**Citizens Information Board**

**Board Meeting, Wednesday, 12 December 2018**

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

**Present:** Ita Mangan (Chairperson), John Saunders, Nicola Walshe, Cearbhall O Meadhra, Mary Doyle, Seán Sheridan, Joanne McCarthy, Mary Higgins, Tina Leonard

**Apologies:** Niall Mulligan, Tim Duggan, James Clarke, Eilis Barry, Ian Power, 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

**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. An interest had previously been declared to the Chair by James Clarke in relation to the review of MABS National Development (MABSnd). It was agreed that this item would be taken first. |
| **1** | **Review of MABSnd** |
| 1.1 | Consultants from Persuasion continue with the process of reviewing MABSnd. The consultants have a number of meetings scheduled, including with the Chair and Secretary of MABSnd, with MABS Regional Managers and with staff members of CIB. A request has been made to meet with staff members and with the full board of MABSnd. It is expected that the review will be complete in early January. |
| **2** | **Minutes of Previous Meeting**  *(The minutes of the Board meeting held on Wednesday, 14 November 2018 were circulated in advance of the meeting.)* |
| 2.1 | The minutes were proposed by Cearbhall O Meadhra and seconded by John Saunders. |
| **3** | **Post Restructuring Update** |
| 3.1 | An update on projects following the restructuring process was provided. One of the larger projects arising is the transfer of occupational pension schemes. As the transfers are completed, a parallel project will be run to put in place trustee arrangements and independent advice in relation to the consolidation of schemes. |
| **4** | **Finance Matters** |
| 4.1 | Final Budget Estimates 2019 |
| 4.1.1 | CIB has been approved funding of €59.26m from the Department of Employment Affairs and Social Protection (DEASP) for 2019. This represents the full budget requested, along with an additional €90,000 to cover pension lump sums. No carryover of surplus from 2018 will be allowed. |
| 4.2 | Budget Monitoring |
| 4.2.1 | The budget monitoring report for November 2018 showed overall excess of income over expenditure for the year to November of €4,344,906. A number of Q4 grants to service delivery companies have not been paid in full pending the receipt of financial returns and Service Level Agreements. |
| 4.2.2 | It was noted that a number of requests for approval for virements had been made recently. It was agreed by the Board that the Executive could approve virements with a limit of €50,000 for any individual item. |
| 4.3 | Risk Management: Cyber Security Incident |
| 4.3.1 | The Data Protection Commission closed the notification of the recent cyber security incident on 7 December. CIB continues to work on closing out the investigation and on follow-up actions following the incident, as well as on enhanced security measures. |
| 4.4 | Risk Register and Risk Appetite |
| 4.4.1 | The Deloitte audit of CIB’s risk management processes has begun. It was agreed that the Risk Register and risk appetite agenda items would be deferred to the next Board meeting. Deloitte’s report will also be considered at the next meeting of the Audit and Risk Committee. |
| 4.5 | Procurement |
| 4.5.1 | Approval was given by the Board to commence procurement of Wide Area Network (WAN) connections through an Office of Government Procurement (OGP) framework; to commence procurement of a telephony solution at Official Journal (OJEU) level; and to extend an existing contract with Vodafone Ireland for 18 months pending the completion of the WAN and telephony procurement competitions. |
| **5** | **Committee Meetings – Update** |
| 5.1 | Finance Committee |
| 5.1.1 | The Finance Committee met on 21 November. The Committee discussed the October budget monitoring report, virements, internal audit, insurance costs and budget estimates for 2019. Updates to the financial policies and procedures following restructuring were also discussed. |
| 5.2 | Social Policy and Research Committee |
| 5.2.1 | Draft Terms of Reference have been circulated to the Committee and it is expected that a draft will be circulated to the Board in March 2019. The Social Policy and Research Committee met on 20 November for a facilitated discussion of the Committee’s roles and responsibilities. A report of the meeting will be presented at the Board meeting in March 2019. Brexit was also discussed at the November meeting - it was noted that an Executive Summary of the UCD report on Brexit is currently being drafted and that it is planned to hold a seminar on the topic in UCD in 2019. A suggestion was made that there be a yearly social policy seminar and that social policy feature in each quarterly meeting between CIB and DEASP. |
| 5.3 | Strategy Group |
| 5.3.1 | Workshops were held on 19 and 20 November with staff from CIB and with managers and Chairs from the service delivery companies. The Board agreed to hold a meeting exclusively on the strategy on 23 January 2019. Seán Sheridan and Adrian O’Connor were thanked for their work on the development of the strategy to date. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was issued in advance of the meeting. The Chief Executive described her presentation to the Department of Public Expenditure and Reform’s annual quality customer service conference, covering, in particular, how user statistics inform content development on the citizensinformation.ie website. |
| **7** | **HR and Governance Matters** |
| 7.1 | Update on Staffing Matters |
| 7.1.1 | An update was provided on the outcome of a recent recruitment competition. Sanction has been received from DEASP to fill a number of current and upcoming vacancies. A letter has been sent to DEASP summarising outstanding requests for sanction to recruit. |
| **8** | **Date of the Next Meeting** |
| 8.1 | The next meeting of the Board will take place on Wednesday, 23 January 2019, to discuss the CIB strategy. The next regular meeting of the Board will take place on Wednesday, 13 February 2019. |