**Citizens Information Board**

**Board Meeting, Wednesday, 20 March 2019**

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

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

**Apologies:** Josephine Henry, Ian Power, James Clarke

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Graham Long (also taking minutes), Gary Watters

**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. |
| 0.1.2 | The Chair noted that Mr James Clarke had declared an interest in relation to the review of MABS National Development in November 2018 and suggested that the item be taken first, after which he could join the meeting. This agenda order was repeated for the next number of Board meetings. Following correspondence from Mr Clarke to the Secretary to the Board, the Chair asked that it be noted that Mr Clarke had not been prevented from attending Board meetings. |
| **1** | **Minutes of Previous Meeting**  *(The minutes of the Board meeting held on Wednesday, 13 February 2019 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Nicola Walshe and seconded by Tina Leonard. |
| **2** | **Post-restructuring Update** |
| 2.1 | Update on Review of MABS National Development (MABS ND) |
| 2.1.1 | A report by Persuasion Limited into the role, functions and structure of MABS ND was discussed. It was decided to establish a working group to implement changes recommended in the report. The Board’s preferred option of the three proposed is option 3, which involves relocating the services provided by MABS ND. It was also proposed to undertake a review of governance arrangements in MABS ND. |
| **3** | **Strategy 2019 – 2021** |
| 3.1 | A draft of the CIB Strategy 2019 – 2021 was discussed, including the mission statement and values. It was agreed that any further comments should be forwarded to the Executive by Wednesday, 27 March 2019. |
| **4** | **Finance Matters** |
| 4.1 | Budget Monitoring |
| 4.1.1 | The Budget Monitoring Report for February 2019 showed overall excess of income over expenditure of €772,935. |
| 4.2 | Financial Statements |
| 4.2.1 | The draft financial statements for 2018 were proposed by Nicola Walshe and seconded by Tina Leonard. |
| 4.3 | Internal Controls |
| 4.3.1 | Management reports on internal controls were circulated in advance of the meeting. It was noted that a sample of these reports had been audited to confirm the controls in place. It was agreed that the management reports will follow a standard template in 2020. |
| 4.4 | Risk Management |
| 4.4.1 | The Deloitte internal audit report into risk management was circulated in advance of the meeting. The Board agreed that CIB would not add inherent risks to the risk register, which is based on residual risks at present. |
| 4.5 | Procurements for Approval |
| 4.5.1 | Approval was given to proceed with a procurement process for accredited training for information providers. |
| 4.5.2 | Approval was given to proceed with a procurement process for ICT security services. |
| 4.5.3 | Approval was given to proceed with a procurement process for web development services. |
| **5** | **Committee Meetings – Update** |
| 5.1 | Social Policy and Research Committee |
| 5.1.1 | The committee met on Tuesday, 26 February 2019. The Terms of Reference for the committee have now been circulated to the Board. A framework document for social policy is now in operation and the committee has prioritised three areas for 2019: an omnibus report based on the top five areas arising in CIB data; a report on fair administration; and a report on employment rights. |
| 5.2 | Finance Committee |
| 5.2.1 | The committee met on Wednesday, 6 March 2019. The committee discussed the budget monitoring report for January and the budget outturn for 2018. The committee also approved a new budget line for once-off funding to the Irish Deaf Society through Pobal and noted the concerns of the Executive that, in the absence of a governance relationship, this expenditure should not be repeated. |
| 5.3 | Audit and Risk Committee |
| 5.3.1 | The committee met on Wednesday, 6 March 2019. The committee discussed the draft Financial Statements for 2018, the review of internal controls and the Deloitte report into risk management. The Audit and Risk Committee will review its Terms of Reference at its next meeting. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was issued in advance of the meeting. |
| **7** | **Board Matters** |
| 7.1 | Closed Session |
| 7.1.1 | A closed session of the Board was held. |
| **8** | **Date of the Next Meeting** |
| 8.1 | The next meeting of the Board will take place on Wednesday, 15 May 2019. |