

Board Meeting

Friday, 7th June 2024 at 10:30am
Online via Zoom

Present: Catherine Heaney, Brid O’Donovan, Claire Byrne, Seamus Smith, Catriona Curtis, Ian Power, Mary Dorgan, John Saunders, Seán Sheridan, Stephen Lycett, Orlagh Nevin, Sarah Harte, Teresa Blake

In attendance: Graham Long, Adrian O’Connor, Gary Watters for item 5 (e), Rachel Downes (minutes)

Apologies: Mary Corcoran, Fiona Ward

Minutes

Item	Agenda Description
1.	Declaration of Interests
	The Chair invited Board members to declare any relevant interests. No interests were declared.
2.	Board Business and Approval of Agenda Appointment of the Secretary to the Board
	<p>Apologies were received from Mary Corcoran, Fiona Ward .</p> <p>The agenda was approved.</p> <p>The Chair welcomed Orlagh Nevin to the Board.</p> <p>The Chair noted that this is John Saunders’ final meeting as he ends his term on the Board. The Board thanked John for his dedicated service to the Board over the last seven years and the Chair also noted his proactive engagement and his leadership on sub-committees.</p> <p>Caroline Mitchell’s appointment as the Secretary to the Board was approved.</p>
3.	Minutes of Previous Meeting
	The minutes of the meeting held on 22 nd March 2024 were proposed by Brid O’Donovan and seconded by Mary Dorgan.
4.	Reports of Acting Chief Executive and Chair
kk	The Chair gave an update on the DSP Management meeting which took place on 18 th April. Rachel Downes, Senior Manager attended with the Chair. The Secretary General complimented

	<p>the progress and developments made by CIB and the enhanced quality of engagement was noted. The Chair and Senior Manager led a focused presentation on CIB’s business cases and budget requirements for 2025.</p> <p>The Chair and Acting CEO met with the Minister on 21 May. The Chair discussed a number of items including the CIB Strategy and objectives, CEO recruitment, and the impact of ancillary business on operational business. The Minister would like to meet with the Board and it was suggested that the September meeting be changed to 26th September to accommodate this.</p> <p>The Acting CEO’s report was taken as read and Graham Long gave a brief update on some of the most recent developments since the last Board meeting.</p> <ul style="list-style-type: none"> • The Labour Court hearing for the pay claim to the Citizens Information Services is due to take place on 14 June. • Following a Labour Court hearing on a pay claim on 3 January, the National Advocacy Service provided a business case to CIB on 10 May. A ballot for industrial action began on 14 May, and CIB was subsequently informed that strike action had been notified for 12 June onwards. CIB is engaging on the matter, including with the DSP, with the aim of averting strike action. It was noted that a broader dispute resolution mechanism is required. The Chair provided an update to the Minister at their meeting. The Board noted their approval of the approach being taken. • CIB’s Digital Content Team has been engaging with the Department of Children, Equality, Disability, Integration and Youth on developing information resources for International Protection Applicants. DCEDIY will provide funding for a HEO and EO to develop relevant content for citizensinformation.ie. The Board approved this proposal. • CIB attended a WRC hearing on 12 December 2023. The WRC has issued its findings from this hearing. The relevant policy in the Staff handbook will be updated. • There is still one outstanding Service Level Agreement, this is expected to be resolved shortly. If it is not resolved, a proposal will be brought to the next Board meeting. • The Board noted the update on the Personal Micro Credit "It Makes Sense" loan initiative and the remaining budget with Social Finance Foundation.
<p>5.</p>	<p>Committee Reports</p>
	<p>(a) Report from the ICT, Digital and Data Committee – 19th April</p> <p>The Chair gave a brief update from the Committee where the Digital Strategy Development was the focus of the meeting. A draft tender for Digital Strategy is in development, intending to have consultants in place by September 2024.</p> <p>(b) Report from the Standard and Development Committee 1st May</p>

