

**Caranua Board minutes 27th August 2020**

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

**Apologies:** Damian Casey, Phyllis Morgan Fann, Richard Heeneey

**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 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 25<sup>th</sup> June 2020 were agreed. No issues arising from the minutes.</p> <p><b>Minutes from 23<sup>rd</sup> July:</b> Proposed by: Tom Daly 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. Report from Executive	<p>An Executive Report was presented by the CEO covering the following</p> <p><b>Office Update:</b> Caranua’s contract with the OPW for rental of office building has ended.</p> <ul style="list-style-type: none"> <li>• <b>Services Update:</b> We continue to progress all open applications towards completion.</li> </ul> <p style="text-align: center;">-</p>		

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	<ul style="list-style-type: none"> <li>• <b>Funeral Contract Letters:</b> <ul style="list-style-type: none"> <li>- Reminder letters were sent to applicants who availed of funeral support payments pre-2019 with information on funding provided.</li> </ul> </li>   <li>• <b>Communications Update:</b> <ul style="list-style-type: none"> <li>- One Media query received since the last Board meeting.</li> <li>- A copy of the Conference Report was sent to the Board.</li> <li>- The existing website is being archived. A template of the new website will be sent to the Board for review.</li> </ul> </li>   <li>• <b>Department Update:</b> <ul style="list-style-type: none"> <li>- No update on dissolution legislation.</li> <li>- Board remains in situ until 24<sup>th</sup> March 2021. Dissolution legislation unlikely to be earlier. All data will be wiped from Salesforce as licenses expire after wind down. Records being retained will be stored with an archiving organisation used by Department. National Library will store copies of printed publications.</li> </ul> </li>   <li>• <b>Staffing Update:</b> <ul style="list-style-type: none"> <li>- Board approved extending contracts to retain ten staff members until 31<sup>st</sup> December 2020 as the Department have not yet given a commitment to take over certain responsibilities after the wind down.</li> </ul> </li>   <li>• <b>Funeral Project and Appeals Update:</b> Positive uptake on funeral project. A number of appeals were discussed.</li> </ul>		

Caranua Board minutes 27th August 2020

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4. Wind-Down Subcommittee Update	<p>The Wind-Down Subcommittee met prior to Board meeting and recommend that the Board Chair send a letter to Minister highlighting urgent issues that the Department need to take responsibility for after the wind-down, including solutions to each issue.</p> <p>A first draft of the Evaluation Report has been received.</p>		
5. Finance and Risk Matters	<p>The DOF gave a Finance update as of 31<sup>st</sup> July 2020 based on projections to 30<sup>th</sup> October 2020, and revised figures at 24<sup>th</sup> August 2020 inclusive of projections to 31<sup>st</sup> December 2020, including:</p> <ul style="list-style-type: none"> <li>- Cash balance</li> <li>- Provision for open applications</li> <li>- Provision for current appeals</li> <li>- Provision for funerals project</li> <li>- Projected administration costs to wind-down</li> </ul> <p>There were no changes to the Risk Register since the last Board meeting. The wind down subcommittee recommended an increase to that the score for risk 1 is increased from 15 to 20 given the lack of progress securing a commitment from the Department to take ownership for certain responsibilities after the wind down at 31<sup>st</sup> October 2020.</p> <p>The Wind-Down Subcommittee is due to meet again on 24<sup>th</sup> September 2020.</p>		

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6. External Audit	The C&AG issued an audit cert on 6 <sup>th</sup> August 2020 for 2019 financial statements and the Minister and Department was notified.		
7. Annual Report	The 2019 and 2020 Annual Report awaits Ministerial and Cabinet approval before publishing.		
8. Correspondence	There was no correspondence of note.		
9. Next meeting	The next Board meeting is scheduled for 24 <sup>th</sup> September. The next Audit and Risk Committee meeting is scheduled for 14 <sup>th</sup> September.		