**Citizens Information Board**

**Board Meeting, Wednesday, 9 December 2020**

By Videoconference

**Present:** Ita Mangan (Chairperson), John Saunders, Cearbhall O Meadhra, Niall Mulligan, Mary Doyle, Ian Power, Tina Leonard, Mary Higgins, Tim Duggan

**Apologies:** James Clarke, Nicola Walshe, Joanne McCarthy

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Susan Shanahan, Graham Long (also taking minutes), Gary Watters (item 4)

**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, 18 November 2020 were circulated in advance of the meeting.)* |
| 2.1 | The minutes were approved by the Board. |
| **3** | **Reports**  |
| 3.1 | Call numbers in the MABS Helpline were discussed. It was agreed that a paper would be prepared for the Board on unsecured debt. It was also agreed that social policy documents will be circulated to the Board in advance of publication. |
| **4** | **Finance Matters** |
| 4.1 | Budget Monitoring Report November 2020 / Period 11 |
| 4.1.1 | The Budget Monitoring Report for November 2020 showed an overall excess of income over expenditure of €1.509m at this point in time. |
| 4.2 | 2019 Annual Financial Statements |
| 4.2.1 | The audit adjustments to the 2019 financial statements were discussed and approved by the Board. |
| 4.3 | 2019 Bad Debt Write-offs |
| 4.3.1 | The Comptroller and Auditor General requested that formal Board approval be sought to write off two bad debts that had been provided for in the 2018 financial statements. These bad debts had previously been discussed by the Board. Formal approval for the write offs was given. |
| 4.4 | Budget 2021 Update |
| 4.4.1 | An issue with the allocation of pay and non-pay budgets to CIB means that the non-pay budget for 2021 will be €158,000 lower than expected. The Dedicated Advocacy Project budget will be reduced by this amount. |
| 4.5 | Risk Management |
| 4.5.1 | There was no update under this agenda item. |
| 4.6 | Procurement |
| 4.6.1 | Approval was given to commence procurement competitions for frameworks for a pension product, for a time and attendance system and for architectural services. All three frameworks will be accessible to the Service Delivery Companies, while CIB will be listed as a potential client for the time and attendance system and for the architectural services.  |
| **5** | **Committee Reports** |
| 5.1 | Social Policy and Research Committee |
| 5.1.1 | The Committee met on 25 November 2020. It discussed the work plan for 2021, including in relation to work continuing from 2020 and a likely focus in 2021 on basic income. |
| **6** | **Report of the Chief Executive** |
| 6.1 | The Report of the Chief Executive was circulated in advance of the meeting. The development of a digital strategy was discussed, in particular through the creation of a group with a principles-based terms of reference. This group will consult with stakeholders, collate evidence of user needs and present options to the Strategy and Governance Committee in the first instance. |
| **7** | **Corporate Services, HR and Governance Matters** |
| 7.1 | ICT Update |
| 7.1.1 | The Wide Area Network (WAN) rollout remains slow, with 116 of 135 sites now live. Eighteen sites are now using new telephony equipment and this equipment is working well.  |
| 7.2 | Update on Staffing |
| 7.2.1 | There are no live recruitment competitions at present. CIB is adapting its plans for returning to offices to match the new “Work Safely Protocol”.  |
| 7.3 | Declaration of Interest Forms – CIB and SIPO |
| 7.3.1 | Declaration of interests forms for CIB will be sent to Board members in December. Forms for the Standards in Public Office Commission (SIPO) will be sent to Board members in January 2021. |
| 7.4 | Board Evaluation |
| 7.4.1 | The form for the annual evaluation of the Board will be sent to Board members in December. |
| **8** | Transition Arrangements for the Chair of the Board |
| 8.1 | It was noted that new members are expected to be appointed to the Board shortly. A competition for the role of Chairperson is currently live. Pending the completion of this competition, the Board appointed Seán Sheridan as Vice-Chair. The Chair thanked the Board and the staff of CIB for their support during her term of office.  |
| **9** | Appointment of the Strategy and Governance Committee |
| 9.1 | The Chair has invited Seán Sheridan, Tina Leonard, Mary Higgins and Ian Power to join the Strategy and Governance Committee. Seán Sheridan will chair the committee. The Chair also noted that she had received notification of the Chief Executive’s intention to retire in Q2 2021. One of the first tasks for the new committee will be the recruitment process for a Chief Executive. |
| **10** | **Date of the Next Meeting**  |
| 10.1 | The next meeting of the Board will take place on Wednesday, 17 February 2021.  |