**Citizens Information Board**

**Board Meeting 14 February 2018**

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, Tina Leonard, John Saunders

**Apologies:** 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); Aidan Horan, IPA (item 5.2)

**Minutes**

| **Item** | **Agenda Description** |
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| **0.** | **Closed Session** *(Board members, Chief Executive and Secretary to the Board present*). Following an external competition to appoint a Senior Manager (Principal Officer) Corporate Services, Graham Long was the successful candidate and is recommended to the Board for approval. This was agreed unanimously. A competition will get underway to backfill the contract position of Senior Manager, CIS, Advocacy and Social Policy. |
| **1** | **Minutes of previous meeting**  *(The minutes of the Board meeting held on 13 December 2017 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Noeline Blackwell and seconded by Tina Leonard. |
| **2** | **Matters arising** |
| 2.1 | There were no matters arising. |
| **3** | **Board Matters** |
| 3.1 | Move towards a paperless Board |
| 3.1.1 | A demonstration of the proposed solution is being organised with two Board members. Following this demo a proposal will issue to the Board. A recall of hard copy Board papers for destruction will be requested. |
| **4** | **Restructuring Update** *(Two papers entitled ‘CIB Reorganisation – Phase One Update Report, KPMG’ and ‘Restructuring Update Implementation Plan Phase 1, CIB’ were circulated at the meeting.)* |
| 4.1 | Advertisement for the recruitment of Chairpersons and Board Members for the first new Regional CIS and MABS companies is live on CIB website and Activelink. |
| 4.2 | An update report from KPMG was presented at the meeting. The report outlined the progress in the key areas. Information Gathering – 15 out of 18 CIS companies and 4 out of 20 MABS companies have returned requested information to KPMG. A response has been received by the Data Protection Commissioner in response to some concerns and this clarification will be provided to companies. It is expected that once this clarification is issued the remaining companies will send in the requested information. Consultation Sessions – further sessions with CIS DMs and MACs took place during February. KPMG, RDJ and Hayes Solicitors presented the Risk Mitigation and Implementation Plan at these sessions. Incorporation of Newcos – The applications for the new companies have been submitted to the CRO and it is expected that these will be incorporated in the next couple of days. Completion of Transfers to the Newcos – it is still planned for the transfers to be completed in April 2018. |
| 4.3 | Following the consultation sessions the FAQs will be updated, issued to all companies and sent to CIB Board Members |
| 4.4 | It was agreed that the process to recruit the Regional Managers will be put in place now to ensure that these roles are in situ immediately. |
| **5** | **Finance Matters** |
| 5.1 | Budget Monitoring Report December / Period 12 *(report was circulated in advance of the meeting.)* |
| 5.1.1 | The overall excess of expenditure over income for the year to December 2017 was €284,694. The budget has profiled an excess of income over expenditure of €152,108, the variance between this and the actual situation is €436,802 and is due to several variances on the profiled budget for the year to date. |
| 5.1.2 | CIS variance of €51,278 due to contingency budget not used and meetings/projects under budget. |
| 5.1.3 | MABS variance of €52,208 due to contingency budget not used and MA Relief T&S under budget. |
| 5.1.4 | DMA MABS variance of €24,121 due to Q3 and Q4 grants for Limerick MABS withheld as the DMA Advisor had left. |
| 5.1.5 | Abhaile variance €293,094 - In December 2017 the Abhaile budget line was increased by €657,939 using DMA funds that were not drawn down during the year. This was to provide for the estimated increase in voucher costs during the last 5 months of 2017. The increase was based on a projected encashment of vouchers of €400k - €420k per month. The average over this period was €350k per month, therefore leaving a variance as at 31 December. |
| 5.1.6 | Overheads variance of €33,188 due to the fact that a new vendor was appointed and the billing arrangements will not be replicated. The previous vendor issued an annual invoice and the new vendor will be billing CIB on a monthly basis. |
| 5.1.7 | Salaries and Board Members Fees variance of €238,472 due to CIB under the ECF for all of 2017 to date and pension lump sums paid during 2017 which were not budgeted for during the estimates process. |
| 5.2 | Risk Appetite |
| 5.2.1 | Aidan Horan, IPA outlined the key areas he will concentrate on for the workshop with Board members in developing risk appetite statement, i.e. the existing versus the ideal appetite for risk. It will also look at the level at which the Board are willing to take a risk and willing to pursue a challenge. The workshop will take place on 21March. A workshop will also be arranged for CIB senior management. |
| **6** | **Committee Meetings – Update** |
| 6.1 | Audit & Risk Committee |
| 6.1.1 | Deloitte presented the results of the draft report Review of Internal Financial Controls report for CIB. |
| 6.1.2 | Six Service Delivery Company reviews are taking place currently and the ICT review will commence in April. |
| 6.1.3 | A GDPR gap analysis report was presented to the Committee. |
| 6.1.4 | The Letter of Engagement from the C&AG was received. The audit will be undertaken on behalf of the C&AG by an outsourced agency. |
| 6.2 | GDPR *(A document titled ‘General Data Protection Regulation: Gap Analysis, draft 1’ was circulated in advance of the meeting.)* |
| 6.2.1 | Graham Long presented an overview for the meeting. The General Data Protection Regulation comes into effect on 25 May 2018. CIB has a number of datasets that relate to its own activities. It also holds data that relates to the service delivery companies, as well as acting as a data processor for those companies. The document sets out the draft gap analysis as of 23 January 2018 of datasets held by CIB, policies and data processing arrangements in place in CIB, CIB’s data processing activities, awareness of GDPR and measures to improve this and the situation with regard to delivery services and their compliance with the GDPR. CIB has procured consultancy services in relation to data protection and the GDPR and have had initial meetings with these consultants and this will inform further iterations of this gap analysis. |
| 6.3 | Social Policy Committee |
| 6.3.1 | The Board was updated on the submissions and reports that have issued. |
| 6.3.2 | Factors in selecting Social Policy and Research Topics was discussed at the last meeting, as well as social policy and research priorities for CIB. |
| **7** | **Report of the Chief Executive** *(The Report of the Chief Executive was issued in advance of the meeting.)* |
| 7.1 | Citizensinformation.ie recorded 19.8m visits in 2017 an increase of 420,000 visits (2.2%) on 2016. |
| 7.2 | In a recent EU Commission progress report, Abhaile was referred to as a key factor in the positive non-performing loans (NPL’s) statistics. |
| 7.3 | A paper prepared by the CIS Staffing Strategy Project Group recommending 10 additional half-time Information Officer positions in CISs was presented to the meeting. This paper outlined the 10 services for these posts. The Board unanimously approved CIB to seek sanction from the DEASP for the posts. |
| **8** | **HR Matters** |
| 8.1 | CIB are continuing to seek the removal of the Employment Control Framework (ECF) cap to manage staffing in 2018. In order to deliver on a performance agreement, the Chief Executive and Executive require resources in place. If the performance agreement requirements cannot be achieved, a note should issue to the next Board meeting for the record. |
| **9** | **CIB Strategic Plan** *(A document titled ‘Board Strategy Working Group – Discussion Document: Strategic Plan 2018-2020’ was circulated in advance of the meeting.* |
| 9.1 | The sub-committee of the Board met in January. The broad thrust of the plan was approved and the Group will arrange to discuss with the Executive and draw up a plan for further development and consultation with relevant stakeholders. |
| **10** | **Date of the next Meeting** |
| 10.1 | The next meeting of the Board will take place on Wednesday 21 March 2018 at 1.30pm. |