

Caranua Board minutes 16th April 2020

Present: David O’Callaghan, Damian Casey, Patricia Carey, Francis Treanor, Katherine Finn, Frances Harrington, Tom Daly

Apologies: Phyllis Morgan Fann, Richard Heeney

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 two Board members who were unable to attend.</p> <p>No member had declared a conflict of interest in the Agenda.</p>		
2. Minutes of the last meeting	<p>Minutes of the last Board meeting from 6st February 2020 were agreed. No issues arising from the minutes.</p> <p>Minutes from 6th February: Proposed by: Damian Casey Seconded by: Francis Treanor</p>	DOF will pass Board minutes from the last ordinary Board meeting to the Head of Communications to publish on the website.	
3. Outcome of the Board’s Self Evaluation	<p>All Board members completed a self-evaluation questionnaire for 2019. The Board Chair discussed feedback with individual Board members prior to the Board meeting. The Board discussed and accepted the findings. The annual report of the Audit and Risk committee was approved by the Board on 6th February 2020.</p>		

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4. Report from Executive	<p>An Executive Report was presented by the CEO, covering the following:</p> <ul style="list-style-type: none"> • COVID-19 Update <ul style="list-style-type: none"> - All staff are working from home since 18th March. All telephone, case management and ICT systems are fully operational so there is no impact on services to Survivors. • Staffing Update: <ul style="list-style-type: none"> - Two temporary application advisers recruited in February had their contracts ended when working from home measures commenced and will be reviewed in line with government Covid-19 guidelines and need within the Services team - The Board approved extending staff contracts to 31st August • Services Update: <ul style="list-style-type: none"> - All survivors who applied after the 1st August 2018 timeline who were first time applicants or had previously received under €15,000 in funding supports have had their applications assigned to an advisor. - 384 open applications and 35 new assessment calls in March - Payment run data for previous 8 weeks provided - Projects undertaken to tidy up data in Salesforce in preparation for audit • Legal Update: [INFORMATION REDACTED] 		

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	<ul style="list-style-type: none"> • Premises Update: <ul style="list-style-type: none"> - Confirmed OPW lease for Metropolitan House extended to 31st August • For Information: <ul style="list-style-type: none"> - Slight decrease in calls, number of outgoing and incoming calls noted - Four one to one meetings in office and London Outreach held early March - No representations from members of Oireachtas on behalf of Survivors - Meeting with DCC postponed 		
5. Finance and Risk Matters	<p>The DOF gave a Finance update as of 31st March 2020 based on projections to 31st July 2020, including:</p> <ul style="list-style-type: none"> - Cash balance - Provision for 387 open applications if all received €15k - Provision for appeals - Projected administration costs to wind-down <p>[INFORMATION REDACTED]</p>		
6. Contracts for Noting and Evaluation Report	<p>The CEO provided a brief update on the Evaluation report noting:</p> <p>Following the invitation to tender process, the successful candidate has been selected to complete the independent review.</p>		

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7. Corporate Governance	<p>The DOF provided an update on:</p> <ul style="list-style-type: none"> - 2019 actual performance against budget - 2020 budget - Projected pay and non-pay costs from April to September 2020 <p>The Board discussed and approved the Finance report as part of its review of annual performance by reference to an annual plan / budget for 2019 and 2020.</p>		
8. Correspondence	<p>The Chair noted that he received correspondence from a third party. The Chairperson reiterated that individual cases are a matter for the executive.</p>		
9. Next meeting	<p>The next Board meeting is scheduled for 21st May. The next Audit and Risk Committee meeting is scheduled for 11th May.</p>		