

Caranua Board minutes 31st January 2019

Present: David O’Callaghan, Tom Daly, Katherine Finn, Francis Treanor, Frances Harrington, Phyllis Morgan-Fann, Richard Heeney

Apologies: Damian Casey, Tom Daly, Patricia Carey

In attendance: Rachel Downes, Saragh Fitzpatrick (Secretary), Sinead Dwyer

| Item | Discussion | Decision Action | Update from last meeting |
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| 1. Quorum, Apologies and Conflicts of Interest Declarations | The Chair noted that there was a quorum present and that apologies had been received from members who were unable to attend. No member had declared an interest in the Agenda. | | |
| 2. Minutes | Minutes of the last Board meeting were agreed, with one correction, where the date was not correct at the top of the minutes. The date of the March meeting is in as Thursday 21/03. This should be amended to 22/03 (Friday). Action points from the last meeting were reviewed and discussed. Minutes proposed by: Richard Heeney Seconded by: Phyllis Morgan-Fann | DOF will make necessary corrections and pass Board minutes to Head of Communications to publish on the website. | |
| 3. Matters Arising not on the Agenda | The Chair and Board congratulated Rachel Downes on her appointment as Chief Executive Officer. All action points were agreed as appearing on the agenda for this meeting. | | |

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| 4. Report on Applications and Spend | <p>The CEO presented a report on the number of applications received to date and a statistical analysis in relation to those applications.</p> <p>A discussion was held around applications some dating from 2014, whereby the first form of the application process was completed but there was no response to Caranua’s request to provide identification or the person could not be matched on the redress list and did not provide additional information.</p> <ul style="list-style-type: none"> • A discussion was held in relation to the 2018 appeals decisions and the appeals cost to date in 2019. • The financial projections show that the number of applications currently on hand, combined with operational costs will fully expend the fund. It is expected that Caranua will cease providing funding in July/ August 2019, but this timeline is fully dependent on the receipt of the outstanding contributions being received by the end of Q1 2019. If the contributions are not received by the end of Q1, the Board will have no option but to extend timelines, which will increase operational costs and in turn decrease the funding available for survivors. | <p>The Executive will prepare a report in relation to the number and status of these cases, and also information relating to the follow up undertaken by Caranua, in order that the Board can make a decision on how to proceed giving the very limited funding available.</p> <p>Request clarification from the DES in relation to how appeals will be dealt with in relation to the wind-down of Caranua services.</p> <p>The Board agreed that the Chair is to write to the Department of Education & Skills stressing the urgency of the receipt of the outstanding contributions.</p> | |

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| 5. Executive Report | <p>CEO took the Board through the Executive Report, covering:</p> <p>Appeals Update [Information redacted under legal privilege]</p> <p>Staffing update</p> <ul style="list-style-type: none"> • Interviews to be held on 01/02 for the Head of HR and Administration. • Restructuring of the advisor team to meet the changing needs of applicants into the wind down will take place from 04/02/2019. <p>Interdepartmental Committee</p> <ul style="list-style-type: none"> • The CEO has been invited to speak on 06/02/2019 regarding supports for survivor’s post Caranua services. The Board were in agreement that the need for an enhanced medical card for survivors was to be named as a key priority. <p>Department of Education and Skills</p> <ul style="list-style-type: none"> • The organisation has extended an invitation for a meeting to the Minister for the Department of Education and Skills, this has been acknowledged but no meeting date has been set. <p>TILDA Research</p> <ul style="list-style-type: none"> • The application for funding has been submitted, we now await confirmation if the submission has been successful. | <p>Redacted under legal privilege</p> | |

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| | <p>Work with other organisations</p> <ul style="list-style-type: none"> A conference is planned to take place in May 2019 in conjunction with the Christine Buckley Centre, other Survivor Support groups and Counselling services. The CEO and Head of Communications are part of the committee. <p>Communications and Outreach</p> <ul style="list-style-type: none"> A series of outreach meetings are planned for Ireland and the UK for Q1 & 2 of 2019. These meetings will focus on; <ul style="list-style-type: none"> Survivors who have been recently assigned, Survivors who are having difficulty managing their application; Survivors who require support to complete their application. | | |
| 6. Finance & Risk Matters | <p>Finance Report</p> <ul style="list-style-type: none"> Director of Finance took the Board through the finance report to end December 2018 into fund status and expenditure information. An amount of €8,408,726.94 remains outstanding from religious congregations. To the end of December 2018, Caranua has made payments on foot of 46,800 applications from survivors. The Board reviewed the update from the last Audit and Risk Committee, presented by the Director of Finance with prior sanction by the Chair of the Audit and Risk Committee: <ul style="list-style-type: none"> Internal Audit - The plan for 2019 was reviewed in conjunction with representative of RSM (UK). 3 items on the plan for 2019; IT Security and Business Continuity, Procurement and Contract Management, and review | The Board agreed that the Chair is to write to the Department of Education & Skills stressing the urgency of the receipt of the outstanding contributions. | |

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| | <p>of financial systems. IT Security agreed as highest priority based on review of the risk register, with procurement to be the second item of work.</p> <ul style="list-style-type: none"> ○ Code of Practice for Governance of State Bodies - All items on the action plan to take the organisation to 100% compliance with the Code of Practice at year end 2018 are now completed. Many items require ongoing work to ensure continued compliance through 2019 and into wind down. A quarterly update will be provided to ARC in relation to action items and items for discussion and agreement. ○ Risk Management - Note regarding the risk of failure to secure the maximum funding figure available to survivors of €110 million was discussed. The probability of this risk is currently 3, this may need to be increased to 4 based on the fact that we are now in Q1 2019 without the outstanding €8.4 million from the congregations. ○ External Audit – all final clearance items relating to the C&AG audit of the 2017 AFS should be completed by the end of the week, and final certified financial statements will be forwarded to the Department of Education on receipt of the audit certificate from the Office of the C&AG. ○ Management Accounts & Financial Projections - All ARC members, including the Chair, expressed real concern that the organisation will run out of funds should the outstanding balance not be forthcoming very quickly from the congregations. This would have catastrophic consequences for the organisation. | <p>Agreed that the organisation should write to the Department of Education to confirm compliance and provide detailed update.</p> <p>ARC recommend a strong letter regarding these outstanding funds from the Board to the Department of Education and the Minister.</p> | |
| 7. Operational Planning | <u>Prioritisation</u> | Board agreed that a staggered approach would be appropriate in | |

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| | <ul style="list-style-type: none"> All open applications will be reviewed, and timelines for the receipt of necessary paperwork from survivors will be implemented. The aim is to ensure all survivors with open applications will have their application dealt with prior to the cessation of payment of funding supports. A number of advisors have been designated to work with survivors who require increased supports to ensure we maintain a person-centred approach to working with survivors. Where dormant applications have been reactivated as a result of our campaign surrounding the cessation date in 2018, these applications will be subject to the 2016 guidelines, regardless of when the original contact was made. | <p>order to ensure completion of all applications from survivors prior to cessation of funding supports to survivors.</p> <p>Board agreed that this was necessary given the limited remaining funding and will ensure equitable distribution of the remaining fund for survivors.</p> | |
| 8. Correspondence & PQs | No correspondence or PQs for discussion | | |
| 9. A.O.B. | No additional items arising | | |
| 10. Next meeting | <p>Meeting concluded at 13:40.</p> <p>The next meeting will be a special Board meeting to focus solely on the wind down and progress / decisions, provisionally to be 26/02.</p> | DOF to discuss availability and confirm attendance at this meeting. | |