

Caranua Board minutes 21st January 2021

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 26th November 2020 were agreed. No issues arising from the minutes.</p> <p>Minutes from 26th November: Proposed by: Patricia Carey Seconded by: Damian Casey</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 reached with new tenants to keep the ICT server in a small office and for post to be collected each week. 		

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	<ul style="list-style-type: none"> • Services Update: <ul style="list-style-type: none"> - Services were completed as scheduled on 11th December 2020. A small number of appeals remain open and are being supported by the Director of Services. • Communications Update: <ul style="list-style-type: none"> - A call back service will remain in place until 29th January 2021. From 1st February this call back service will be limited to cancel or reissue of previously sanctioned funding support payments. - A section was added to the website listing other support organisations. • Department Update: <ul style="list-style-type: none"> - Correspondence dated 19th January 2021 from the Department in relation to the wind down was discussed. An invitation to meet with representatives from the Department will be followed up. - A draft RFT prepared by the Department to tender for provision of accounting services and the production of final accounts pending dissolution was discussed and approved. - CEO contract extension to 24th March 2021 approved by DPER. • Staffing Update: <ul style="list-style-type: none"> - Two further staff will leave Caranua on 31st January 2021. • Legal Update: <ul style="list-style-type: none"> - The circumstances relating to a legal case was discussed. 	<p>CEO to follow up the Department's invitation to meet and discuss key issues relating to the wind down.</p> <p>DOF to confirm contents in draft RFT with the Department.</p>	

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4. Public Accounts Committee	<p>Correspondence with PAC was discussed.</p> <p>The executive requested approval from our internal audit partner to provide internal audit reports from 2019/2020 requested by PAC. The Board approved correspondence received on this matter.</p>		
5. Finance and Risk Matters	<p>DOF gave a Finance update as of 31st December 2020 and revised figures at 18th January 2021 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 - Projected administration costs to wind-down <p>The Board discussed and approved a Finance report as part of its review of annual performance by reference to an annual plan / budget for 2020 and 2021.</p> <p>Reviews of internal controls were carried out by an external firm during 2020. The Board conducted an annual review of the effectiveness of Internal Controls on 17th January 2021 and is satisfied that Internal Controls were operating and effective during 2020.</p> <p>The 2020 annual report of the Audit & Risk Committee was reviewed and approved by the Board.</p> <p>The Board conducted an annual review of Risk Management Policy including a Statement of Risk Appetite.</p>	<p>DOF to update the audit recommendations log with recommendations from Finance and HR Reviews.</p>	

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	<p>The Board reviewed and agreed the key risks on the risk register.</p> <p>An evaluation of the Code of Practice for the Governance of State Bodies was discussed and deemed to be 100% compliant for 2020.</p> <p>Correspondence received from the C&AG in relation to an audit of 2020 financial statements was discussed.</p>	<p>DOF to follow up a start date with C&AG to audit 2020 accounts.</p>	
6. Board Self Evaluation	<p>The Board commenced a self-evaluation of Board Effectiveness and Evaluation Review in November 2020. The Board discussed and accepted the findings on 21st January 2021.</p>		
7. Correspondence	<p>Correspondence with the Department in relation to the wind down was discussed.</p>		
8. Next meeting	<p>The next Board meeting is scheduled for Friday 19th February 2021. The next Audit and Risk Committee meeting is scheduled for – TBC</p>		