Citizens Information Board
information · advice · advocacy

Board Meeting

Friday, 7th November 2025 10:30am to 12:30pm
In-person (George's Quay House)

Present: Catherine Heaney, Seamus Smith, Stephen Lycett, Claire Byrne, Catriona Curtis, Mary Dorgan, Seán Sheridan, Orlagh Nevin (Items 1 to 7), Bríd O'Donovan, Mary Corcoran, Fiona Ward, Patrick Gibbons, Teresa Blake

In attendance: Graham Long, Carmel Beirne, Elsa Flanagan, Rachel Downes, Caroline Mitchell (minutes), Gary Watters (for items 6,7,8)

Apologies: Sarah Harte

Minutes

Item	Agenda Description
1.	**Declaration of Interests**
	The Chair invited Board members to declare any relevant interests. None were declared.
2.	**Board Business and Approval of Agenda**
	The agenda was approved, and it was noted that there would be no closed session at the end of the meeting.
3.	**Minutes of Previous Meeting**
	The minutes of the meeting held on 26th September 2025, with one minor update, were proposed by Mary Corcoran and seconded by Bríd O'Donovan.
4.	**Report from the Chief Executive Designate and Chair (for discussion)**
	The CEO noted that he wrote to NAS on behalf of the Board to extend sympathies for the recent tragic event. The Chief Executive report was circulated in advance of the meeting. The CEO and Chair spoke to the report. Main areas of discussion were: <u>Information for International Protection Applicants.</u> The date for launch has been pushed out by the Department of Justice. The Board noted it was eager to ensure the material and information that has been developed is published. <u>Strategy Development.</u> The contract for consultancy to develop CIB's next strategy 2026-2029 is expected to be signed shortly with Grant Thornton. This will include a wide consultation process with the public, the Board, SDCs and CIB staff.

	Commissioner McGrath Event. The Chair noted that the organisation is ideally positioned to own the space of provided trusted and clear information. The Board noted it is a business development and networking opportunity given the key stakeholders who will be in attendance. The CEO noted that CIB will meet the Ombudsman on 3rd December and that the invite of CIB to AI Committee is deferred to early 2026.
5.	**Committee Reports**
(a)	**Report from the ICT, Digital and Data Committee, 3 October** The Chair provided an update on the recent meeting which focused on the review of CIB's AI framework documentation, an update on the AskCI project, digital strategy projects and an update on the branding project. The Board noted that the branding project this will be explored further under the next corporate strategy. Tina Leonard has resigned from her role as an external Committee member. The Committee will commence recruitment to fill the vacancy. The Board thanked Tina for her contribution to the Committee and the Board. The AI framework was approved by the Board.
(b)	**Report from the Standards and Development Committee, 8 October** The Chair provided an update on the recent meeting which focused on updates on the NAS evaluation and Impact Framework. The Chair's term is due to expire in December, and he thanked Bríd O'Donovan, Teresa Blake, Emer Darcy and Joanne Geary for their work, expertise and network connections during his time as Chair.
(c)	**Report from the Governance Committee, 3 November** The Committee reviewed an updated action plan arising from the external Board evaluation. The Chair continues to meet with the Committee Chairs to discuss the current Committee structure, duplication between Committees and how to make the structure more efficient to support the upcoming service delivery strategy. A new Customer Journey committee or steering group is being explored which would provide oversight for the service delivery strategic direction. The Committee proposed that Bríd O'Donovan assume the position of Chair for the Standards and Development Committee. Two Board members are needed to fill vacancies on the committee arising in December. The Chair members should contact the Chairperson directly.

Citizens Information Board
information · advice · advocacy

	There has been no further update from the DSP regarding the PAS booklet and timeline for recruitment. The Executive will follow up with the DSP and highlight this as a crucially important matter for the Board. The updated action plan will be added to the Convene document library.
6.	**Finance Matters**
(a)	**Budget Monitoring Report September 2025 (for review)** The Finance Manager presented the management accounts and explained significant variances including pay claims figures.
(b)	**Budget Estimates 2026 (update)** CIB had sought €73.442 million of which €69.4m was for Existing Level of Service (ELS) and €4.28m was for Service Development (SD). CIB received an allocation for 2026 of €69.432m from the DSP. This represents an increase of €2.89m over the 2025 DSP funding allocation. This allocation represents an increase of €270,000 over the ELS budget sought for 2026. The DSP have confirmed that part of the allocation for 2026 is to be ring-fenced for two premises projects in Clondalkin and Dorset Street. These premises projects were included in the 2026 Service Development budget request. Budget estimates for 2026 will be presented to the FAR Committee for review at the end of November. The Board noted the budget outcome as very positive and progressive.
(c)	**Procurement (for approval)** The Executive sought the Board's approval for the following procurements: • Approval to procure shortlisting, temporary placement and other related services for a period of 7 years through an OJEU procurement process; • Approval to procure media strategy, planning, and buying services for a period of 4 years through an OGP Framework Agreement. The Board requested that the procurement note for approval to procure media strategy, planning, and buying services be amended to reflect the fact that the estimated cost of the tender is budget reliant. An updated note will be reviewed by the FAR Committee in its next meeting and included in the document library. The Board approved the first request and approved the second request subject to above amendment and review by the FAR Committee.

Citizens Information Board
information · advice · advocacy

7.	**Risk Management**
(a)	**Strategic Risks (for review)** Updates to CIB's strategic risk register, containing eleven risks, were presented to the Board for review. 1. <u>Risk CIB 00011-25</u> – Misinformation Risk was updated following discussion at the September Board meeting. It was agreed to increase the impact of this risk to 3, likelihood to remain at 3. 2. <u>Risk CIB 00009-25</u> – risk that CIB does not comply with financial and governance requirements – following a discussion by the Board, it was agreed that the likelihood should be reduced to 1 as all relevant compliance structures are in place. The Executive will review the rating and provide an update at the next FAR Committee meeting.
(b)	**Risk Register (for review)** The Finance Manager provided an overview of the top organisational risks as well as risk changes and new risks added since September 2025. The Board discussed the 'Delivery of CIB Strategy' risk and decided to close off given the CEO is in place. The Board requested that Sumer NI conduct a group interview in closed session at the next FAR to review the Risk Management.
8.	**Budget 2026 (for discussion)**
	The Board acknowledged and expressed their gratitude to the DSP for negotiating very effectively on CIB's behalf in the run-up to the 2026 budget announcement. CIB will formally express their gratitude once the allocation letter is received. <u>CIB Strategy 2026-2029</u> The CEO gave a presentation on 2026, development of next strategy as well as closing out current strategy. The Board had a discussion, noting that the presentation is a framework for the development of the next strategy, and that the legislation which underpins the organisation is 25 years old.
9.	**AOB**
	The Board thanked Sean Sheridan and Teresa Blake for their expertise and valuable contributions to the work of the Board over the years. Exit interviews will be arranged for both members following the end of their Board terms in December.
	Date of next meeting
	The next meeting will be held online on **Friday, 12th December at 10:30am.**