

Caranua Board minutes 24th September 2020

Present: David O’Callaghan, Damian Casey, Patricia Carey, Frances Harrington, Katherine Finn, Francis Treanor, 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 27th August 2020 were agreed. No issues arising from the minutes.</p> <p>Minutes from 27th August: Proposed by: Patricia Carey Seconded by: Tom Daly</p>	DOF will pass Board minutes from the last ordinary Board meeting to the Head of Communications to publish on the website.	
3. Report from Executive	<p>An Executive Report was presented by the CEO covering the following</p> <ul style="list-style-type: none"> • Office Update: <ul style="list-style-type: none"> - Agreement with NCSE to retain a small office for administration purposes has been extended to 31st December 2020. 		

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	<ul style="list-style-type: none"> • Services Update: <ul style="list-style-type: none"> - We continue to progress all open applications towards completion. • Funeral Contract Letters: <ul style="list-style-type: none"> - Reminder letters were sent to applicants who availed of funeral support payments pre-2019 with information on funding provided. • Communications Update: <ul style="list-style-type: none"> - CEO response to newspaper article. • Department Update: [INFORMATION REDACTED] • Staffing Update: <ul style="list-style-type: none"> - Six staff due to finish working at Caranua on Friday 2nd October 2020. • Funeral Project and Appeals Update: <ul style="list-style-type: none"> - Positive uptake on funeral project. 		
4. Finance and Risk Matters	<p>The DOF gave a Finance update as of 31st August and revised figures at 18th September 2020 inclusive of projections to 31st December 2020, including:</p> <ul style="list-style-type: none"> - Cash balance - Provision for open applications - Provision for current appeals - Provision for funerals project 		

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	<p>- Projected administration costs to wind-down</p> <p>There were no changes to the Risk Register since the last Board meeting.</p>		
5. Wind-Down Subcommittee Update	The Wind-Down Subcommittee met prior to Board meeting. The key points arising were the Department verbally confirmed (a) they are prioritising legislation and (b) a request was submitted for staff member to be seconded to assist with Finance.	Executive to document contacts for Survivors after wind down	
6. External Audit	A C&AG audit will commence in November after interim Accounts submitted to C&AG.	DOF to finalise a start date with C&AG and arrange a final internal audit review of Finance and HR	
7. Annual Report	<p>The 2019 and 2020 Annual Report and 2019 Financial Statements await Ministerial and Cabinet approval before publishing.</p> <p>Virtual launch for Conference Report planned for 9th October. Live stream will be provided on Survivor support groups websites.</p>		
8. Correspondence	The Board discussed policy issues in relation to two cases.		
9. Next meeting	<p>The next Board meeting is scheduled for 29th October.</p> <p>The next Audit and Risk Committee meeting is scheduled for 23rd October.</p>		