

Board Meeting

Friday, 15th December 2023 at 10:30am
Online Meeting

Present: Brid O’Donovan (acting as Chair), Catherine Heaney, Catriona Curtis, Claire Byrne, Ian Power, Mary Doyle, Mary Dorgan, Mary Corcoran, Sarah Harte, Seamus Smith, Seán Sheridan, Stephen Lycett, Teresa Blake

In attendance: Graham Long, Acting Chief Executive, Adrian O’Connor, Carmel Beirne, Rachel Downes, Enda Connolly, Chloe Feldman Emison (minutes), Gary Watters (Item 8)

Apologies: John Saunders, Fiona Ward

Minutes

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.	Board Business and Approval of Agenda
2.1	Agenda was approved with adjustment that there would be no update from the Compliance and Reporting Committee or from the Standards and Development Committee.
3.	Minutes of Previous Meeting, 17th November 2023
3.1	Some attendees at the November meeting were not recorded in the draft minutes – the minutes will be updated with the full list of attendees. With this amendment, the minutes of the meeting held on 17 th November 2023 were proposed by Catriona Curtis and seconded by Seamus Smith.
4.	Reports of Acting Chief Executive and Chair
4.1	Graham Long circulated a written CE Report in advance of the meeting that was taken as read. He then spoke about the latest developments that have arisen since the report was circulated across a number of areas, including: <ul style="list-style-type: none"> • Signing and return of Service Level Agreements from the Service Delivery

	<p>Companies continues to progress with reminder letters shortly to be issued to SDC boards.</p> <ul style="list-style-type: none"> • Developments related to the CIS pay claim and a possible NAS pay claim. • Audit of NT MABS scheduled to commence in January 2024. • The CIB Senior Management Team held full day meetings with the Regional Managers from the CIS and MABS companies. The meetings covered a very broad agenda and covered issues of concern to both CIB and the SDCs. Similar quarterly meetings will be scheduled throughout 2024. • SLIS voucher scheme has experienced heavy demand. • The next ‘Town Hall’ Meeting with CIB staff is scheduled for Monday 18th December. <p>The subsequent Board discussion covered a range of areas including:</p> <ul style="list-style-type: none"> • The substantial benefits for continuing co-operation between the CIS and FLAC. While this is a valuable strategic relationship, it is was observed that the relationship would benefit from a clear memorandum of understanding regarding expectations and responsibilities. • The current status of CIS volunteer engagement was discussed, in particular the need for a structured and regionalised approach to recruitment and job descriptions. I-VOL (the Irish Volunteer Database www.i-vol.ie) was recommended as a potentially very useful recruitment resource. • A suggestion from the FAR Committee to explore the possibility of extending the conflicts of interest process to encompass all CIB staff. At present, the process only applies to CIB staff grades at Assistant Principal and higher as required by SIPO standards. It was noted that there is currently no regulatory requirement for such a change. • Industrial relations issues emerging across the network of funded companies was discussed. These are primarily pay-related.
5.	Report from the Governance Committee, 7th December 2023
5.1	Seán Sheridan provided a brief update on behalf of the Committee including preparation of the agenda for the next Board meeting, a discussion of the proposed 2024 CIB Budget and the proposed dates for Board and Committee meetings in 2024.
6.	Report from the Compliance and Reporting Committee
6.1	There was no report as the scheduled Committee meeting was inquorate so could not proceed.
7.	Report from the Standards and Development Committee
7.1	There was no report as no Committee meeting was held.

8.	Finance Matters
8.1	<p>a) Annual Financial Statements (for approval)</p> <p>The draft Annual Financial Statements for 2022 were circulated in advance of the meeting. Gary Watters explained some additional text clarifications that will be added to the accounts to ensure full accuracy and transparency. The Financial Statements were proposed by Seán Sheridan and seconded by Claire Byrne. The statements will be sent to the Comptroller and Auditor General and the Minister.</p> <p>b) Risk Management (for approval)</p> <p>The December Risk Register was presented to the Board with two new risks included. The first covers the risk of additional responsibilities or projects being assigned to CIB that results in a diversion of resources from CIB’s existing strategic objectives. The second relates to stakeholder issues that could arise in CIB-funded companies that could also result in the diversion of time and resources from the organisation’s strategic objectives. The Board approved the addition of the new risks. They also requested that the Risk Register be treated as a live document and be updated by the Executive on an on-going basis without the need for the FAR Committee or Board approval when re-rating risk.</p> <p>c) Budget Monitoring Report (for review)</p> <p>The most recent budget monitoring report (up to October 2023) was presented and showed an excess of income over expenditure of €1,603,594. The larger elements of the variance include the withholding of grants following budget reprofiling, along with underspends in relation to demand-led ICT projects as well as delays in completion of SDC audits resulting in a delay in payment of completion fees.</p> <p>d) CIB Budget 2024 (for approval)</p> <p>Gary Watters presented the proposed CIB 2024 budget for approval. CIB has received from the DSP an allocation for 2024 of €61,333,000. This represents an increase of €475,000 (0.78%) over the 2023 DSP funding allocation. This allocation does not include provision for service developments in 2024.</p> <p>CIB’s Finance, Audit and Risk Committee had reviewed and approved a revised budget to reflect the allocation received. This was discussed at the Board meeting of 17 November and at the Governance Committee meeting of 7 December. Following further adjustment, the revised budget for 2024 was approved by the Board.</p> <p>e) Service Delivery Company Budget Allocations 2024 (for approval)</p>

	<p>Carmel Beirne presented the proposed grant allocations to the CIB-funded SDCs for 2024, totalling €42.824m. The proposed budget allocations cover SDC staff pay increments as well as funding for areas such as notified rent increases and the SLIS voucher scheme. It was noted that there is considerable pressure on the SDC contingency funds arising from costs involved in the transfer of their pension funds to new master trust schemes.</p> <p>The Service Delivery Company budget allocations for 2024 were approved by the Board.</p> <p>f) Procurement / Contract Awards (for approval)</p> <p>As the Finance, Audit and Risk Committee is not scheduled to meet until February 2024, approval was sought from the Board to award the following contracts that have now completed open procurement competitions:</p> <ul style="list-style-type: none"> • A call centre technologies support contract to be awarded to Digital Well. This contract will support the delivery of call centre technology for the CIPS, MABS and NAS call centres. • A PR and Communications Services contract to be awarded to Murray Consultants. This contract will support the development and implementation of a communications strategy for CIB and the SDCs. <p>The Board approved the award of both contracts.</p>
12.	Dates of Meetings 2024
12.1	The Board discussed and agreed a schedule of Board and committee meetings for 2024.
13.	<p>Date of next meeting</p> <p>Friday 1st March 2024, in-person meeting.</p>
14	<p>Other Business</p> <p>There was a brief discussion on the annual Board and committee evaluation exercise that is currently underway. The Board requested that new board members not be required to complete the annual evaluations until they consider that they have served sufficient time to provide considered feedback.</p>