**Citizens Information Board**

**Board Meeting, Wednesday, 14 November 2018**

George’s Quay House, 43 Townsend St., Dublin 2

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

**Apologies:** Niall Mulligan

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

**Minutes**

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| **Item** | **Agenda Description** |
| **0** | **Various Matters** |
| 0.1 | New Members |
|  | The Chair welcomed Eilis Barry and Mary Doyle to the Board. |
| 0.2 | Declaration of Interests |
| 0.2.1 | The Chair invited Board members to declare any relevant interests. An interest had previously been declared to the Chair by James Clarke in relation to the review of MABS National Development. It was agreed that this item would be taken first, after which Mr Clarke would join the meeting. |
| **1** | **Review of MABSnd** |
| 1.1 | Following a procurement process, consultants from Persuasion have been tasked with reviewing MABS National Development. The scope of the review includes a detailed analysis of the organisation’s current position, as well as an analysis of overlaps with the Citizens Information Board and the distribution of responsibilities between the two organisations. An update on the review will be provided at the Board meeting in December. |
| **2** | **Minutes of Previous Meeting**  *(The minutes of the Board meeting held on Wednesday, 19 September 2018 were circulated in advance of the meeting.)* |
| 2.1 | The minutes were proposed by Tina Leonard and seconded by Cearbhall O Meadhra. |
| **3** | **Matters Arising** |
| 3.1 | The Chair noted that the Board had previously made a decision to reduce its quorum to six. With the addition of new members, the Board agreed to return the quorum to eight. |
| **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. The restructuring project was completed on 1 October. Forty-nine of the 93 companies that have been restructured are now in liquidation. The restructuring team continues to assist with this process, along with the transfer of pensions to the 16 new companies. |
| **5** | **Finance Matters** |
| 5.1 | Budget Monitoring |
| 5.1.1 | The Budget Monitoring Report for October 2018 showed overall excess of income over expenditure for the year to October of €5,490,008. |
| 5.2 | Risk Management |
| 5.2.1 | Strategic risks will be extracted for the Board from the December 2018 meeting. Risk management in CIB is scheduled for internal audit from 19 November 2018. |
| 5.3 | Internal Audit Plan 2019 |
| 5.3.1 | The last meeting of the Audit and Risk Committee was not quorate, so the decision to extend the internal audit contract and the approval of the 2019 internal audit plan were added to the agenda for the Board.  It was agreed that the internal audit contract would be extended by 12 months, as originally envisaged in the contract. The extension was proposed by James Clarke and seconded by Joanne McCarthy.  The proposed internal audit schedule was approved by the Board. It was noted that it should be possible to audit one-third of the companies funded by CIB in the course of 2019. |
| 5.4 | Procurement |
| 5.4.1 | A Corporate Procurement Plan is a requirement under the *Code of Practice for the Governance of State Bodies*. The plan was proposed by James Clarke and seconded by Ian Power. |
| **6** | **Committee Meetings – Update** |
| 6.1 | Audit and Risk Committee |
| 6.1.1 | The committee was not quorate at its last meeting. It discussed the internal audit reporting process as well as a recent cyber security incident and data breach. |
| 6.1.2 | On 25 October, CIB identified that an email account in Office 365 had been compromised. An investigation by Deloitte revealed that a small number of additional email accounts provided by CIB had been compromised. CIB is working with the Data Protection Commission and the Garda National Cyber Crime Bureau in relation to the data breach. A number of enhanced security measures have been put in place following the identification of the incident. The Board acknowledged the response to the incident and asked to be kept informed at future Board meetings. |
| 6.1.3 | It was noted that CIB’s contract with Deloitte for cyber security services expired in early November. The Board agreed that CIB would continue to use the services of Deloitte until the investigation concluded, as well as for any potential follow-up issues. The arrangement was proposed by Tina Leonard and seconded by Ian Power. |
| 6.1.4 | It was requested that CIB look to commission a cyber security expert pending a procurement process to cover security services generally. It was agreed that an expert could be commissioned for up to 4 months. This arrangement was proposed by James Clarke and seconded by Cearbhall O Meadhra. |
| 6.2 | Social Policy & Research Committee |
| 6.2.1 | CIB recently made a submission in relation to auto-enrolment pensions. The committee had also met with an external facilitator to examine improved methods of planning. The draft Terms of Reference for the committee have been finalised and will shortly be brought to the Board for consideration. |
| 6.3 | Strategy Group |
| 6.3.1 | The Chair thanked Seán Sheridan for his work on the CIB strategy. A consultation document has been circulated to the staff of CIB and to the service delivery companies. Four consultation sessions are arranged for the week commencing 19 November 2018. |
| **7** | **Report of the Chief Executive** |
| 7.1 | The Report of the Chief Executive was issued in advance of the meeting. The metrics used in the report were discussed. It was noted that a project with the Department of Foreign Affairs and Trade would be progressing. The project relates to information for returning migrants. |
| **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 request for support with cyber security. A competition to recruit at HEO level in the Information Resources team is now complete. It was agreed that resource requirements in CIB should be examined in the context of the strategy exercise. |
| **9** | **Date of the Next Meeting** |
| 9.1 | The next meeting of the Board will take place on Wednesday, 12 December 2018. |