**Citizens Information Board**

**Board Meeting, Wednesday, 15 May 2019**

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

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

**Apologies:** Tina Leonard, Niall Mulligan, Tim Duggan, James Clarke, Josephine Henry, Eilis Barry

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Gráinne Griffin, 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 | A submission from James Clarke was circulated in advance of the meeting. The submission requested the Board to make a determination under section 16 of the Comhairle Act 2000, as amended. The question to be determined was whether or not Mr Clarke’s membership of the Board of MABS National Development would represent a conflict of interest if Mr Clarke were to participate in CIB’s discussions of the review of MABS National Development. The Board determined that this would represent a conflict of interest.  |
| 0.2 | Condolences |
| 0.2.1 | The Board expressed its sympathy and offered condolences to Tina Leonard on the death of her mother. |
| 0.3 | Re-appointment of Mary Doyle |
| 0.3.1 | It was noted that Mary Doyle has been re-appointed to the Board until April 2024. |
| **1** | **Minutes of Previous Meeting** *(The minutes of the Board meeting held on Wednesday, 20 March 2019 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were agreed. |
| 1.2 | A correction to the CIS Activity Report circulated in advance of the meeting in March was noted. The report stated the CIS network had 193 WTE staff at the end of 2018 – the correct figure is 206 WTE staff. |
| 1.3 | It was agreed that draft minutes of future meetings will be provided to Board members by email within two weeks. |
| **2** | **Strategy** |
| 2.1 | Update on Review of MABS National Development (MABS ND) |
| 2.1.1 | A short update was provided on the work of the implementation group established to examine options following the review of MABS ND. The group expects to report at the June meeting of the Board. It was noted that there have been difficulties getting information from MABS ND. |
| 2.2 | Strategic Plan 2019 – 2021 |
| 2.2.1 | The final version of the Strategic Plan 2019 – 2021 was approved. It will now be sent to the Minister for Employment Affairs and Social Protection for her approval. |
| 2.2.2 | A framework for the implementation and oversight of the plan was circulated in advance of the meeting. It was agreed that the Executive would populate the framework document. |
| **3** | **Post-restructuring Matters** |
| 3.1 | Pensions |
| 3.1.1 | It was noted that all pension schemes have now been transferred to the 16 regional companies. Following a tender process, a provider for legal advice in relation to trustee deeds has been selected. A Request for Tenders for financial advice to the regional companies in relation to pension schemes is being finalised. |
| **4** | **Finance Matters** |
| 4.1 | Budget Monitoring |
| 4.1.1 | The Budget Monitoring Report for April 2019 showed overall excess of income over expenditure of €4.7m. This surplus largely relates to grants not paid to CIS and MABS companies while awaiting correct financial returns.  |
| **5** | **Committee Meetings – Update** |
| 5.1 | Audit and Risk Committee |
| 5.1.1 | The committee met on Wednesday, 1 May 2019. At the meeting, Deloitte presented their report on CIB’s succession planning processes. |
| 5.1.2 | The committee discussed adding elements to the Risk Register in relation to MABS National Development. |
| 5.1.3 | The committee reviewed its Terms of Reference and made some recommendations for changes, including that the review of the Terms of Reference take place annually. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was issued in advance of the meeting. Metrics and reporting methods were discussed. |
| **7** | **HR and Governance Matters** |
| 7.1 | ICT Update |
| 7.1.1 | An update on cyber security was provided, including the addition of new malware scanning software and the rollout of a cybersecurity eLearning module for all users on the network. |
| 7.1.2 | An update on the Wide Area Network (WAN) and Telephony project was provided. A Project Board is now meeting regularly and the Request for Tenders (RFT) for WAN connections has been published by the Office of Government Procurement (OGP). |
| 7.2 | Staffing Update |
| 7.2.1 | The Department of Employment Affairs and Social Protection has sanctioned the replacement of staff who leave CIB, up to and including Principal Officer level, provided the organisation stays within its Employment Control Framework (ECF) limit. CIB has also received sanction to recruit a temporary ICT Manager - this post is currently being advertised. A temporary Advocacy Manager starts in CIB on 22 May. |
| 7.3 | Annual Report 2018 |
| 7.3.1 | The draft report was circulated in advance of the meeting. It is expected that the report will be published in June. |
| **8** | **Date of the Next Meeting**  |
| 8.1 | The next meeting of the Board will take place on Wednesday, 26 June 2019.  |