**Citizens Information Board**

**Board Meeting, Wednesday, 25 September 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

**Apologies:** James Clarke, Josephine Henry, Eilis Barry, Tim Duggan

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, 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, 24 July 2019 were circulated in advance of the meeting.)* |
| 1.1 | The minutes were approved subject to an addition to item 2.2.1 to note that the Business Plan for 2020 will include commitments in relation to the Public Sector Equality and Human Rights Duty. |
| **2** | **Strategy** |
| 2.1 | Review of MABS National Development (MABS ND) – Update |
| 2.1.1 | An update was provided on the process to transfer the functions of MABS ND. It was noted that correspondence had been received from MABS ND and from MABS ND’s solicitors. The letters ask CIB to enter mediation with MABS ND on the transfer, and reference costs of same. The Audit and Risk Committee had considered this request at its meeting on 4 September and felt it could not recommend mediation to the Board. It was decided that CIB would not engage in mediation as specified by MABS ND’s solicitors, nor could it approve associated costs proposed by MABS ND. |
| 2.2 | Update on Strategy Process |
| 2.2.1 | It was agreed that the Board would meet at 11am on Wednesday, 13 November 2019 in order to discuss Key Performance Indicators (KPIs) for the Strategic Plan 2019 - 2021. |
| **3** | **Finance Matters** |
| 3.1 | Budget Monitoring |
| 3.1.1 | The Budget Monitoring Report for August 2019 showed overall excess of income over expenditure of €1.36m at this point in time. |
| 3.2 | Update on ICT Managed Services Contract |
| 3.2.1 | In February 2019, the Board approved the extension of the contract with CIB’s ICT infrastructure provider and requested six-monthly updates in relation to the contract. Following the approval, the contract was extended in May 2019 for one year. It is planned to request the Board’s approval to commence a procurement competition for the contract in November 2019. |
| **4** | **Committee Meetings – Update** |
| 4.1 | Audit and Risk Committee |
| 4.1.1 | The committee met on Wednesday, 4 September 2019. As minuted above, correspondence from MABS ND was discussed. An audit of MABS ND was also discussed, and is now in progress following a postponement from August to September requested by MABS ND. The findings from the first audits of the new regional companies were presented and the auditors from Deloitte noted a high level of compliance in these companies. Deloitte will prepare an advisory note for all the regional companies following these first audits. |
| 4.2 | Social Policy and Research Committee |
| 4.2.1 | The committee met on Tuesday, 17 September 2019. The CIB Executive cannot facilitate further meetings of the committee until at least February 2020, due to understaffing. As a result, the committee is concerned about the process to agree the workplan for 2020. |
| **5** | **Staffing Update** |
| 5.1 | It was agreed that agenda item 6(b) on staffing would be discussed at this point. A business case to the Department of Employment Affairs and Social Protection (DEASP) seeking approval for nine additional posts was circulated prior to the meeting. It was reported that, following the business case, a letter had been sent to DEASP outlining activities that had been suspended or that must now be suspended in view of understaffing in CIB. The Board expressed its concern at the situation and discussed possible approaches to the understaffing, including engagement with the Minister, with DEASP and with other Departments. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was issued in advance of the meeting. It was highlighted that the extension of the Abhaile scheme to the end of 2022 had been announced in early September but that CIB had yet to receive correspondence on the extension. In addition, in order to ensure the best use of the funding available, CIB continues to seek sanction to include public Personal Insolvency Practitioners (PIPs) under the remit of this or another scheme. |
| **7** | **Corporate Services, HR and Governance Matters** |
| 7.1 | ICT Update |
| 7.1.1 | An update on cyber security was provided. |
| 7.1.2 | An update on the Wide Area Network (WAN) and Telephony project was provided. A Request for Tenders (RFT) for telephony services has been published and closes on Tuesday, 1 October 2019. |
| 7.2 | Governance Update |
| 7.2.1 | A draft declaration of interests form for external committee members was circulated ahead of the meeting. It was agreed that the procedures for this declaration of interests would be added to the CIB Code of Practice as Annex Q. It was suggested that a confidentiality agreement should also be issued to external committee members. Under the *Code of Practice for the Governance of State Bodies (2016)*, an external evaluation of the Board of CIB should take place every three years. An RFT for external Board evaluation services was issued in early September and a preferred bidder has been identified. Work on the evaluation is expected to start in November 2019. |
| **8** | **Date of the Next Meeting** |
| 8.1 | The next meeting of the Board will take place on Wednesday, 13 November 2019. |