

**Minutes of the 45th Board Meeting of the**

**Independent Commission for Aid Impact**

**Tuesday 7th March 2017**

**Attendees**

**Commissioners:** Alison Evans

Tina Fahm

 Richard Gledhill

**Secretariat:** Andrea Baron

Rebecca Lefort

 Michael O’Donnell

Kath Bainbridge

Miriam McCarthy

Pauline Worthington

Goknur Ozer

Emma Wright

**Service Provider**: Nigel Thornton and Marcus Cox (for Item 4)

**1. Formal Update**

**Minutes of the 6th December 2016 Board Meeting**

1.1. The Minutes of the 6th December 2016 ICAI Board meeting were agreed as a correct record and Commissioners noted that all actions are either complete or in progress. Commissioners asked for those actions which are ongoing with no end date to be clearly distinguished from those actions which have an expected completion date.

**Action: Secretariat to make the distinction in written records between actions which are expected to have a completion date, and continuous improvement work.**

**Business Update**

1.2. Commissioners discussed ICAI’s budget for financial year 2017/18 and the estimated allocations for future years up to the end of ICAI’s Phase 2. The proposed budget figures were agreed by Commissioners with one amendment.

**Action: The Secretariat to make one amendment and submit proposed budget figures to DFID.**

1.3. There was agreement to front-load the publication of reviews and to aim to avoid publishing a high volume of reviews towards the end of ICAI Phase 2. This would help smooth the transition between ICAI Phase 2 and ICAI Phase 3, if ICAI should progress to a third phase, as the transition period was resource-intensive between Phase 1 and Phase 2.

1.4. Commissioners discussed the corporate risk register, including the top risks to ICAI, and asked for one additional risk to be added.

**Action: The Secretariat to add an additional risk to the Risk Register**

1.5. Commissioners requested that the Secretariat create a business continuity plan for various scenarios to ensure delivery can be maintained in adverse circumstances.

**Action: The Secretariat to draft a business continuity plan for the next Board Meeting.**

**2. Conflict of Interest**

2.1. The Commissioners discussed conflict of interest and new issues arising, including the robustness of internal firewalls within and between the three Service Provider Consortium partners.

**Action: The Secretariat to request further information from the Service Provider consortium on their internal firewalls and how they are implemented in practice.**

**4. Work Plan**

4.1. The Commissioners discussed: possible topics for the ‘wild card’ space on the work plan; fact check responses; review drafting guidance for the Service Provider; review types; and the assessment of value for money in reviews. Commissioners agreed that fact check responses should be assessed on an on-going basis. Commissioners agreed the review drafting guidance for the Service Provider, with a few amendments to the generic descriptions of green-amber and amber-red scores. Commissioners also asked for views from stakeholders on ICAI’s review typology.

**Action: The Secretariat to update the review drafting guidance for the Service Provider.**

**Action: The Secretariat to gather views on ICAI’s review typology from key stakeholders.**

**5. Working with our Service Provider**

5.1. Commissioners discussed Service Provider performance and monitoring, and were given an update on the lessons learning sessions being held.

**7. Refresher Briefing and Q&A on Information Security**

7.1. DFID’s Information Assurance team provided a refresher briefing for the Commissioners on information security and management and forthcoming changes to systems. There was a question and answer session.

**8.** **ICAI’s Annual Report and Corporate KPIs**

8.1. The Commissioners discussed ICAI’s 2016-17 Annual Report and the presentation of ICAI’s corporate KPI data. Commissioners agreed the structure of ICAI’s 2016-17 Annual Report, with the addition of one additional chapter. Commissioners also said they wanted the Secretariat to report on corporate KPIs to the Board on an annual basis, and by exception should any issues arise.

**9. Update on ongoing scrutiny of ICAI**

9.1. The Head of Secretariat gave an update on the forthcoming Tailored Review of ICAI and this year’s internal audit.

**10. Media Environment**

10.1. The Commissioners discussed operating within the current media environment.

**11. AOB**

6.1 No other business was raised.

**Action Log from 45th Board Meeting (7 March 2017)**

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| **No.** | **Action by** | **Action** | **Status** |
| **1** | **Secretariat**  | **Make the distinction in written records between actions which are expected to have a completion date, and continuous improvement work.** |  |
| **2** | **Secretariat** | **The Secretariat to make one amendment and submit proposed budget figures to DFID.** |  |
| **3** | **Secretariat** | **The Secretariat to add an additional risk to the Risk Register.** |  |
| **4** | **Secretariat** | **The Secretariat to draft a business continuity plan for the next Board Meeting.** |  |
| **5** | **Secretariat** | **The Secretariat to request further information from the Service Provider consortium on their internal firewalls and how they are implemented in practice.** |  |
| **6** | **Secretariat** | **The Secretariat to update the review drafting guidance for the Service Provider.** |  |
| **7** | **Secretariat** | **The Secretariat to gather views on ICAI’s review typology from key stakeholders.** |  |

**Action Log from 44th Board Meeting (6 December 2016)**

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| --- | --- | --- | --- |
| **No.** | **Action by** | **Action** | **Status** |
| **1** | **Secretariat**  | **Undertake a lessons learned exercise on ICAI’s first rapid reviews and put this on the agenda for the next Board Meeting.** | **Complete** |
| **2** | **Secretariat**  | **Provide a note on considerations around the assessment of value for money of UK ODA spend in ICAI reviews.** | **To be considered alongside the VFM review** |
| **3** | **Secretariat** | **Make one addition to the corporate risk register.** | **Complete** |
| **4** | **Secretariat**  | **Update the COI policy and set out how the COI requirement will be operationalised in practice.** | **Complete**  |
| **5** | **Secretariat**  | **Make an amendment to one of ICAI’s risk appetite statements.** | **Complete** |
| **6** | **Secretariat** | **Organise a refresher course on ‘Responsible for Information’ training for Commissioners.**  | **Complete** |
| **7** | **Secretariat** | **Send the 2017/18 work plan to the International Development Committee for sign-off.** | **Complete** |
| **8** | **Secretariat**  | **Continue to work with the service provider further improve performance.** | **In progress**  |
| **9** | **Secretariat**  | **Produce further report drafting guidance for the service provider.**  | **Complete** |
| **10** | **Secretariat** | **Produce guidance for Commissioners on attending and presenting at events.** | **Complete** |
| **11** | **Secretariat** | **Set out how the updated engagement strategy will be operationalised in practice.** | **Complete** |