**Citizens Information Board**

**Board Meeting, Wednesday, 25 July 2018**

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

**Present:** Ita Mangan (Chairperson), Joanne McCarthy, James Clarke, Nicola Walshe, Tim Duggan, Ian Power, Tina Leonard, Mary Higgins

**Apologies:** Niall Mulligan, Seán Sheridan, John Saunders, Cearbhall O Meadhra, Josephine Henry

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Gráinne Griffin, Graham Long (also taking minutes); Gary Watters, Finance and Administration Manager; Nuala Doherty, Chairperson, National Advocacy Service for People with Disabilities

**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, 13 June 2018 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Ian Power and seconded by Tim Duggan. |
| **2** | **Matters arising** |
| 2.1 | It was noted that it is likely to be October or November 2018 before new members of the Board are appointed. It may be necessary to extend the reduced quorum of 6 members beyond the September meeting. |
| 2.2 | Nuala Doherty, Chairperson, National Advocacy Service for People with Disabilities (NAS), joined the meeting for this item to provide an update on the development of the NAS Strategy 2018 – 2021. Gráinne Griffin described the wider advocacy remit within the Citizens Information Services.  |
| **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. A finalised implementation plan has been provided to the 55 companies involved in phase 2 of the restructuring, along with TUPE documents. All new companies have been incorporated and registered with the Companies Registration Office. Initial directors have been appointed to these companies and the recruitment process for Regional Managers is complete. The project is on track for completion on 1 October.  |
| **4** | **Finance matters** |
| 4.1 | Contracts Register |
| 4.1.1 | The current contracts register was presented to the Board. |
| 4.2 | Budget Monitoring |
| 4.2.1 | The Budget Monitoring Report for June 2018 showed an overall excess of income over expenditure for the year to June 2018 of €590,706.  |
| 4.3 | Mid-Year Review 2018 |
| 4.3.1 | Approval to re-profile the 2018 budget was proposed by Ian Power and seconded by James Clarke. |
| 4.3.2 | Approval to submit the revised 2018 budget to the Department of Employment Affairs and Social Protection was proposed by Joanne McCarthy and seconded by James Clarke. |
| 4.3.3 | Approval to seek a supplementary budget for 2018 following the payment of a pension lump sum was proposed by Ian Power and seconded by Tim Duggan. |
| 4.4 | Budget Estimates 2019 |
| 4.4.1 | Approval to submit budget estimates for 2019 was proposed by Tina Leonard and seconded by Mary Higgins. |
| 4.5 | Risk Management |
| 4.5.1 | The Risk Register has had a risk added related to the payment of pension lump sums. It was noted that the Risk Register provided to the Board should be focused on strategic risks for future meetings. |
| 4.5.2 | A revised Risk Appetite Statement was approved by the Board. |
| 4.6 | Procurement |
| 4.6.1 | A revised document outlining approval limits for initiating procurement competitions and awarding contracts was approved by the Board. |
| 4.6.2 | Approval was given by the Board to award a contract for media buying. |
| 4.6.3 | Approval was given by the Board to procure insurance brokerage services. |
| **5** | **Committee meetings – update** |
| 5.1 | Audit and Risk Committee |
| 5.1.1 | It was noted that the Annual Financial Statements had not yet been returned by the Comptroller and Auditor General. |
| 5.2 | Finance Committee |
| 5.2.1 | The Finance Committee had examined issues relating to surpluses and pensions. |
| 5.3 | Social Policy & Research Committee |
| 5.3.1 | Two documents were circulated in advance of the meeting: a submission to the Central Bank in relation to moneylending and the CIB Pre-Budget Submission. Input from MABS and MABSnd was acknowledged and the Board thanked the staff of CIB, CIS and MABS for their contributions. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was issued in advance of the meeting. It was noted that the Chief Executive has been asked to chair a taskforce on the extension of the Personal Microcredit project and has agreed to chair the group for an initial period. |
| **7** | **HR and Governance Matters** |
| 7.1 | Update on Staffing Matters |
| 7.1.1 | CIB is currently advertising for a Finance Executive at HEO level – this competition closes on 30 July. |
| 7.1.2 | There is no update in relation to CIB’s request for sanction for a Data Protection Officer post. The Department of Employment Affairs and Social Protection continues to explore options in relation to CIB’s request for an additional 7 Executive Officer posts. |
| 7.2 | Oversight Agreement, Performance Delivery Agreement |
| 7.2.1 | A draft Oversight Agreement and Performance Delivery Agreement between the Department of Employment Affairs and Social Protection and CIB were discussed. The Board approved the agreements subject to three amendments which are to be provided to the DEASP. |
| **8** | **Date of the next meeting**  |
| 8.1 | The next meeting of the Board will take place on Wednesday, 19 September 2018.  |