

Caranua Board minutes 12th March 2021

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), 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 19th February 2021 were agreed. No issues arising from the minutes.</p> <p>Minutes from 19th February: Proposed by: Patricia Carey 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. Wind Down	<p>The CEO presented the following</p> <ul style="list-style-type: none"> • Correspondence from Caranua to DoE dated 22nd February 2021: <ul style="list-style-type: none"> - A list of issues and responsibilities that will fall to the DoE from 25th March 2021 were discussed. No formal response has been received yet from DoE to correspondence of 22nd February 2021. - Update BOI paperwork to change signatories. 	Prepare and forward a handover document to DoE.	

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	<ul style="list-style-type: none"> • Correspondence from the Board Chair to DoE dated 24th February 2021: <ul style="list-style-type: none"> - The above correspondence was discussed. • Data Processing Agreement between RISF (Caranua) and DoE: <ul style="list-style-type: none"> - A Data Processing Agreement was discussed which has not yet been signed by DoE. 		
4. Finance and Risk Matters	<p>DOF gave a Finance update as of 31st January 2021 and revised figures at 10th March 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 key risks in the risk register were discussed and risk scores approved.</p> <p>The C&AG audit of financial statements to 31st December 2020 is almost complete. C&AG approval to sign the accounts expected shortly.</p> <p>Terms of Reference agreed with Crowleysdfk for the dissolution accounts.</p>		
5. Supplementary Annual Report	CEO presented a draft Supplementary Annual Report which received positive feedback from the Board.	CEO sent report to Minister 16th March 2021 for sign-off.	

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6. Evaluation Report	CEO presented an executive summary of the Evaluation Report which received positive feedback from the Board.		
7. Correspondence	Correspondence sent to PAC 4 th March 2021 was discussed.		
8. AOB	The Board discussed an application with a final instalment payment due to issue.	Remit final instalment payment. Issue legal letter to disown any responsibility on this case.	
8. Next meeting	The next Board meeting is scheduled for Friday 19 th March 2021. The next Audit and Risk Committee meeting is scheduled for – TBC		