

**Caranua Board minutes 29th October 2020**

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

**Apologies:** Phyllis Morgan Fann, Richard Heeney, Jane Merrigan

**In attendance:** Rachel Downes, Michael Fitzpatrick (Secretary), Sinead Dwyer

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 24<sup>th</sup> September 2020 were agreed. No issues arising from the minutes.</p> <p><b>Minutes from 24<sup>th</sup> September:</b> Proposed by: Francis Traenor Seconded by: Frances Harrington</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"> <li>• <b>Office Update:</b> <ul style="list-style-type: none"> <li>- Agreement with NCSE to retain a small office for administration purposes has been extended to 31<sup>st</sup> December 2020.</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>• <b>Services Update:</b> <ul style="list-style-type: none"> <li>- We continue to progress all open applications towards completion.</li> </ul> </li> <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>- Conference Report virtual launch was a very positive event. All Oireachtas members were invited to attend the launch.</li> </ul> </li> <li>• <b>Department Update:</b> <ul style="list-style-type: none"> <li>- Informed that the draft heads of bill (dissolution legislation) is expected to go to government next week.</li> <li>- Board remains in situ until 24<sup>th</sup> March 2021 or until dissolution legislation is passed, whichever is sooner.</li> </ul> </li> <li>• <b>Staffing Update:</b> <ul style="list-style-type: none"> <li>- Six further staff finished working at Caranua on 2<sup>nd</sup> October 2020.</li> </ul> </li> <li>• <b>Funeral Project and Appeals Update:</b> <ul style="list-style-type: none"> <li>Positive uptake on funeral project.</li> </ul> </li> </ul>		

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4. Finance and Risk Matters	<p>The DOF gave a Finance update as of 30<sup>th</sup> September and revised figures at 22<sup>nd</sup> October 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 repeat reviews</li> <li>- Projected administration costs to wind-down</li> </ul> <p>The risk score related to COVID-19 restrictions was increased.</p> <p>Finance and HR internal audit reviews will commence in November by an external firm.</p> <p>A C&amp;AG audit of interim financial statements to 30<sup>th</sup> September 2020 will commence Monday 2<sup>nd</sup> November.</p>		
5. Wind-Down Subcommittee Update	<p>The Wind-Down Subcommittee did not meet prior to the Board meeting as the issues it planned to discuss were also on the Board meeting agenda.</p>		
6. Correspondence	<p>The Board discussed correspondence received from the Oireachtas Public Accounts Committee (PAC).</p>		
7. Board Only Session	<p>An Executive Session took place after the Board meeting without management.</p>		
8. Next meeting	<p>The next Board meeting is scheduled for 26<sup>th</sup> November. The next Audit and Risk Committee meeting is scheduled for 23<sup>rd</sup> November.</p>		