

Caranua Board minutes 21st November 2019

Present: David O’Callaghan, Damian Casey, Frances Harrington, Phyllis Morgan Fann, Katherine Finn, Patricia Carey, Francis Treanor

Apologies: Tom Daly, Richard Heeney

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

Item	Discussion	Decision Action	Update from last meeting
1. Quorum, Apologies and Conflicts of Interest Declarations	<p>The Chair noted that there was a quorum present and that apologies had been received from two Board members who were unable to attend.</p> <p>No member had declared a conflict of interest in the Agenda.</p>		
2. Minutes	<p>Minutes of the last Board meeting from 4th September 2019 were agreed. No issues arising from the minutes.</p> <p>Minutes from 4th September: Proposed by: Frances Harrington Seconded by: Phyllis Morgan Fann</p>	DOF will pass Board minutes from the last ordinary Board meeting to the 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 (all years and 2019), feedback received (2014-2019), complaints (2014-2019) and freedom of information requests (2015-2019). <p>There are 121 open applications on hand and 59 applications pending completion.</p> <p>It was noted that the number of eligible survivors (6,012) has passed a target of 6k, there are just 9 appeals, incoming post was still quite substantial, less calls had been received but each call was lasting a little longer.</p>	Executive will continue to update the Board at each meeting.	
4. Report from Executive	<p>An Executive Report was presented by the CEO, covering the following:</p> <ol style="list-style-type: none"> 1. Staffing update Mr David Sheedy will start work Monday 25th November on a part-time basis. <p>It was noted staff numbers are currently at 17 down from 29.</p> <p>{INFORMATION REDACTED UNDER LEGAL PRIVILEGE}</p>		

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	<p>2. Department of Education and Skills One final contribution is due from the Christian Brothers of €1.57m in the first week of December.</p> <p>3. Prison Outreach The prison outreach programme is ongoing. Staff are going to Wheatfield and Mountjoy next week to meet five survivors. There has been good uptake to outreach with some prisoners on their second and third meetings. Prison governors have been very supportive of outreach.</p>	<p>Director of Services will update the Board in December on the length of prison terms being served by survivors who are availing of supports.</p>	
5. PAC	<p>The Chairman complimented the work of the executive at PAC, particularly Rachel Downes (CEO) and Sinead Dwyer (Director of Services).</p>		
6. Governance Matters	<p>The Audit Recommendations database which contains 180 audit recommendations was discussed. It was noted that there are only four (2%) recommendations that were accepted and not implemented to date.</p> <p>The final reports from five internal audit reviews were included in the pack. RSM will commence a follow up audit on each of the five reviews on Monday 25th November.</p>		

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	<p>The C&AG 2018 SIC reported significant improvement in compliance with internal Controls compared with prior years;</p> <ul style="list-style-type: none"> • In 2017 C&AG reported 55% non-compliance for proof of ownership or tenancy compared with 33% in 2018, further reduced to 19% when decisions of the appeals process are taken into account. • In 2017 C&AG reported 56% non-compliance for the required number of quotes compared with 33% in 2018, further reduced to 20% when decisions of the appeals process are taken into account. <p>An evaluation of the Code of Practice for the Governance of State Bodies was discussed and is on target to meet 100% compliance.</p>		
7. Finance and Risk Matters	<p>The Director of Finance gave an update to the Board in relation to:</p> <ol style="list-style-type: none"> 1. Finance report to 31st October in relation to expenditure on operational costs and payments to survivors; 2. Financial projections at 31st October; 3. Final payment €1.57m due from the Christian Brothers first week December; 4. Following review, the Risk Register has just one item with an overall score of 15 compared with 10 items at the last Board meeting with an overall score of between 15 and 25; 	Follow up final payment from Christian Brothers early December.	

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	<p>5. The DOF provided an explanation for movement from a potential cash deficit upon wind down at Apr'19 compared with a potential surplus on wind down at Oct'19.</p> <p>6. Upgrade to Windows 10 in January 2020 at a cost of €6,000 may be required given that Windows 7 will no longer be supported which will pose additional security threats.</p>	<p>Negotiate pricing with current IT supplier and secure two additional quotes before weighting up risk v reward.</p>	
<p>8. Engagement Project</p>	<p>It is estimated there will be a surplus to distribute to survivors assuming the final contribution of €1.57m is received early December as expected. A portion will be set aside for exceptional circumstances or any unforeseen expenses.</p> <p>The Executive presented on a three-stage plan to ensure that all funding is spent prior to cessation;</p> <p>The Chairman asked that we link in with homeless services.</p>	<p>Executive to provide further update at the next Board meeting</p>	

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9. Subcommittee - wind down of Caranua	The wind-down subcommittee are scheduled to meet following the Board Meeting.	The CEO will provide an update at the next board meeting.	
10. Correspondence	No correspondence of note.		
11. AOB	NTMA drawdown letter (€1.5m) was signed by the Chair of the Board & ARC.		
12. Next meeting	Meeting concluded at 12:40 The next Board meeting is scheduled for 19 ^h December. The next Audit and Risk Committee meeting is scheduled for 9 th December.		