**Citizens Information Board**

**Board Meeting, Wednesday, 13 February 2019**

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

**Present:** Ita Mangan (Chairperson), Mary Higgins, Nicola Walshe, Ian Power, Tim Duggan, Eilis Barry, Cearbhall O Meadhra, Seán Sheridan

**Apologies:** Tina Leonard, John Saunders, Niall Mulligan, Joanne McCarthy, Mary Doyle, James Clarke, Josephine Henry

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

**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 relevant interests were declared. |
| **1** | **Minutes of Previous Meeting** *(The minutes of the Board meeting held on Wednesday, 12 December 2018 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Mary Higgins and seconded by Cearbhall O Meadhra. |
| **2** | **Post-restructuring Update** |
| 2.1 | Update on Review of MABS National Development (MABSnd) |
| 2.1.1 | Áine Maguire of Persuasion provided an interim report on her work to date in reviewing the role, function and structure of MABSnd. A finalised report is to be prepared for the March meeting of the Board. |
| 2.2 | Pensions Project |
| 2.2.1 | A Request for Tenders (RFT) for legal services is due to be published in February. The RFT is to provide advice to the service delivery companies on transferring pension trusteeships. A separate RFT for independent financial reviews of pension schemes in the service delivery companies is due to be published in March. |
| **3** | **Finance Matters** |
| 3.1 | Budget Monitoring |
| 3.1.1 | The Budget Monitoring Report for December 2018 showed overall excess of income over expenditure for 2018 of €321,307.  |
| 3.2 | Risk Management |
| 3.2.1 | Discussion of risk management was postponed to the March meeting of the Board. |
| 3.3 | Procurements for Approval |
| 3.3.1 | Approval was given to proceed with a procurement process for accounting software for use in the service delivery companies. |
| 3.3.2 | Approval was given to proceed with a procurement process for insurance brokerage services. |
| 3.3.3 | Approval was given to extend a contract with CIB’s ICT infrastructure provider for 18 months. Six-monthly reports are to be provided to the Board during this extension. |
| **4** | **Committee Meetings – Update** |
| 4.1 | Audit and Risk Committee |
| 4.1.1 | The committee met on Wednesday, 30 January 2019. At the meeting, Deloitte presented their report on CIB’s financial controls. Deloitte’s next reports will focus on risk management, succession planning and ICT controls. |
| 4.1.2 | The committee reviewed the organisation’s strategic risks and added a risk in relation to data protection. |
| 4.1.3 | The committee discussed the request to extend the contract with CIB’s ICT infrastructure provider and made a number of suggestions for the note to be prepared for the February Board meeting. |
| 4.1.4 | Cyber security and data protection were discussed on foot of a presentation covering ICT security risks and the results of security audits conducted by Deloitte. |
| 4.2 | Strategy Group |
| 4.2.1 | The Board met on Wednesday, 23 January 2019 to discuss the development of the organisation’s strategy. An updated draft of the strategy will be prepared for the Board meeting in March.  |
| **5** | **Report of the Chief Executive** |
| 5.1 | The Report of the Chief Executive was issued in advance of the meeting. It was noted that the National Advocacy Service for People with Disabilities has secured the contract with the Department of Health to deliver the Patient Safety Advocacy Service.  |
| **6** | **HR and Governance Matters** |
| 6.1 | Update on Staffing Matters |
| 6.1.1 | An update on staffing matters was provided, including the filling of two positions at Executive Officer level. A number of staffing requests remain with the DEASP for consideration. |
| 6.2 | Update on Cyber Security |
| 6.2.1 | The investigation into CIB’s cyber security incident in late 2018 has concluded. CIB continues to work on enhanced security measures following the incident. |
| **7** | **Board Matters** |
| 7.1 | Correction from Information Resources |
| 7.1.1 | Previous reports to the Board had noted the transition of citizensinformation.ie to the Azure cloud platform. This was stated in error – citizensinformation.ie has moved to the Amazon cloud platform.  |
| 7.2 | Board Self-Assessment Evaluation Questionnaire |
| 7.2.1 | A closed session of the Board was held to consider the results of the questionnaire. |
| **8** | **Date of the Next Meeting**  |
| 8.1 | The next meeting of the Board will take place on Wednesday, 20 March 2019.  |