

**Caranua Board minutes 22<sup>nd</sup> March 2019**

**Present:** David O’Callaghan, Damian Casey, Katherine Finn, Frances Harrington, Phyllis Morgan-Fann, Richard Heeney

**Apologies:** Tom Daly, Patricia Carey, Francis Treanor

**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 from three 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. Action points from the last meeting were reviewed and discussed.  Minutes proposed by: Frances Harrington Seconded by: Richard Heeney	DOF will pass Board minutes from the last meeting to Head of Communications to publish on the website.	
3. Report on applications and spend	CEO presented a report in relation to the status of applications on hand at March 2019, covering the following: <ul style="list-style-type: none"> <li>• As we enter wind down of operations, the organisation will target survivors who have received low funding supports to ensure as fair and equitable a distribution of the remaining fund as possible.</li> <li>• A discussion was held in relation to appeals cases to date, in terms of trends and overall estimated costs.</li> </ul>		

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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"> <li><b>1. Staffing update</b> A strategy for wind-down has been planned but implementation depends on the timelines associated with receipt of outstanding contributions.</li> <li><b>2. Meeting with Department of Education and Skills</b> On 26<sup>th</sup> February, the Chairperson, CEO, and Director of Finance met with the Department of Education and Skills in relation to the outstanding contribution and other matters. A note detailing the discussion was been provided to Board members for review.</li> <li><b>3. Appeals</b> [THIS INFORMATION HAS BEEN REDACTED UNDER LEGAL PRIVILEGE]</li> <li><b>4. Update in relation to suspected fraud case</b> CEO and DOF met with two Gardai in relation to this case. The DPP have decided not to proceed with the prosecution of the individual involved in the case. The organisation is entitled to a list of reasons that the case will not proceed on submission of a letter to the Victims Liaison office. The Board agreed that this request should be submitted.</li> <li><b>5. Outreach</b> There were very positive meetings with 60 survivors during outreach. Two Board members were present at these outreach meetings.</li> </ol>	<p>The Executive will submit this request and report further at the next Board meeting.</p> <p>Outreach will continue as required and updates will be provided to the Board at each meeting.</p>	

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	<p>Prison outreach – Director of Services and Head of Communications held outreach meetings in Cloverhill and Portlaois prisons last Friday, where they met with applicants resident in these prisons.</p>		
<p>5. Governance Matters</p>	<p>The risk that the outstanding contributions may not be forthcoming in a timely manner will need to be increased, as we approach the end of Quarter 1 2019 without a firm commitment in relation to timelines for receipt.</p> <p>A discussion was held in relation to this issue at the most recent audit and risk committee and a document was prepared in relation to the updates required to risks on the register.</p>	<p>Board agreed that the proposed amendments were appropriate – DOF will update risk register in advance of the next Board meeting.</p>	
<p>6. Finance and Risk Matters</p>	<p><b>Chair of the Audit and Risk Committee and the Director of Finance gave an update to the Board in relation to:</b></p> <ol style="list-style-type: none"> <li>1. The last ARC meeting, and discussions on:               <ol style="list-style-type: none"> <li>a. Internal Audit</li> <li>b. Risk Management</li> <li>c. Out of date cheques</li> <li>d. External Audit</li> <li>e. Management accounts and financial projections</li> </ol> </li> <li>2. Finance report to end February, in relation to expenditure on both operational costs and payments to survivors;</li> </ol>		

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	<p>3. 2018 Financial Statements – these were submitted to the C&amp;AG and Department of Education and Skills on 28<sup>th</sup> February, in line with the deadline. A discussion was held around the approach to the audit of the final year statements.</p>		
<p>7. Subcommittee on wind down of Caranua</p>	<p>A discussion was held in relation to the funding scenarios presented as part of the Board papers, for review of the impacts for specific timelines for payment of the outstanding contributions.</p> <ul style="list-style-type: none"> <li>• As well as regular communications with the DES, a letter was sent by the Chair to then Minister Richard Bruton to express concern in relation to the outstanding funds.</li> <li>• Agreed that a letter should now go to the Minister for Education &amp; Skills, Joe McHugh to clearly set out the Board’s position.</li> </ul> <p>A discussion was held around the requirement to give as much notice of the final wind down of operations to survivors, and to particularly prioritise those who have received very little funding supports to date. The Board of Caranua have a duty of care to ensure a fair and equitable disbursement of the statutory fund.</p> <p>The Board acknowledged that there is an immense pressure on staff to ensure the orderly wind down, and the requirement to ensure that survivors are not provided with any false promises in relation to the remaining funding and time frame.</p>	<p>Executive will draft letter for review and signature by the Chair.</p> <p>Board decisions to target those applicants who have received less than €5,000 in funding supports.</p> <p>Where funding is received on a staggered basis, a staggered approach will be taken to the applications on hand.</p>	

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8. Correspondence	<p>A letter has been received from the Department of Education and Skills in relation to consultation events. The Board agreed that it would be of great value for these consultation events if Caranua Board members who are survivors could contribute.</p> <p>A response to the Oireachtas Committee on Education and Skills, in relation to the clarification of some issues raised at the meeting in November 2018 was presented to the Board. A discussion was held in relation to whether this response should be sent to the committee or to the Department of Education and Skills.</p>	<p>The Chair will review this letter and discuss further with the Executive. An updated draft will be circulated.</p>	
9. AOB	<p>A discussion was held in relation to the research underway by RTE for the documentary relating to survivors. The CEO &amp; Head of Communications will meet with the journalist and provide an update to the Board.</p>		
10. Next meeting	<p>Meeting concluded at 12:15. The next meeting is rescheduled from Thursday 2<sup>nd</sup> May to Thursday 9<sup>th</sup> May. Audit and Risk Committee meeting has been rescheduled to 2<sup>nd</sup> May.</p>	<p>DOF will send an email to all Board members to advise of the reschedule and ensure availability.</p>	