

Caranua Board minutes 9<sup>th</sup> May 2019

**Present:** David O’Callaghan, Damian Casey, Frances Harrington, Phyllis Morgan-Fann, Tom Daly, Patricia Carey, Francis Treanor, Richard Heene

**Apologies:** Katherine Finn

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

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 one member who was 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 Heene	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 April 2019, covering the following: <ul style="list-style-type: none"> <li>• Note that after the hard work of the services team there is currently no one waiting for an assessment call.</li> <li>• A discussion was held in relation to those cases open and pending completion. The Board were interested in seeing the breakdown of applications and categories of amount received.</li> </ul>	Executive will include this information in the report at the next Board meeting	

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	<ul style="list-style-type: none"> <li>• A discussion was held around how the timeline process works, in terms of the multiple attempts to make contact with survivors, phone calls, following up with letters.</li> <li>• A discussion was held around the rate of the completion of applications, and how best to ensure that all applications are completed with the remaining timeline. Timeline letters and deadlines will help to ensure this happens. There are a cohort of individuals contacting Caranua, not for the purposes of completing an application, but for the social aspect and the relationship that has grown between applicant and advisor.</li> <li>• Charts relating to appeals, complaints, feedback, and FOI and information requests were reviewed for the month.</li> </ul>	<p>Executive will provide a sense of the number of calls each week that would be of this nature, for the purposes of discussing what can be done to link these applicants with appropriate supports post Caranua.</p>	
<p>4. Report from Executive</p>	<p>An Executive Report was presented by the CEO, covering the following:</p> <p><b>1. Staffing update</b> Staff meetings will be held in June/ July to discuss where we are as an organisation, and when the contracts will come to an end. Board members would like to meet with staff as part of these meetings.</p> <p>The advisor team structure has been amended to create a completions team and a processing team, created to provide an efficient and person-centred service in relation to the winding up of the organisation.</p>	<p>Board members will be invited to these staff meetings.</p>	

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	<p><b>2. Department of Education and Skills</b> DES have requested dates for Board meetings, as they are recommending the Minister attends a Board meeting. There has been no response to the letter sent to the Minister in relation to the outstanding contributions. Confirmation was received from the DES on 12<sup>th</sup> April that €2m had been received from the Christian Brothers. The DES have indicated that the remainder of the money will be received in May 2019.</p> <p>The Board and Executive remain very concerned about receipt of the outstanding contribution of €6.37M from the Christian Brothers</p> <p><b>3. Appeals update</b> [INFORMATION REDACTED UNDER LEGAL PRIVILEGE]</p> <p><b>4. Conference and Celebratory events</b> The CEO and Head of Communications continue to work with the Christine Buckley Centre, Right of Place, Towards Healing, One in Four, Barnardos Origins and the HSE National Counselling Service on the conference and celebration event for survivors on 11<sup>th</sup> May 2019.</p> <p>There will be speakers in the morning from 9:30 to 13:30, chaired by Colm O’Gorman, Executive Director, Amnesty International Ireland, and the key note speaker will be Professor Alan Carr, Head of the UCD School of Psychology. There will then be an afternoon celebratory gathering starting at 3pm.</p>	<p>Agreed that the CEO would again write to the DES in relation to outstanding contributions</p> <p>Further update will be provided to the Board at the next Board meeting</p>	

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5. Governance Matters	<p>Risk register has been updated to reflect the increased risks associated with the outstanding funds from the congregations. There remains €6.37 million outstanding, with no firm commitment in relation to the date the funds are to be made available.</p> <p>An updated Statement of Risk Appetite was reviewed and agreed by the Board; a detailed policy and procedure in relation to risk management will be presented at the next Board meeting.</p>	<p>Board approved draft statement of risk appetite.</p> <p>ARC will present a detailed risk management policy and procedure to the Board at the next meeting.</p>	
6. Finance and Risk Matters	<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 reports to end March and to end April, in relation to expenditure on both operational costs and payments to survivors;</li> <li>3. Financial Analysis and projections to end March and end April. A discussion was held around the projections for appeals cases, and the reserve held for these cases. The portion of this reserve held for those cases on hand where decisions are known is appropriate, but no reserve should be held for future cases. A limited contingency relating to those cases before the High Court should be retained within this reserve.</li> </ol>	<p>Executive will review the contingency to ensure that this is the case.</p>	

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	<p>The current projection is showing a deficit rather than a surplus. As the fund has a statutory maximum, there will be no additional funds forthcoming – therefore there can be no deficit. This may be achieved without intervention, through the approach to needs-based funding supports, but the potential for the reduction of the overall monetary limit will need to be discussed at the next meeting, particularly if we do not receive an urgent commitment in relation to outstanding contributions.</p> <p>4. Detailed update from the ARC meeting dated 02.05.2019 and discussions held at that meeting.</p>	<p>Executive will provide further details relating to completed cases and potential reductions in limits to the Board at the next meeting.</p>	
<p>7. Subcommittee on wind down of Caranua</p>	<p>A meeting will be held of this subcommittee prior to the next Board meeting.</p>		
<p>8. Correspondence</p>	<p>Correspondence was reviewed as follows:</p> <ol style="list-style-type: none"> <li>1. Letter from Caranua to Minister Joe McHugh (April 2019) providing an update on Caranua, and re-iterating the difficult position presented by the uncertainty around the outstanding contributions;</li> <li>2. Correspondence from Byrne Wallace;</li> <li>3. Confirmation from the Department of Education and Skills that €2 million of the outstanding contributions had been lodged to the NTMA investment account on 16<sup>th</sup> April;</li> </ol>		

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	4. Letter from PAC requesting update on Caranua's current financial position, PAC transcript from Thursday 11 <sup>th</sup> April 2019 IRO Caranua, and response from Caranua to PAC dated 25 <sup>th</sup> April 2019.		
9. AOB	No additional items arising.		
10. Executive session	A brief executive session was held from 12:15 to 12:30 to discuss one item.		
11. Next meeting	Meeting concluded at 12:30. The next meeting is scheduled for Thursday 13 <sup>th</sup> June. Audit and Risk Committee meeting is scheduled for 6 <sup>th</sup> June.	DOF will send a reminder to all Board members to advise the date of the next meeting.	