

Caranua Board minutes 26th November 2020

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

Apologies: Katherine Finn, 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 three 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 29th October 2020 were agreed. No issues arising from the minutes.</p> <p>Minutes from 29th October: Proposed by: Tom Daly Seconded by: Patricia Carey</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 the new tenants to retain a small office for administration purposes has been extended to 31st December 2020. | | |

| Item | Discussion | Decision Action | Update from last meeting |
|------|---|--------------------|-----------------------------|
| | <ul style="list-style-type: none"> • Services Update: <ul style="list-style-type: none"> - We continue to progress all open applications towards final completion date of 10th December 2020. • Communications Update: <ul style="list-style-type: none"> - Recent correspondence with the Public Accounts Committee included the Conference Report and the 'five asks' for future supports for Survivors. - No Oireachtas representations for Survivors since the last Board meeting. - The Annual Report for 2019 and 2020 has been laid before the Houses of the Oireachtas, published on Caranua.ie and sent to print. - Options for the long term layout of the website are being reviewed. • Department Update: <ul style="list-style-type: none"> - DoE acknowledged a letter from the Board Chair of the Board's decision to extend a small number of staff contracts following the meeting with the Department. - CEO contract extension and DoE secondment referred to their HR Dept. • Staffing Update: <ul style="list-style-type: none"> - Five further staff will leave Caranua on 31st December 2020. • Appeals Update: <ul style="list-style-type: none"> - The Board agreed from 27th November any new applications will be treated as late submissions and cannot be accepted. Any further paperwork received for current applications after a timeline date will also be deemed a late submission. | | |

Caranua Board minutes 26th November 2020

| Item | Discussion | Decision Action | Update from last meeting |
|----------------------------------|--|--------------------|-----------------------------|
| | <ul style="list-style-type: none"> - Good progress in recent weeks with two longstanding appeals. | | |
| 4. Finance and Risk Matters | <p>DOF gave a Finance update as of 31st October and revised figures at 19th November 2020 inclusive of projections to 24th March 2021, including:</p> <ul style="list-style-type: none"> - Cash balance - Provision for open applications - Provision for current appeals - Provision for repeat reviews - Projected administration costs to wind-down <p>The Board reviewed and agreed the key risks on the risk register.</p> <p>The HR internal audit review by an external firm has commenced and a Finance review will commence next week.</p> <p>A C&AG audit of interim financial statements to 30th September 2020 commenced Monday 2nd November and is due to finish shortly.</p> | | |
| 5. Wind-Down Subcommittee Update | The Wind-Down Subcommittee updated the Board on the key issues discussed prior to the Board meeting. | | |
| 6. Correspondence | There were no issues of note. | | |
| 7. Board Only Session | An Executive Session without management was on the Board Agenda. | | |
| 8. Next meeting | <p>The next Board meeting is scheduled for January 2021.</p> <p>The next Audit and Risk Committee meeting is scheduled for January 2021.</p> | | |