

**Caranua Board minutes 19th December 2019**

**Present:** David O’Callaghan, Damian Casey, Frances Harrington, Phyllis Morgan Fann, Katherine Finn, Patricia Carey, Richard Heeney, Tom Daly

**Apologies:** Francis Treanor

**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	<p>The Chair noted that there was a quorum present and that apologies had been received from one Board member who was 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 21<sup>st</sup> November 2019 were agreed. No issues arising from the minutes.</p> <p><b>Minutes from 21<sup>st</sup> November:</b> Proposed by: Patricia Carey Seconded by: Damian Casey</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>The BoardPack contained a report in relation to the status of applications on hand, covering the following:</p> <ul style="list-style-type: none"> <li>• Status of current open applications;</li> <li>• Completed applications in 2019;</li> <li>• Appeals (2019), feedback received (2014-2019), complaints (2014-2019) and freedom of information requests (2015-2019).</li> </ul> <p>Two Application Advisers presented cases to the Board to demonstrate the extent of the communication with Survivors or their representatives, the range of supports that Caranua provided, and the positive impact that those supports had on the lives of the Survivors.</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> <ul style="list-style-type: none"> <li>• <b>Department of Education and Skills:</b> It was noted that the final contribution from the Christian Brothers was received in the first week of December.</li> <li>• <b>Prison Outreach:</b> The prison outreach programme is ongoing to provide support for the current needs of prisoners.</li> </ul>		

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5. Governance Matters	An evaluation of the Code of Practice for the Governance of State Bodies was discussed and is deemed to be 100% compliant for 2019.		
6. Internal Controls	<p>The C&amp;AG 2018 SIC reported significant improvement in compliance with internal Controls compared with prior years;</p> <ul style="list-style-type: none"> <li>• In 2017 C&amp;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;</li> <li>• In 2017 C&amp;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.</li> </ul> <p>The DOF gave an update to the Board in relation to Internal Audit Reviews:</p> <ul style="list-style-type: none"> <li>• RSM issued a final Follow-Up report in November 2019 which confirmed that all of the recommendations in five IA Reviews completed during 2018/2019 had been implemented i.e., GDPR; Risk Management &amp; Corporate Governance; Claims &amp; Payments; Procurement &amp; Contract Management; IT Security, Disaster Recovery &amp; Business Continuity.</li> </ul> <p>The Board conducted an annual review of the effectiveness of Internal Controls and is satisfied that Internal Controls were operating and effective during 2019.</p>		

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7. Finance and Risk Matters	<p>The DOF gave an update to the Board in relation to:</p> <ul style="list-style-type: none"> <li>• Finance report to 30th November in relation to expenditure on operational costs and payments to survivors;</li> <li>• Potential surplus;</li> <li>• Risk Register which has no issues in Red with a score of 15 or greater.</li> </ul> <p>The CEO gave an update on how surplus funding may be spent to support Survivors.</p>		
8. Subcommittee - wind down of Caranua	<p>The wind-down subcommittee met prior to the Board meeting. The Chair provided an update on the following matters discussed:</p> <ul style="list-style-type: none"> <li>• Draft letters from the Board Chair to the Minister and from the CEO to the Assistant Secretary General of the Department of Education &amp; Skills;</li> <li>• Letter to the OPW to comply with six months' notice to vacate the offices;</li> <li>• Meeting to be arranged with the Department in January;</li> <li>• Second meeting to be arranged with the DPC</li> <li>• Contact details for Survivors on Caranua's website after closure;</li> <li>• Final event to mark the closure.</li> </ul>	<p>Forward a letter from the Board Chair to the Minister that was approved by the Board.</p> <p>Forward a letter from the CEO to the Assistant Secretary General Department of Education &amp; Skills that was approved by the Board.</p>	
9. AOB	<p>NTMA drawdown letter was signed by the Chair of the Board &amp; ARC.</p> <p>An Executive Session took place prior to the Board meeting without management.</p>		
10. Next meeting	<p>The next Board meeting is scheduled for 6<sup>h</sup> February.</p> <p>The next Audit and Risk Committee meeting is scheduled for 27<sup>th</sup> January.</p>		