

Caranua Board minutes 4th September 2019

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

Apologies: Patricia Carey, Francis Treanor, Damian Casey

In attendance: Rachel Downes, Michael Fitzpatrick (Secretary), Sinead Dwyer, Jane Merrigan

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 meetings were agreed (regular Board meeting 25 th July). No issues arising from the minutes of 25 th July 2019. Minutes from 25th July: Proposed by: Tom Daly Seconded by: Frances Harrington	DOF will pass Board minutes from the last ordinary Board meeting to Head of Communications to publish on the website.	

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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; • Completed applications to date in 2019; • Appeals (2019), feedback received (2019), complaints (2014-2019) and freedom of information requests (2015-2019). <p>There are 376 open applications on hand (survivors received less than €10,000) and 111 applications pending completion (survivors received more than €10,000).</p> <p>The 2 examples of feedback received in 2019 were discussed.</p> <p>A discussion focused on the support available to 37 survivors in prison and how they may be supported if they leave prison after the wind-down of operations.</p> <p>There may be a public perception that Caranua’s office is closed given a drop off in calls received during August.</p>	<p>Executive will continue to update the Board at each meeting.</p> <p>Executive will update the board on additional supports that may be available to survivors who leave prison after the wind-down.</p>	
4. Report from Executive	<p>An Executive Report was presented by the CEO, covering the following:</p> <p>1. Staffing update {INFORMATION REDACTED UNDER LEGAL PRIVILEGE}</p>		

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	<p>2. Office Premises A meeting took place with OPW on 6th August to discuss Caranua's rental requirements during wind-down. Relocation to another OPW premises or co-sharing with another organisation are options. OPW require 6 months notice but this is difficult given the uncertainty over the timing of receipt of outstanding contributions.</p> <p>3. Department of Education and Skills Confirmation of a €1.8m payment schedule was received with value expected on the following dates - €500k 4/9 (confirmed received), €500k 5/9, €500k 6/9 & €300k 9/9. We await written confirmation from the Christian Brothers of a payment schedule for the remainder of outstanding contributions €4.87m.</p> <p>4. Survivors Applications Due to the reduced number of open applications, we have reverted to a case management approach to working with survivors. Two advisors will focus on survivors who are currently in prison.</p> <p>5. Meeting with Alone The CEO agreed a memo of understanding with ALONE to support survivors in the longer term. Survivors may avail of ALONE's befriending network.</p> <p>6. Age Friendly Ireland Caranua will present at a networking day on 16th September to strengthen collaboration between local government and the NGO sector. In addition, Caranua will participate in a workshop with Third Age, Alone, Alzheimer</p>		

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	<p>Ireland, Flexibus and National Network of Older Person Councils to Diversity & Inclusivity related issues.</p> <p>7. One to One Meetings Fifteen survivors availed of one to one appointments at Caranua's office since the July board meeting. Seven were part of a targeted outreach programme for survivors who did not receive funding support, or received less than €1,000. Planning is underway for a day of targeted outreach appointments for deaf survivors at Caranua's office, with a focus on survivors who received below €1,000 in funding support. A risk assessment is carried out in advance for Advisors participating in One to One meetings with survivors.</p> <p>8. Prison Outreach The prison outreach programme is ongoing.</p>	<p>Establish contact with Mens Sheds</p>	
<p>5. Governance Matters</p>	<p>RSM have to update & re-issue the Procurement & Contract Management Review and IT Security Disaster Recovery and Continuity Review. The Audit Recommendations database will be updated and circulated at the next ARC meeting.</p> <p>The board discussed a proposal to extend the RSM Internal Audit contract for one year as per a clause in the contract.</p>	<p>Board approved this proposal.</p>	
<p>6. Finance and Risk Matters</p>	<p>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 26th August 2019, and discussions on: 		

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	<ul style="list-style-type: none"> a. Internal Audit b. Corporate Governance c. Risk Management d. External Audit e. Management Accounts and Financial Projections <p>2. Finance report to 31st August, in relation to expenditure on both operational costs and payments to survivors;</p> <p>3. Financial Analysis and projections to 31st August. The current projection, should the outstanding funds be received from the Christian Brothers, shows that there are sufficient funds on hand to meet all projected expenditure on applications for funding support, with a small surplus expected to meet those Exceptional Needs and appeals cases.</p> <p>A payment schedule was received from the Christian Brothers totalling €1.8m incorporating four instalments with full value expected by early next week.</p> <p>Further discussion will take place to secure a written commitment for the remainder of outstanding contributions totalling €4.87m.</p> <p>The €402k provision for Appeals may need to be increased. It was also noted that the potential cost of late applications was not included in the cash projections but will be reviewed pending receipt of outstanding contributions.</p>	<p>Follow up written commitment from Christian Brothers for phased payments of the remaining €4.87m</p>	

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7. Subcommittee on wind down of Caranua	The CEO & DOF will meet with the Data Protection Commission on 19 th September to seek advice on issues to address as part of the wind-down.	The CEO will provide an update at the next board meeting.	
8. Correspondence	<p>Correspondence was received from a nominated person. The two cases involved were discussed briefly, the board are happy with the Executive's approach.</p> <p>It was confirmed that board members are not personally liable for delays in outstanding contributions or legal cases.</p>		
9. AOB	NTMA drawdown letter was signed by the Chair of the Board & ARC.		
10. Next meeting	<p>Meeting concluded at 12:15</p> <p>The next Board meeting is scheduled for 17^h October.</p> <p>The next Audit and Risk Committee meeting is scheduled for 7th October.</p>		