**Citizens Information Board**

**Board Meeting, Wednesday, 13 June 2018**

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

**Present:** Ita Mangan (Chairperson), John Saunders, James Clarke, Cearbhall O’Meadhra, Mary Higgins, Seán Sheridan, Ian Power, Tim Duggan, Tina Leonard, Josephine Henry, Joanne McCarthy

**Apologies:** Niall Mulligan, Nicola Walshe

**In attendance:** Adrian O’Connor, Senior Manager; Gráinne Griffin, Senior Manager; Graham Long, Senior Manager (minutes); Caroline Mitchell, Restructuring Project Manager; Gary Watters, Finance and Administration Manager; Keith Scanlon, ICT Manager

**Minutes**

| **Item** | **Agenda Description** |
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| **0** | **Various matters** |
| 0.1 | Declaration of interests |
| 0.1.1 | The Chair invited Board members to declare any relevant interests. No interests were declared. |
| **1** | **Minutes of previous meeting** *(The minutes of the Board meeting held on Wednesday, 16 May 2018 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Tina Leonard and seconded by Seán Sheridan. |
| **2** | **Matters arising** |
| 2.1 | Seán Sheridan noted that it was agreed at the last meeting to circulate the NAS strategy. The strategy will be circulated for the meeting of 25 July, when an overview of advocacy in the context of CIS and NAS will be on the agenda. Ian Power requested an update on CIB’s digital offering – this will be placed on the agenda for the September meeting. |
| **3** | **Restructuring update** |
| 3.1 | *(Two updated reports on the restructuring project were circulated to Board members at the meeting.)* An update on the restructuring project was provided. Thirty-two CIS and MABS companies are currently in the process of liquidation. It is expected that all companies that are part of the first phase of restructuring will be in liquidation by the end of June. Briefings for companies in the second phase took place on 22, 29 and 30 May. Advertisements for Board members and Regional Managers of the new regional companies were posted in May – 30 new Board members are currently being processed by KPMG.  |
| **4** | **Finance matters** |
| 4.1 | Budget Monitoring |
| 4.1.1 | The Budget Monitoring Report for May 2018 showed an overall excess of income over expenditure for the year to May 2018 of €1,484,487.  |
| 4.1.2 | The Virement Register showed virements to the MABS Meetings/Projects budget line, the Consultancy budget line and the PC Replacements budget line.  |
| 4.2 | Annual Financial Statements and Letter of Representation |
|  | The Annual Financial Statements 2017 and the Letter of Representation were approved subject to there being no material changes. |
| 4.3 | Contract Approval Limits |
| 4.3.1 | A revised proposal regarding approval limits for commencing tender processes and awarding contracts was discussed. An amendment in relation to budget approval and an amendment in relation to the Audit and Risk Committee were proposed. The document will be discussed at the next Audit and Risk Committee and can then be added to CIB’s procurement policy. A request was made for CIB’s contract register to be brought to the Board. |
| 4.4 | Risk Management |
| 4.4.1 | The Risk Register was circulated to the Board prior to the meeting.  |
| 4.4.2 | A report from the IPA on risk appetite was discussed, along with a draft risk appetite statement for CIB. A change in relation to risk appetite for innovation in service provision was proposed. |
| 4.5 | WAN and Telephony Project |
| 4.5.1 | A report was provided on delays in commencing parts of CIB’s WAN and Telephony project while approval is pending from DPER. It was noted that a meeting is scheduled with the Office of the Government Chief Information Officer for 20 June. |
| 4.5.2 | The accessibility of CIB’s information systems was discussed. A report is to be provided on this for the September meeting. |
| **5** | **Committee meetings – update** |
| 5.1 | Social Policy & Research Committee |
| 5.1.1 | The Social Policy & Research Committee did not meet on 22 May as it did not have a quorum. A request was made for new members to join the committee. |
| **6** | **GDPR compliance update** |
| 6.1 | An update on actions in CIB and the delivery services was provided, including in relation to data protection notices and consent forms. A draft data protection policy for CIB was discussed and Data Protection Notices and Data Protection Consent Forms for Board Members were also discussed. |
| **7** | **Annual Report 2017** |
| 7.1 | The Annual Report 2017 was approved pending the circulation of the Chief Executive’s Foreword and the Chairperson’s Report. A launch event for the report was discussed, potentially in conjunction with the Board meeting on 25 July. |
| **8** | **Report of the Chief Executive** |
| 8.1 | The Report of the Chief Executive was issued in advance of the meeting.  |
| **9** | **HR matters** |
| 9.1 | Update on Staffing Matters |
| 9.1.1 | A request to the DEASP for a Data Protection Officer post for CIB has not been granted yet – a temporary post is being considered. There is also no update in relation to a request for an additional 7 Executive Officer (EO) posts. |
| **10** | **Date of the next meeting**  |
| 10.1 | The next meeting of the Board will take place on Wednesday, 25 July 2018 at 1.30pm.  |