**Citizens Information Board**

**Board Meeting, Wednesday, 26 June 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, Tina Leonard, Niall Mulligan, Tim Duggan, Eilis Barry

**Apologies:** James Clarke, Josephine Henry

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Gráinne Griffin, Graham Long (also taking minutes), Gary Watters (item 3)

**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, 15 May 2019 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were proposed by Cearbhall O Meadhra and seconded by Seán Sheridan. |
| **2** | **Strategy** |
| 2.1 | Update on Review of MABS National Development (MABS ND) |
| 2.1.1 | A proposal was circulated with a recommendation from the implementation group set up to examine options following the review of MABS ND. The proposal is to transfer the functions of MABS ND to the Citizens Information Phone Service (CIPS) and to a new entity. It was noted that the process would involve CIB giving notice to MABS ND of the termination of the Service Agreement between the two organisations. It was also noted that CIB would need to retain its current restructuring team in order to conduct this reorganisation. The proposal was agreed. |
| 2.2 | Strategic Plan 2019 – 2021 |
| 2.2.1 | The final version of the Strategic Plan 2019 – 2021 has been 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. A business plan will now be developed, while the Chief Executive’s report will be based on the framework from the July meeting of the Board. Comments on the documents can be provided to the Executive at the next meeting of the Board. |
| **3** | **Finance Matters** |
| 3.1 | Budget Monitoring |
| 3.1.1 | The Budget Monitoring Report for May 2019 showed overall excess of income over expenditure of €2.2m at this point in time. |
| 3.2 | Review of Risk Register |
| 3.2.1 | The revised Risk Register was circulated in advance of the meeting, including risks related to MABS ND, advocacy, Regional Managers and Employment Control Framework constraints in CIB. |
| **4** | **Closed Session** |
| 4.1 | In closed session, the Board unanimously agreed to offer a further five-year contract as CEO to Angela Black from the expiry of her current contract in November 2019. |
| **5** | **Committee Meetings – Update** |
| 5.1 | Audit and Risk Committee |
| 5.1.1 | The committee met on Friday, 24 May 2019 and on Tuesday, 18 June 2019. The May meeting related to risk analysis following the non-receipt of information from MABS ND. In June, it was agreed to engage Deloitte to conduct an audit of the accounts of MABS ND. A report of the internal audit of General IT Controls was also presented at the June meeting. The audit’s findings largely relate to access management and password policies. |
| 5.2 | Social Policy and Research Committee |
| 5.2.1 | The committee met on Tuesday, 21 May 2019. A new Social Policy toolkit is being introduced across the Citizens Information Services. The committee has adopted an impact assessment framework to assess submissions. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was issued in advance of the meeting. |
| **7** | **HR and Governance Matters** |
| 7.1 | ICT Update |
| 7.1.1 | An update on cyber security was provided, including the introduction of a new Security Information and Event Management (SIEM) system. |
| 7.1.2 | An update on the Wide Area Network (WAN) and Telephony project was provided. Tenders to provide WAN connections have been evaluated in conjunction with the Office of Government Procurement (OGP). Work is now progressing on the Telephony RFT. |
| 7.2 | Staffing Update |
| 7.2.1 | An update was provided on a number of recent and upcoming recruitment processes. |
| 7.3 | Annual Report 2018 |
| 7.3.1 | It was agreed to arrange a launch of the Annual Report 2018. |
| **8** | **Date of the Next Meeting** |
| 8.1 | The next meeting of the Board will take place on Wednesday, 24 July 2019. |