	<p>The Chair gave a brief update from the Committee, the consultants evaluating NAS will meet with the Committee on 25th June. A discussion was had about the reduction in CIS opening hours and impact on the public. The Committee has concerns about the progress of strategic objectives due to under-resourcing.</p> <p>(c) Report from the Compliance and Reporting Committee 22nd May The Chair gave a brief update on key discussion points from the Committee meeting. Seamus Smith was appointed to Chair of this Committee, his term will commence from June.</p> <p>(d) Report from the Governance Committee 30th May CIB is a nominating body to the Legal Services Regulatory Authority. An Expressions of Interest notice will be sent to all Board members and external committee members.</p> <p>The July Board meeting will be an in-person meeting. Professor Niamh Brennan will facilitate a session with the Board regarding the role and responsibility of the Board.</p> <p>(e) Report from the Finance, Audit and Risk Committee 8th May The Chair of the FAR Committee presented a slide deck report distributed with the Board papers. The Committee held a very positive meeting with the internal auditors ASM(B). The Committee was briefed on the use of the Thrive accounting system and the internal audit report for National Traveller MABS.</p> <p>The work of the team was acknowledged by the Committee.</p>
6.	Finance Matters
	<p>(a) Board Management Report The Management Accounts to April were reviewed by the Board. The accounts showed closing cash of €8.5m, which reduced to €991,000 at the end of May.</p> <p>(b) Internal Audit Strategy The FAR Committee agreed to the internal audit strategy.</p> <p>A fraud audit was undertaken, and the Executive is developing policies and procedures to implement the recommendations.</p> <p>(c) Virement request Following a detailed discussion the Board agreed to vire €100,000 from an ICT budget line to the Advocacy Standards and Development budget line to commence the Service Delivery Companies Impact Frameworks procurement.</p> <p>It was agreed that in the future, virement requests would go to the relevant committee for discussion before the FAR Committee and/or Board.</p>
7.	Risk
	<p>The latest risk register was reviewed and discussed by the Board. The Board approved the Risk categories and these will be added to the Framework.</p>

8.	<p>Procurement</p> <p>(a) Approval to commence procurement of PC and Laptops.</p> <p>Approval was requested from the Board to drawdown from an OGP Framework. Approval was recommended by the Finance, Audit and Risk Committee at the meeting dated 8 May 2024. A new supplier is appointed every July and the current contract will expire on 12 July 2024. This request was approved.</p> <p>(b) Update on the procurement of accounting support services for CIB’s Compliance and Reporting Division</p> <p>The contract was awarded to Crowleys DFK. CIB notified the successful company following the Finance, Audit and Risk Committee meeting on the 8th May 2024.</p>
9.	<p>Strategic Budgeting</p> <p>Following Board feedback, the business cases have been streamed into three areas:</p> <ul style="list-style-type: none"> • Service delivery • Digital strategy • Compliance and oversight <p>The DSP is fully engaged with the business cases and will meet with the Department of Public Expenditure, NDP Delivery and Reform to discuss.</p> <p>The Board held a detailed and extended discussion in which further amendments to the business cases were suggested. The business cases will be further reviewed and amended by the Executive and brought to the July FARC and Board meetings.</p> <p>The Service Delivery Companies have submitted a further 31 business cases, which are being reviewed.</p>
10	<p>Annual Report 2023 (for approval)</p> <p>The Board approved the Annual Report 2023.</p>
11	<p>Communications</p> <p>(a) Overview of the Development of the CIB Communications Strategy</p> <p>A decision was made to defer the discussion of the strategy to the next Board meeting.</p>
12	<p>Closed session</p> <p>(a) Acting CEO Appraisal</p>

	<p>The chair informed the board that the mid-year check in with the Acting CEO was due in June. The board agreed that Brid O'Donovan would participate in this meeting with the chair.</p> <p>(b) CEO Recruitment</p> <p>The chair updated the board on the business case for an upgrade of the CEO position; and on the status of the candidate handbook.</p> <p>The board agreed that the time lag in final decision-making and sign off on the handbook was a concern, and this would be considered in the context of risk at the next meeting of the governance committee.</p> <p>The chair asked the board for leave to update the interview panel, at her discretion, in the event that the original panel may not have availability over the summer months. This was agreed.</p> <p>The chair notified the board that, given the time lag in recruitment, a further extension of the Acting CEO's term was requested and granted, bring the potential term to end-2024, or as needed.</p>
<p>9.</p>	<p>Date of Next Meeting</p>
	<p>Friday 26th July, in-person in George's Quay House</p>