

Caranua Board minutes 25th July 2019

Present: David O’Callaghan, Damian Casey, Frances Harrington, Tom Daly, Richard Heeney

Apologies: Phyllis Morgan Fann, Patricia Carey, Francis Treanor, Katherine Finn

In attendance: Rachel Downes, Saragh Fitzpatrick (Secretary), Sinead Dwyer, Jane Merrigan, Ross Carmody

Item	Discussion	Decision Action	Update from last meeting
1. Quorum, Apologies and Conflicts of Interest Declarations	The Chair noted that there was a quorum present and that apologies had been received. No member had declared an interest in the Agenda.		
2. Minutes	Minutes of the last Board meetings were agreed (regular Board meeting 20 th June and extraordinary Board meeting 4 th July). Action points from these meetings were reviewed and discussed. Minutes from 20th June: Proposed by: Frances Harrington Seconded by: Tom Daly Minutes from 4th July: Proposed by: Tom Daly Seconded by: Richard Heeney Note of Departmental meeting was also reviewed. Board are happy to keep this note as Caranua’s own record, subject to one correction (€3.67mn to be amended to €6.37mn)	DOF will pass Board minutes from the last ordinary Board meeting to Head of Communications to publish on the website. DOF to update this note as discussed.	

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3. Report on applications and quality	<p>CEO presented a report in relation to the status of applications on hand, covering the following:</p> <ul style="list-style-type: none"> • Status of current open applications; • Summary of post (incoming and outgoing); • Telephone calls received, telephone calls outgoing from application advisors; • Progress of submission of documentation by applicants under the timeline process; • Completed applications to date in 2019; • Appeals, complaints, feedback and freedom of information requests. <p>This week there are now less than 1,000 open applications on hand. There continues to be an increase in calls through June (there were 3,644 incoming calls in May, which had risen to 4,355 in the month of June). A discussion was held around the rate of completion and timelines. There were 6,401 total completions (initial 4,768, with the remainder spread across repeats 1-4 and post-cessation applications). A discussion was held around appeals, and trends and patterns in appeals decisions. There was a concern raised around what happens to appeals in wind down, where funds have been exhausted and there are no funds available to pay for the appeal.</p> <p>There were two suggestions for improvement in 2019, the Board would like to see what these are. A useful addition would be a table breaking out suggestions for improvement by category.</p>	<p>Executive will continue to update the Board at each meeting.</p> <p>This concern has been raised with the Department and will continue to appear on the agenda.</p> <p>Executive will add this table to the report for the next Board meeting.</p>	

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4. Report from Executive	<p>An Executive Report was presented by the CEO, covering the following:</p> <ol style="list-style-type: none"> 1. Staffing update Interviews were held for the Director of Finance post, with the successful candidate having been offered the post. 2. Department of Education and Skills At this time, there has been no further update from the Department of Education and Skills in relation to the outstanding contributions. 3. Appeals update CEO took the Board through an update on the High Court appeals cases. The Caranua website has an information piece about the decision. 4. Meeting with Alone The CEO met with representatives from the organisation Alone to discuss their capacity to provide longer-term supports to survivors. 5. Outreach The outreach day in London on Friday 5th July was successful with 40 survivors attending. The three application advisors had one to one meetings with 20 survivors. The survivors attending the event expressed concern over the lack of opportunity to come together after the closure of Caranua. 	<p>Further outreach will be organised by the Executive for those available to come to the Caranua offices, targeting those who have received low funding supports, to support survivors through the application process where possible.</p>	

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5. Governance Matters	DOF presented a proposal from the Audit and Risk Committee in relation to adjusting the final piece of internal audit work for 2019 to be a review of internal controls within the organisation.	Board approved this proposal.	
6. Finance and Risk Matters	<p>Chair of the Audit and Risk Committee and the Director of Finance gave an update to the Board in relation to:</p> <ol style="list-style-type: none"> 1. The last ARC meeting dated 13th June 2019, and discussions on: <ol style="list-style-type: none"> a. Internal Audit b. Risk Management c. Out of date cheques d. External Audit e. Management Accounts and Financial Projections 2. Finance report to 17th July, in relation to expenditure on both operational costs and payments to survivors; 3. Financial Analysis and projections to 17th July. The current projection shows that, should the outstanding funds be received from the Christian Brothers, there are sufficient funds on hand to meet all projected expenditure on applications for funding support, with a surplus expected to meet those Exceptional Needs and appeals cases. A discussion was held around the timing of cashflows and the expected timeline of the exhaustion of the funds on hand unless the outstanding contributions are received from the Christian Brothers. These timelines are a matter for great concern. 	DOF will prepare a cashflow statement for review at each Board meeting, to improve clarity in this area.	

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	<p>[CONTENT REDACTED UNDER LEGAL PRIVILEGE]</p> <p>4. Most up to date risk register The most recent version of the risk register was presented and reviewed. The Board are happy with the current iteration as proposed.</p>		
<p>7. Subcommittee on wind down of Caranua</p>	<p>CEO took the Board through the update from the wind down subcommittee.</p> <p>A discussion was held around the role of the Board in the wind down of operations. This is largely dependent on wind down legislation.</p> <p>Staffing structure into wind down was reviewed, along with the subcommittee proposal that Board members meet with staff.</p>	<p>Board agreed that this meeting should go ahead, with a proposed date of 14th August.</p>	
<p>8. Correspondence</p>	<p>Correspondence was reviewed as follows:</p> <p>[CONTENT REDACTED UNDER LEGAL PRIVILEGE]</p>		
<p>9. AOB</p>	<p>Annual report – this is currently with the graphic designer, and is scheduled to go before the Oireachtas at its next session (in September).</p> <p>Thanks were expended by the Chair to the outgoing Director of Finance by the Board as it is her last Board meeting. This was approved by the other Board members.</p>		

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10. Next meeting	<p>Meeting concluded at 12:16.</p> <p>The next Board meeting is scheduled for 5th September.</p> <p>Audit and Risk Committee meeting is scheduled for 26th August.</p> <p>An additional meeting between Board and staff proposed for 14th August.</p>	<p>DOF / CEO to circulate proposed time and confirm date of this meeting.</p>	