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| **Present:** | David O’Callaghan, Tom Daly, Damian Casey, Katherine Finn, Frances Harrington, Francis Treanor. |
| **Apologies:** | Patricia Carey |
| **In attendance:** | Saragh Fitzpatrick (Secretary), Rachel Downes, Sinead Fennell, Sinead Dwyer, Caitríona Ní Mhúrchú |

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| **Item** | **Discussion** | **Decision**  **Action** | **Time** |
| 1. Quorum, Apologies and Conflicts of Interest Declarations | The Chair noted that there was a quorum present and that apologies had been  received from one member who was unable to attend.  No member had declared an interest in the Agenda. |  |  |
| 1. Minutes | Minutes of the last Board meeting were agreed.  CEO noted that SIPO / Board evaluation forms were required by all Board members. | Proposed by Tom Daly and seconded by Francis Traynor  CEO to forward SIPO / Board evaluation forms to all members. |  |
| 1. Matters Arising not on the Agenda | All action points were agreed as appearing on the agenda for this meeting. |  |  |
| 1. Report on Applications and Spend | The CEO updated the Board on the statistical report:   * The waiting list has been cleared, and the staff should be commended for the hard work undertaken to get to this point; * It should be noted that in relation to FOI requests in 2018, 85% of the requests (21 of 24) are from one individual. This is taking a large amount of the QCI officers time. A lot of information is currently on the website. | CEO will provide Board member Frances Harrington with some additional information in relation to the breakdown between those applicants from the UK and those from Ireland.  Some additional information will be added to the website. |  |
| 1. Executive Report | The CEO took the Board through the Executive Report:   * A report was presented by the CEO in relation to a review of the expenditure to date and the number of survivors with applications on hand in Caranua. Following this, a discussion was had in relation to the final date for acceptance of new applications from both new and repeat applicants. This cessation date will have to be announced as soon as possible as we have a duty of care to survivors to provide as much notice as possible. As we are awaiting the outcome of the Eligibility Review by the Department of Education and Skills, it was decided that if publication of the review was prior to the next Board meeting, the Board would have a conference call to make a final decision on this cessation date. * A letter from the Board of Caranua to the Minister for Education and Skills on 14th May was reviewed, which set out the Board’s view that we should now be planning for the orderly winding down of the operations of the fund, including an early public statement on a cessation date for applications. The letter also requested that the Minister give an indication of when Caranua will receive the remainder of the fund. * There may be additional numbers that will make application once the deadline is announced. We must be cognisant of these individuals and the need to give as much time as possible to help them through the application process. Caranua will continue their engagement programme on a person-centred basis to reach survivors who have not yet applied. * An advertising budget in relation to the announcement of the cessation date in Sunday papers / posters / communications to applicants and potential applicants will need to be sanctioned by the Minister. A request will be made for the Department of Education and Skills to cover the cost of this advertising, rather than meeting the cost from the fund.   **Update from latest meetings with survivor support groups and counselling services:**   * Meetings took place in Ireland and the UK on 16th and 17th May between staff members of Caranua, survivor support groups, and counselling services. * Towards Healing - this item relates to a counselling service provided to survivors. A specific number of sessions were provided free of charge, but additional sessions were paid for when chosen by a survivor. The Board are aware that this is an area of concern but also recognise that survivors continue to request support funding to avail of counselling services from Towards Healing. Since January 2018, the Board of Towards Healing made a decision to cover all costs for counselling services to survivors. * There was a discussion around the balancing act required to ensure that as the fund diminishes, there is sufficient funding remaining to meet the number of applications received from survivors, in particular those who have yet to benefit from the fund. * Supports for survivors after the wind-down of Caranua, such as an enhanced medical card, will be required to ensure that survivors are appropriately supported into the future. Caranua have raised this in the past and will continue to progress the matter in conjunction with survivor support groups. * 2019 is the 20-year anniversary of the Taoiseach’s apology to survivors, and the 10-year anniversary of the Ryan report. Following feedback from survivors, Caranua will raise the importance of these anniversaries being acknowledged by the State when discussing the work of Caranua with the Department. * A UK survivor group have requested funding from Caranua. The Board reiterated its previous decision that organisations cannot be provided with funding via Caranua.   **Appeals Update**  [INFORMATION REDACTED UNDER LEGAL PRIVILEGE]   * A new telephone system has been implemented. This is helpful for statistical purposes, but the primary benefit is that callers will have better service in relation to holding for advisers, as the previous system was not fit for purpose and was causing some frustration for survivors.   **GDPR**  An easy to read document has been produced and will be sent to all survivors who have applied to Caranua.  The website will be updated to reflect the implementation of GDPR.  **Communications**  Head of Communications gave an update of attendees at the survivor meetings, and also in regards to the Parliamentary Questions and Dáil Debates referencing Caranua for the period 18th April 2018 to 16th May 2018. | Await Ministerial response.  CEO and Head of Communications will send business case to the Department of Education and Skills for sanction.  Meetings will continue with the relevant departments and further correspondence will be drafted.  Senior Management team will provide statistics regarding volume of phone calls to the Board at each meeting going forward. |  |
| 1. Governance Matters | No agenda items relating to Governance Matters for this Board meeting. |  |  |
| 1. Finance & Risk Matters | Chair of Audit and Risk Committee updated the Board in relation to the following:   1. Internal Audit plan   The Internal Audit plan and the Internal Audit charter as submitted by RSM UK were discussed and agreed at the last ARC meeting on 18th May. This is now to be approved by the Board so that it may progress to implementation. The Director of Finance talked through the priorities for internal audit in 2018, and how this relates to the plan in place. **Board agreed the plan and decided that it should be progressed to implementation.**   1. Code of Practice for Governance of State Bodies   The status of the implementation of the Code of Practice for Governance of State Bodies currently stands at 72%. This is to be progressed to 100% by the end of the year.   1. Report of the Audit and Risk Committee for 2016 and 2017   These reports are formally submitted to the Board for review, after approval at the most recent Audit and Risk Committee meeting of 18th May last.   1. External Audit   Director of Finance talked through the progress of the external audit by the Comptroller and Auditor General. Annual financial statements for 2016 have had their audit completed and are now ready for signature by the Board.  The audit of the 2017 annual financial statements will commence later in the year.   1. AOB    1. Changes to banking   Following a review by the current Director of Finance, there is a requirement for update to the signatories to the bank account. The DOF gave the relevant forms to the chair and to the head of the ARC for completion.  In addition, the administrator of the banking online service requires updating, and all agreed that there should be more than one for continuity purposes. This should be the current director of finance, and the current CEO (there is scope for 2 administrators). The relevant forms were completed at the Board meeting. | Director of Finance to progress implementation of internal audit plan.  An update on implementation progression will be supplied by the Director of Finance and the Chair of the Audit & Risk Committee to each Board meeting.  Director of Finance and CEO to liaise with Bank of Ireland to have this information updated as soon as possible. |  |
| 1. Correspondence & PQs | A letter from the Board of Caranua to the Minister of Education and Skills on 14th May was reviewed, which set out the Board of Caranua’s view that given the diminishing fund, we should now be planning for the orderly winding down of the operations of the fund, including an early public statement on a cessation date for applications.  Correspondence from a UK survivor service meeting was reviewed. This group has requested funding from Caranua. The Board reiterated its previous decision that organisations cannot be provided with funding via Caranua, as per 2012 legislation governing the setup and operation of Caranua. | Await Ministerial response.  Correspondence will issue. |  |
| 1. A.O.B. | No other business was identified. |  |  |
| 1. Next meeting | The date for the next meeting of the Board was agreed as 28th June 2018 at 10:30.  The meeting concluded at 12:30. |  |  |