**Citizens Information Board**

**Board Meeting, Wednesday, 13 November 2019**

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

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

**Apologies:** Cearbhall O Meadhra, James Clarke, Josephine Henry, Niall Mulligan, Ian Power

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Graham Long (also taking minutes), Gráinne Griffin, Claudia Carr, BearingPoint (item 1), Nicolas Marcoux, IPA (item 3), Gary Watters (item 5)

**Minutes**

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| **Item** | **Agenda Description** |
| **1** | **CIB Strategy Development: Key Performance Indicators (KPIs) and Key Result Indicators (KRIs)** |
| 1.1 | BearingPoint facilitated a discussion on the selection of KPIs and KRIs to measure progress against the CIB Strategic Plan 2019 – 2021. |
| 1.2 | Declaration of Interests |
| 1.2.1 | The Chair invited Board members to declare any relevant interests. No relevant interests were declared. |
| **2** | **Minutes of Previous Meeting** *(The minutes of the Board meeting held on Wednesday, 25 September 2019 were circulated in advance of the meeting.)* |
| 2.1 | The minutes were proposed by Seán Sheridan and seconded by Tina Leonard. |
| **3** | **External Evaluation of the Board – Presentation by the IPA** |
| 3.1 | The Institute of Public Administration (IPA) presented on the process for their external evaluation of the Board. The evaluation process will include a survey, interviews with Board members and a review of governance material. |
| **4** | **Review of MABS National Development (MABS ND) - Update** |
|  | An update was provided on the process to transfer the functions of MABS ND. A letter was issued to MABS ND stating that CIB was prepared to withdraw the report by Persuasion Limited and to dispose of copies of the report. The letter noted that this step would be taken in the interests of ensuring an amicable outcome and avoiding unnecessary legal costs. Further correspondence was subsequently received from MABS ND’s solicitors. The Board acknowledged the withdrawal of the report and noted that copies held by CIB would be destroyed. It is now planned to transfer the helpline functions of MABS ND to North Dublin MABS CLG, in line with MABS ND’s preference. The proposed transfer date for all functions of MABS ND is Monday, 3 February 2020. |
| **5** | **Finance Matters** |
| 5.1 | Budget Monitoring Report, October 2019 |
| 5.1.1 | The Budget Monitoring Report for October 2019 showed overall excess of income over expenditure of €3.689m at this point in time.  |
| 5.2 | Annual Financial Statements 2018 |
| 5.2.1 | There is no timeline in place yet for the completion of the Comptroller and Auditor General’s audit of the annual financial statements for 2018. |
| 5.3 | Budget 2020 |
| 5.3.1 | CIB’s budget allocation for 2020 is €61.67m. A full breakdown of the budget allocation has not yet been received. |
| 5.4 | Procurement |
| 5.4.1 | Approval was given to award a contract for telephony services and Local Area Network (LAN) switches to Vodafone Ireland. |
| 5.4.2 | Approval was given to commence a procurement process at OJEU level for managed ICT infrastructure. |
| **6** | **Committee Meetings – Update** |
| 6.1 | Audit and Risk Committee |
| 6.1.1 | The committee met on Wednesday, 6 November 2019. Two draft audit reports were discussed at the meeting. The risk register was reviewed, as was CIB’s risk appetite statement. It was noted that the procurement process for audit services is underway. The committee has completed the checklist for Audit and Risk Committees contained in the *Code of Practice for the Governance of State Bodies*. |
| 6.2 | Finance Committee |
| 6.2.1 | The committee met on Wednesday, 6 November 2019. CIB’s financial policies and procedures were reviewed at the meeting. Surpluses in the companies funded by CIB were discussed and it was agreed that CIB should develop a multi-annual business case for the investment of these funds in capital projects. |
| **7** | **Report of the Chief Executive** |
| 7.1 | The Report of the Chief Executive was issued in advance of the meeting. It was noted that the MABS conference had taken place on Tuesday, 5 November 2019 and had been very successful, with high-profile speakers from the Banking and Payments Federation of Ireland (BPFI), the Insolvency Service of Ireland (ISI) and the Central Bank. |
| **8** | **Corporate Services, HR and Governance Matters** |
| 8.1 | ICT Update |
| 8.1.1 | An update on cyber security was provided. |
| 8.1.2 | An update on the Wide Area Network (WAN) and Telephony project was provided. Standstill letters have been issued to tenderers for the telephony contract, while seven pilot sites have been selected to receive new broadband connections as part of the WAN project. |
| 8.2 | Update on Staffing |
| 8.2.1 | Sanction for five additional Executive Officers (EOs) (in three specific teams) has been received from the Department of Employment Affairs and Social Protection. This brings CIB’s Employment Control Framework (ECF) limit to 79 whole time equivalent staff. |
| 8.3 | Diversity and Inclusion |
| 8.3.1 | A draft Diversity and Inclusion Policy and a draft Diversity and Inclusion Statement were circulated in advance of the meeting. It was noted that the policy was limited to CIB staff and should be contextualised within CIB’s Public Sector Duty. Revised drafts will be provided to the Board once complete. |
| 8.4 | Governance Update (Disposal of Premises) |
|  | Approval was given to dispose of a CIB premises at 44 North Great George’s Street, Dublin 1, subject to formal agreement by the Department of Employment Affairs and Social Protection.  |
| **9** | **Date of the Next Meeting**  |
| 9.1 | The next meeting of the Board will take place on Wednesday, 11 December 2019.  |