

Minutes of the 48th Board Meeting of the Independent Commission for Aid Impact Thursday 7th December 2017

Attendees

Commissioners: Alison Evans
Tina Fahm
Richard Gledhill

Secretariat: Andrea Baron
Michael O'Donnell
Rebecca Lefort
Andrew Forbes
Kath Bainbridge
Olena Vinareva
Pauline Worthington
Goknur Ozer

1. Formal Update

Minutes of the 5 September 2017 Board Meeting

- 1.1. The Minutes of the 5 September 2017 ICAI Board meeting were agreed as a correct record. Commissioners discussed recent issues with access to meeting rooms in Dover House.

Action: The Secretariat to investigate alternative meeting room options.

ICAI Formal Update

- 1.2. Commissioners discussed ICAI's Phase II budget and any cost implications of the Tailored Review recommendations.
- 1.3. Commissioners discussed the revised corporate risk register and made suggestions as to how risk should be reviewed at future board meetings.
- 1.4. Commissioners discussed the current work plan, the pressures on timelines and the importance of retaining focus on the scope articulated at review initiation.
- 1.5. Further discussion centred on the relative merits of short/rapid vs long reviews.

Action: The secretariat to provide a paper to the next board meeting on Phase II costs to date and forecast spend for the remainder of the commission.

Action: The Secretariat to review corporate risk owners to accommodate Commissioner comments and review the presentation of corporate risks in future business updates.

Action: The Secretariat to arrange a meeting in late January/early February 2018 to review the timelines of the Governance review.

2. Corporate KPI's

2.1. Commissioners discussed the Corporate KPI recommendations in the recent Tailored Review and the challenges in measuring customer and stakeholder satisfaction. Commissioners agreed that wholesale change of KPIs is something best addressed by the new Phase III commission and this commission would focus on strengthening and building on current KPIs.

Action: The Secretariat to look at strengthening and building on existing KPIs, including on customer feedback, and linking them to ICAI's theory of change.

3. Conflict of Interest

3.1. Commissioners discussed conflict of interest challenges arising from the imminent re-tendering of the ICAI contract for the Phase III commission.

Action: The Secretariat to keep Commissioners updated on progress on the conflict of interest challenges arising from retendering ICAI's contract.

4. Reviews

Year 3 and 4 Scheduling

4.1. Commissioners discussed the importance of holding to the timetabled schedule of work particularly as we approach the end of ICAI Phase II in June 2019.

4.2. Discussion centred around actions already taken to keep on track including early agreement of the work plan and guidelines on commenting on drafts to streamline the process.

4.3. Priorities going forward are to focus on clarity and achievement of deadlines, co-ordination of concurrent reviews to avoid logjams and maintaining discipline around both breadth and adherence to scope.

Action: The Secretariat to talk to the service provider about scope of reviews.

5. Service Provider

5.1 Commissioners discussed the service provider performance against KPIs. Following a recent meeting, the service provider has introduced changes which should help improve processes.

5.2 Commissioners discussed the review methodology framework and the importance of referring back to it and using it to drive progress and keep on track.

Action: Review Managers to update procedures to ensure best use is made of each review framework.

6. Transition to Phase III

Theory of Change

6.1 Commissioners discussed the draft ICAI theory of change and how best to capture the direct and indirect contribution our work makes to improving impact while also addressing the Value for Money aspect.

Action: Secretariat to refine the theory of change to incorporate commissioner feedback, create a theory of change diagram and then consult with DFID and the IDC over the next quarter, with a view to publishing it on the ICAI website and in the Annual Report.

Verbal Update on Transition

6.3. The Head of Delivery updated Commissioners on transition project progress.

Action Log from 48th Board Meeting (07 December 2017)

1	Secretariat	The Secretariat to investigate alternative meeting room options.	
2	Secretariat	The secretariat to provide a paper to the next board meeting on Phase II costs to date and forecasting spend for the remainder of the commission.	
3	Secretariat	The Secretariat to review corporate risk owners to accommodate Commissioner comments and review the presentation of corporate risks in future business updates.	
4	Secretariat	The Secretariat to arrange a meeting in late January/early February 2018 to review the timelines of the Governance review.	

5	Secretariat	The Secretariat to look at strengthening and building on existing KPIs, including on customer feedback, and linking them to ICAI's theory of change.	
6	Secretariat	The Secretariat to keep Commissioners updated on the conflict of interest challenges arising from retendering ICAI's contract.	
7	Secretariat	The Secretariat to talk to the service provider about scope of reviews.	
8	Secretariat	Review Managers to update procedures to ensure best use is made of each review framework.	
9	Secretariat	Secretariat to refine the theory of change to incorporate commissioner feedback, create a theory of change diagram and then consult with DFID and the IDC over the next quarter, with a view to publishing it on the ICAI website and in the Annual Report.	

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

No.	Action by	Action	Status
1	Secretariat	The Secretariat to gather views on ICAI's review typology from key stakeholders.	Feedback on typology to be gathered from stakeholders in Autumn 2018 to inform Phase III planning.