Move towards a paperless Board *(A paper titled ‘Move towards a paperless Board’ was circulated in advance of the meeting)* |
| 3.1.1 | Stephen Valentine provided an update to the Board following further research in relation to moving the documentation packs for the Board meetings from hard copy to a paperless solution. It was agreed that a demonstration of one proposal would be arranged with particular Board members to ensure any proposed solution is fully accessible.  |
| **4** | **Restructuring Update** |
| 4.1 | Ian Barrett, KPMG briefed the meeting on progress since the last Board meeting. Packs issued to CIS and MABS Boards involved in Phase 1 including FAQs and briefings were held with Chairpersons and representatives of Boards. The FAQs were discussed in detail at the briefings and there was an opportunity to raise any issues or concerns by Boards. The main areas of concern were data protection, risk for Boards around staff and TUPE and further information required to be included in the FAQs. The next stage was outlined at the briefings and the plan to meeting Development Managers and Money Advice Co-Ordinators for a similar briefings was noted. The FAQs will continually be updated as required. Approximately seven companies out of the 38 had returned staff information for TUPE. CIB staff were not present at the briefings. Of the 38 companies in the first phase, three could not attend and sent in queries.  |
| 4.2 | A detailed implementation plan is being drafted and will be communicated to all companies by the end of January. |
| 4.3 | The Board requested that any information including FAQs and packs issued to CIS and MABS Boards are issued to the Board of CIB. It was agreed that KPMG will be requested to submit a paper in advance of further presentations to the Board to ensure a more comprehensive dialogue and discussion at the meeting. The Board requested to be informed of any slippage in the timelines.  |
| **5** | **Committee Meetings – Update** |
| 5.1 | Finance Committee  |
| 5.1.1 | Budgeting Monitoring for October 2017 was reviewed.  |
| 5.1.2 | There were six virements during November 2017 approved by the Committee. |
| 5.1.3 | The Finance Committee authorised Budget 2018 to issue to the Board for their approval. |
| 5.1.4 | An analysis of Q3 2017 surpluses in Service Delivery Companies was discussed.  |
| 5.2 | Social Policy & Research Committee:  |
| 5.2.1 | The Committee had met the previous week and discussed HAP report, Brexit research proposed for January, information requirements for immigrants 2018, the role of MABSnd in Social Policy. |
| **6** | **Finance Matters** |
| 6.1 | Budgeting Monitoring Report November / Period 11: |
| 6.1.1 | The overall excess of expenditure over income for the year to November 2017 was €1,063,688. |
| 6.1.2 | CIS variance of €20,973 due to contingency not used, advertising over budget by €10k and meetings/projects under budget by €14K. |
| 6.1.3 | DMA MABS variance €24,721 due to the Q3 and Q4 grants for Limerick MABS withheld as the DMA Advisor has left Limerick MABS.  |
| 6.1.4 | ICT variance €217,472. Telecommunications under budget by €40k and any surplus budget in this line will be used to part fund the WAN tier one sites under the Government Cloud Network drawdown contract. Software Licensing under budget by €22k. Hardware under budget by €75k as the rollout of new equipment is commencing in December. MABS CMS under budget by €11k, however this budget subhead will be spent at year end. |
| 6.1.5 | Salaries and Board Members Fees under budget by €210,206. This line will remain under budget as CIB have been under the ECF for all of 2017 to date. Some lump sum payments were issued during 2017 which were not budgeted for during the estimates process. |
| 6.2 | Final Budget Estimates 2018 |
| 6.2.1 | The Finance Committee, at the November meeting, authorised Budget 2018 to issue to the Board for their approval. Total expenditure of €57,718,915 is proposed for 2018. A total funding allocation of €57,410,000 has been allocated from the DEASP. CIB other income is €308,915. This includes funding of €2,047,971 being made available to the CIB by the DEASP in 2018 for the Dedicated Mortgage Arrears MABS programme (DMA MABS) and funding of €3,500,000 for the Abhaile programme.  |
| 6.2.2 | The variance between the draft budget submission in July 2017 and the final approved budget is due to the fact that the actual 2018 funding approved by DPER was €1,066,700 less than originally requested. As a result of this shortfall budget heads have been revised, reviewed and approved by the Finance Committee on 22nd November 2017. The Board approved the Budget Estimates 2018.  |
| 6.3 | Strategic Risks |
|  | The strategic risks were circulated in advance to the Board. A risk appetite statement is to be developed. CIB will seek a meeting with Aidan Horan, IPA in order to discuss and draft a position paper. A training session for the Board and management on defining risk appetite will be arranged. |
| 6.4 | Internal Audit Plan 2018 |
| 6.4.1 | A revised Internal Audit Plan for 2018 recommended for approval by the Audit & Risk Committee was approved by the Board. |
| **7** | **Report of the Chief Executive** |
| 7.1 | The Report of the Chief Executive was issued in advance of the meeting.  |
| **8** | **HR Matters** |
| 8.1 | Removal of the Employment Control Framework (ECF) cap was discussed, in order to manage staffing in 2018 as CIB will reach its ECF of 74 at end of January 2018. There are several long term absences and reassignment from existing resources. There is a requirement in relation to GDPR for a dedicated Data Protection Officer that will bring us above ECF. Other State agencies have received approval to exceed ECF to fill this post. DPER have agreed in principle to an extra seven Executive Officer (EO) positions, they are to come from DEASP budget, which means DEASP have to lose seven EO’s.  While this is under review to find a resolution in DEASP, the Chief Executive has written to them detailing the critical shortage of staff in areas, requesting sanction to be managed by our salary envelope and not ECF for 2018. This will allow us recruit temporary staff to cover staff shortages in critical areas.  |
| **9** | **CIB Strategic Plan** |
| 9.1 | In order to make progress in this area, CIB is awaiting information from DEASP. The Chair, Seán Sheridan, Tina Leonard, John Saunders, Joanne McCarthy and Cearbhall O’Meadhra will serve on a small committee and meet early in January to develop an oversight agreement to reflect some of the discussions to date at the Board. The Executive will issue a pack on all related documentation to the group. |
| **10** | **Date of the next Meeting**  |
| 10.1 | The next meeting of the Board will take place on Wednesday 14 February 2018 at 1.30pm.  |