

Board Meeting

Thursday, 19th December 2024 at 9:30 am
Online via videoconference (Zoom)

Present: Catherine Heaney, Ian Power, Seamus Smith, Stephen Lycett, Fiona Ward, Mary P Corcoran, Patrick Gibbons, Claire Byrne, Teresa Blake, Catriona Curtis, Mary Dorgan

In attendance: Rachel Downes, Carmel Beirne, Caroline Mitchell (minutes), Gary Watters (for items 6 and 7)

Apologies: Sean Sheridan, Sarah Harte, Orlagh Nevin, Bríd O'Donovan, Graham Long

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
	Apologies were received from Sarah Harte, Sean Sheridan, Bríd O'Donovan and Orlagh Nevin. The agenda was approved.
3.	Minutes of Previous Meeting
	The minutes of the meeting held on 8 th November 2024 were proposed by Patrick Gibbons and seconded by Seamus Smith. <u>Matters Arising</u> The DSP has sanctioned a mid-point review of CIB's Strategy 2023-2026. Senior officials in the DSP will be invited to contribute.
4.	Reports of Acting Chief Executive and Chair (for discussion)

	<p>In the absence of the Acting CEO, the Acting Head of Division provided a high-level summary of the report.</p> <p><u>4(a) Code of Practice Update (for approval)</u></p> <p>An update was proposed for the Code of Practice at 5.1.8 to comply with the Regulation of Lobbying Act 2015. A note on the Lobbying Act 2015 was included in the meeting pack for reference.</p> <p>The Board approved the proposed update.</p> <p><u>Correspondence from CIS and MABS – Mullingar premises</u></p> <p>The Acting Head of Division Corporate Services noted receipt of correspondence from CIS and MABS in relation to the Mullingar premises which has received a notice to quit. The Executive team is considering a response.</p>
<p>5.</p>	<p>Committee Reports</p>
	<p>(a) Report from the ICT, Digital and Data Committee, 15th November</p> <p>The Chair gave a high-level overview of the Committee meeting. Key points related to CIB's 2025 budget allocation, progress update on the Digital Strategy project, cyber security matters as well as a discussion regarding the low level of resources for ICT which should be brought to the attention of the DSP.</p> <p>(b) Report from the Governance Committee, 5th December</p> <p>The Chair reported that the Committee meeting focused on updates from Chairs of committees, as well as the appointment of Bríd O'Donovan to the LSRA Board. The Board noted congratulations to Bríd. Bríd will report on relevant matters annually. It was agreed that a report on LSRA matters will be included in the agenda for November 2025.</p> <p><u>External Review of the Board</u></p> <p>The Chair reported that a Request for Tender (RFT) for the services of external evaluation of the Board was issued on 13th December, with a deadline for submissions of 17th January 2025.</p> <p><u>Board and Committee Meetings 2025</u></p> <p>A draft schedule of Board and sub-committee meetings, based on reporting deadlines and requirements, was discussed. The schedule has been notified to all Board and committee members. The most up to date version will be available on Convene.</p>

6.	<p>Finance Matters</p>
	<p>(a) Budget Monitoring Report, November 2024</p> <p>The budget for 2024 is €61.988m, which is largely an Existing Level of Service (ELS) budget. This budget has changed from €61.713m since the mid-year review process. This increase is due to the 2023 carried forward surplus which DPENDR have approved for use in funding the costs of transferring the SDC occupational pension schemes to a master trust.</p> <p>By the end of November, income had totalled €59.822m, of which €59.654m was Government funding and €167,799 was “other income”. Total expenditure to the end of November was €59.360m, leaving an excess of income over expenditure of €461,768.</p> <p>The year-to-date variance against profiled expenditure was minus €284,775, while income was €746,543 ahead of profile due to the receipt of funding from the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) and receipt of part of the December grant from the DSP to fund the payment of grants to CISs and NAS to fund pay claims.</p> <p>(b) Procurement (update)</p> <p>A note on procurement was circulated with the meeting papers. The Finance Manager provided an update in relation to non-compliant procurement of external ICT resources for inclusion in the 2023 Annual Financial Statements.</p> <p>(c) Budget Estimates 2025 (update)</p> <p>A note on Budget 2025 was circulated with the meeting papers, outlining the 2025 ELS allocation and allocation for pay claims.</p> <p>Given the static ELS budget, CIB Management have revised budget lines. The Finance Manager presented the revised budget lines to the Board. The Board had a detailed discussion around the information presented. They noted their thanks to the Executive for the work done on Budget 2025 for CIB and the SDCs.</p> <p>It was confirmed that formal correspondence will be issued to Chairs, Regional Managers and National Managers of the SDCs to advise them of the approved 2025 grant allocations and breakdown of budget. It will identify approved WTE and schedule of rents which will be covered by the rental budget.</p> <p>It was agreed that this will also present an opportunity to remind the SDCs of non-compliance matters, payment of grant instalments and requirement for compliance as set out in the Financial Controls Handbook.</p> <p>CIB has not received a formal allocation letter as the DSP is waiting for the REV (revised) estimates to be published.</p>

