**Citizens Information Board**

**Board Meeting, Wednesday, 22 July 2020**

By Videoconference

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

**Apologies:** James Clarke, Niall Mulligan, Mary Higgins

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Susan Shanahan, Graham Long (also taking minutes), Gary Watters (items 4 and 5); Bridget Casey, Nancy Power, Michelle Kearns, National Traveller MABS (item 3)

**Minutes**

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| **Item** | **Agenda Description** |
| **1** | **Declaration of Interests** |
| 1.1 | 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, 24 June 2020 were circulated in advance of the meeting.)* |
| 2.1 | The minutes were proposed by Ian Power and seconded by Nicola Walshe. |
| **3** | **Presentation from National Traveller MABS** |
| 3.1 | Bridget Casey, Nancy Power and Michelle Kearns presented on the work of National Traveller MABS. The three presenters covered a range of topics, including the organisation’s research and activities in relation to affordable accommodation, energy poverty, access to credit and financial inclusion. |
| **4** | **Finance Matters** |
| 4.1 | Budget Monitoring |
| 4.1.1 | The Budget Monitoring Report for June 2020 showed overall excess of income over expenditure of €1.589m at this point in time. This surplus relates to a number of different budget headings. |
| 4.2 | Risk Management |
| 4.2.1 | No update was required in relation to risk management. |
| 4.3 | Estimates: Mid-Year Review 2020 |
| 4.3.1 | Overall, total expenditure to the end of 2020 is estimated at €59.6m, some €2.45m under the original budgeted figure. Areas with a projected underspend include Citizens Information, Abhaile and Advocacy. The request to re-profile the 2020 budget based on the mid-year review and to submit the mid-year review to the Department of Employment Affairs and Social Protection (DEASP) was proposed by Ian Power and seconded by John Saunders. |
| 4.4 | Estimates: Budget 2021 |
| 4.4.1 | For 2021, expenditure is estimated at €62.63m. No service development budget is being proposed for 2021. The request to submit the estimates to DEASP was proposed by Mary Doyle and seconded by Tina Leonard. |
| **5** | **Committee Reports** |
| 5.1 | Finance Committee |
| 5.1.1 | The Committee met on 8 July 2020. It discussed the Budget Monitoring Report, along with the mid-year review and the estimates for 2021. The Committee requested that the Executive assess the impact of Covid-19 developments on the 2020 budget. The Executive was also requested to highlight budget lines in future reports which are dependent on external authorisation, and to put in place scenario planning for 2021.  Terms of reference for a new Finance and Audit and Risk (FAR) Committee were discussed at the Committee and agreed for presentation to the Board. With minor amendments, the terms of reference were proposed by Cearbhall O Meadhra and seconded by John Saunders. The Board also agreed that the existing members of the Finance Committee and the Audit and Risk Committee would be appointed to the FAR Committee. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was circulated in advance of the meeting. It was noted that CIB is now working to mid-September as the earliest date on which staff members are likely to return to offices. |
| **7** | **Corporate Services, HR and Governance Matters** |
| 7.1 | ICT Update |
| 7.1.1 | The Wide Area Network (WAN) rollout is progressing, with 80 of 117 NGA (Next Generation Access) sites now live, along with 5 of 8 DSL (Digital Subscriber Line) sites and 2 of 13 SIRO sites. |
| 7.2 | Update on Staffing |
| 7.2.1 | Two internal and four external recruitment competitions are now complete. Four external competitions are currently in train, with one further post due to be advertised on 23 July 2020. |
| **8** | **Date of the Next Meeting** |
| 8.1 | The next meeting of the Board will take place on Wednesday, 23 September 2020. |