**Citizens Information Board**

**Board Meeting, Wednesday, 19 September 2018**

Valentia Room, Chartered Accountants House, Pearse Street, Dublin 2

**Present:** Ita Mangan (Chairperson), Cearbhall O Meadhra, John Saunders, Nicola Walshe, Seán Sheridan, Mary Higgins, Niall Mulligan, Ian Power, Tina Leonard, Josephine Henry

**Apologies:** Tim Duggan, Joanne McCarthy, James Clarke

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Gráinne Griffin, Graham Long (also taking minutes); Gary Watters, Finance and Administration Manager; Cathy Gerrard, Information Resources Manager

**Minutes**

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| **Item** | **Agenda Description** |
| **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, 25 July 2018 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Ian Power and seconded by Mary Higgins. |
| **2** | **Board Matters** |
| 2.1 | The Chair provided an update on the recruitment process for new Board members. It was agreed that the Board would continue with a quorum of 6 on an open-ended basis. |
| 2.2 | The Board approved the revised Code of Practice, which was circulated in advance of the meeting.  |
| 2.3 | It was noted that PRSI would be deducted from Board fees from December 2018. |
| 2.4 | It was agreed that Board fees would be paid in a single annual instalment from December 2019. |
| 2.5 | Taxation of Travel and Subsistence payments was discussed and it was agreed that the Finance and Administration Manager would seek further details on this. |
| **3** | **Matters Arising** |
| 3.1 | Cathy Gerrard, Information Resources Manager, presented on CIB’s digital offering. Citizensinformation.ie has significant traffic, is user-friendly, independent and contains high-quality content. It does not provide a channel to respond to users digitally or to tailor content. Future developments for the website will focus on users by enabling feedback, utilising data and adding content types. Gov.ie was discussed, as was social media. It was noted that digital developments will be important in the organisation’s next strategy. |
| 3.2 | Graham Long presented on the accessibility of four of CIB’s internal ICT applications. The applications are broadly accessible but have varying specific issues. It was agreed to fix immediate issues and to cost the more substantial work identified. The Executive was thanked for efforts to ensure the accessibility of Board documentation. |
| **4** | **Restructuring Update***(Two updated reports on the restructuring project were circulated to Board members at the meeting.)*  |
| 4.1 | An update on the restructuring project was provided. Fifty-three of 55 Transfer of Undertakings Agreements (TUAs) have been returned. All bank accounts are open for phase 2 companies and payroll is ready. A significant number of pension schemes will be transferred as part of the restructuring process. The project is on track for completion on 1 October. It was noted that plans for the post-restructuring agenda are underway. |
| **5** | **Finance Matters** |
| 5.1 | Budget Monitoring |
| 5.1.1 | The Budget Monitoring Report for August 2018 showed overall excess of income over expenditure for the year to August of €813,476. A request for the virement of €100,000 from the restructuring budget line to the premises budget line was approved. |
| 5.2 | Risk Management |
| 5.2.1 | The Risk Register has had a risk added in relation to Transfer of Undertakings Agreements not being provided. It was noted that this risk had already been effectively mitigated. It was also noted that progress is being made in relation to CIB’s Wide Area Network (WAN) project, which had been awaiting approval from the OGCIO. |
| 5.3 | Procurement |
| 5.3.1 | Approval was given by the Board to award a contract for the provision of desktop and laptop computers. |
| **6** | **Committee Meetings – Update** |
| 6.1 | Audit and Risk Committee |
| 6.1.1 | At the last scheduled meeting the committee discussed the internal audit process and noted there were no significant findings in any audit. Responses to audit findings for companies soon to be restructured were discussed. A special meeting of the committee was held in August to address an issue arising in the restructuring project. This issue has been resolved. |
| 6.2 | Social Policy & Research Committee |
| 6.2.1 | The committee focused on the Brexit report at the last meeting. It was agreed that more in-depth analysis into information responses to Brexit is needed. It was also agreed that a facilitated meeting will be held to clarify the process in setting priorities for CIB’s research function.  |
| **7** | **Report of the Chief Executive** |
| 7.1 | The Report of the Chief Executive was issued in advance of the meeting. It was noted that a meeting had been held with IHREC in relation to CIS advocacy cases and that the Legal Aid Board is sharing a tent with CIB and other organisations at the National Ploughing Championships. |
| **8** | **HR and Governance Matters** |
| 8.1 | Update on Staffing Matters |
| 8.1.1 | There has been no further response from the Department of Employment Affairs and Social Protection (DEASP) in relation to CIB’s request for sanction for a Data Protection Officer post. DEASP continues to explore options in relation to CIB’s request for an additional 7 Executive Officer posts. CIB has also made a staffing request to facilitate succession planning and a staffing request to cover a WTE vacancy in Information Resources. |
| **9** | **Date of the Next Meeting**  |
| 9.1 | The next meeting of the Board will take place on Wednesday, 14 November 2018.  |