	<p>The Executive sought the Board’s approval for the Budget 2025 including the 2025 grant allocations. Approval was given by the Board.</p> <p>(d) Annual Financial Statements 2023 (for approval)</p> <p>A summary of the changes to the AFS since the initial draft presented to the Board in March 2024 was circulated with the papers.</p> <p>The Finance Manager presented draft Annual Financial Statements 2023 to the Board and gave a summary in relation to details included therein.</p> <p>The Board had a brief discussion, and it was noted that the Chairperson’s Comprehensive Report to the Minister should be updated at point xviii regarding the gender balance on the Board. The Chair of the FAR Committee noted a few minor amendments related to updating some details regarding FAR members, appointments to the ICT, Digital and Data committee and numbers related to external members.</p> <p>Once the updates are made to the AFS and Comprehensive Report, it must be signed by the FAR Chairperson and the Chairperson of the Board, which will then issue to the Minister’s office.</p> <p>The Board approved the Annual Financial Statements 2023 subject to the agreed amendments. The amended AFS will be circulated for signature to the Chair and the Chair of the FAR Committee.</p> <p>The Board formally thanked the Finance Manager for the comprehensive presentation and his excellent work in preparing the Annual Financial Statements for 2023.</p> <p>(e) Letter of Representation (update)</p> <p>A revised letter of representation is included in the meeting papers. The letter was approved by the FAR Committee in March; however, a slight amendment has been included to paragraph 22 to bring it up to date.</p>
<p>7.</p>	<p>Risk Management</p>
	<p>(a) Risk Register</p> <p>An overview of the top 10 risks on the CIB Risk Register was circulated in advance of the meeting. The Finance Manager provided an overview of the top organisational risks as well as risk changes and new risks added since October 2024.</p> <p>Since the November Board meeting, three risks have been added, and three risks have been removed from the top ten.</p>

	<p>The Board discussed risks related to the delivery of the CIB strategy, SAOR external resources, cyber security and disruption due to AI threats.</p> <p><u>SAOR System Risk</u></p> <p>The SAOR system is used for MABS and DMA clients and is currently supported by three external consultants as CIB does not have internal resources to administer the system. The new PO who will be Head of the ICT, Digital and Data division will review these matters once in post.</p> <p>The Chair noted that the Board committees should ensure to focus on risk management including viable mitigants for the risk raised. It is an important part of the committee’s work, and how it is managed and that it would be worth refocusing on how this is done at Board and committee level.</p> <p>The FAR Chair noted that the current risk register contains a lot of operational risks, due to how the Risk Register currently operates. This will be discussed with the Finance manager and FAR Chair, to ensure the key strategic risks are presented and not left out of the top 10.</p> <p>The Chair suggested to include a risk workshop with the Executive in the Board training for 2025.</p> <p>The Chair formally noted gratitude to the Executive and the wider CIB team for the important work done throughout the year as well as the Service Delivery Companies as an important partner.</p>
8.	Closed Session
	The Board held a closed session.
10.	Date of next meeting
	The next meeting will be held in-person on 28th February 2025 at 10:30am.