**Citizens Information Board**

**Board Meeting, Wednesday, 17 February 2021**

By Videoconference

**Present:** Seán Sheridan (Vice-Chair), John Saunders, Cearbhall O Meadhra, Mary Doyle, Ian Power, Tina Leonard, Mary Higgins, Tim Duggan, Nicola Walshe, Teresa Blake, Joan O’Connor, Joanne McCarthy

**Apologies:** James Clarke, Niall Mulligan

**In attendance:** Angela Black, Chief Executive; Fiona Coyne, Adrian O’Connor, Susan Shanahan, Graham Long (also taking minutes), Caroline McGrotty, John Stewart (Sign Language Interpreting Service, item 4), Claire Kellegher (item 4), Gary Watters (items 7 and 8.1)

**Minutes**

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| **Item** | **Agenda Description** |
| **1** | **Introductions** |
| 1.1 | Teresa Blake and Joan O’Connor were welcomed to their first meeting following their appointment to the Board in December 2020. |
| **2** | **Declaration of Interests** |
| 2.1 | The Chair invited Board members to declare any relevant interests. No relevant interests were declared. |
| **3** | **Minutes of Previous Meeting**  *(The minutes of the Board meeting held on Wednesday, 9 December 2020 were circulated in advance of the meeting.)* |
| 3.1 | The draft minutes are to be amended with a line to reflect that a paper is to be prepared for the Board on unstructured debt. It was noted that this paper will be on the agenda for the March meeting. With this amendment, the minutes were proposed by Tina Leonard and seconded by Mary Doyle. |
| **4** | **Presentations from the Sign Language Interpreting Service (SLIS) and the CIB Irish Sign Language (ISL) Unit** |
| 4.1 | Caroline McGrotty (Chair) and John Stewart (National Manager) presented on key achievements for SLIS under the strategy 2015 – 2019, as well as on objectives set in the new strategy 2020 – 2024. The growth in SLIS services was described, as was the introduction of a register for sign language interpreters. Key priorities for 2021 include expanding the Irish Remote Interpreting Service (IRIS) and further developing the newly-introduced app with CIB. |
| 4.2 | Claire Kellegher of CIB’s ISL Unit presented on the development of an app to facilitate on-demand interpreting. The app was developed following an Innovation Fund award from the Department of Public Expenditure and Reform (DPER). |
| **5** | **Governance Matters** |
| 5.1 | The Board discussed a draft Oversight Agreement and a draft Performance Delivery Agreement from the Department of Social Protection (DSP). It was noted that a Periodic Critical Review (PCR) of CIB is due to take place under the *Code of Practice for the Governance of State Bodies* and that these documents will be examined as part of that exercise. The Board noted that the documents needed a clearer delineation of the autonomy of CIB within the framework of accountability to the DSP, as well as a clearer description of the accountability of the Board and the Executive. It was noted that, in addition to the obligations set out in the Oversight Agreement with respect to public commentary on policy, a protocol on publications and communications is being developed separately which is expected to include matters related to social policy and research. It is intended to bring revised drafts of the two documents to the Board shortly. |
| **6** | **Open Data** |
| 6.1 | An EU Directive on Open Data is due to be transposed into Irish law in July 2021. From July, public sector bodies will be obliged to make suitable datasets available as Open Data in open and machine readable formats. Such datasets can be re-used by any party at no cost. |
| **7** | **Finance Matters** |
| 7.1 | Budget Monitoring Report December 2020 / Period 12 |
| 7.1.1 | The Budget Monitoring Report for December 2020 showed an overall excess of income over expenditure of €771,784 at that point in time. |
| 7.2 | 2019 Letter of Representation |
| 7.2.1 | The letter of representation that had been approved by the Board was amended slightly to match the Comptroller and Auditor General’s revised template. The Board approved the changes to the letter of representation. |
| 7.3 | Risk Management |
| 7.3.1 | A revised risk register will be brought to the Board meeting in March. The current review of the register is focusing on ensuring consistency in the title and description of risks. |
| 7.4 | Procurement |
| 7.4.1 | The Board approved a request to commence a procurement competition for payroll services for the Service Delivery Companies. |
| **8** | **Committee Reports** |
| 8.1 | Finance, Audit and Risk Committee |
| 8.1.1 | The Committee met on 10 February 2021. Mazars presented the internal audit findings in relation to five Service Delivery Companies, as well as in relation to CIB’s cyber security and systems of internal control, including internal financial controls. The committee’s self-appraisal questionnaires will be collated for the next meeting. |
| 8.2 | Strategy and Governance Committee |
| 8.2.1 | Senan Turnbull and Richard Boyle have joined the Strategy and Governance Committee as external members. The Committee has produced a draft work programme that includes CEO recruitment, stakeholder engagement, branding, a new strategy and Board member turnover. |
| **9** | **Report of the Chief Executive** |
| 9.1 | The Report of the Chief Executive was circulated in advance of the meeting. It was noted that the report had been updated to take into account goals for 2021. |
| **10** | **Corporate Services, HR and Governance Matters** |
| 10.1 | ICT Update |
| 10.1.1 | The Wide Area Network (WAN) rollout is progressing, with 121 of 135 sites now live. Fifty-two sites are now using new telephony equipment. An issue with network capacity is currently being investigated. |
| 10.2 | Update on Staffing |
| 10.2.1 | A recruitment competition for an Executive Officer on the HR team closed on 11 February. CIB has postponed its earliest date for a return to offices to 12 April 2021. |
| **11** | **Closed Session** |
| 11.1 | The members of the Board were briefed by the Chair and discussed the following items:  • Recruitment of CEO and appointment of Acting CEO;  • Return of Board self-assessment forms and review of Board performance;  • Succession planning for the Board; and  • Accountability frameworks. |
| **12** | **Date of the Next Meeting** |
| 12.1 | The next meeting of the Board will take place on Wednesday, 24 March 2021. |