

Minutes of the 61st Board Meeting of the Independent Commission for Aid Impact

Date: 10 March 2021

Board Members:

Tamsyn Barton (Chair)
Hugh Bayley
Tarek Rouchdy

Attendees:

Andrew Forbes
Ekpe Attah
Ellie Harte
Faith Cowling
Gemma Roberts-Kinnear
Goknur Ozer
Jo-Ann Kelly
Max Manning-Lowe
Nabila Jiwaji
Pauline Worthington
Stephanie Draper (Bond, item 1)
Lauren Pett (Agulhas, item 6)
Marcus Cox (Agulhas, item 6)
Nigel Thornton (Agulhas, item 6)

1. Update from Stephanie Draper, CEO Bond

- 1.1 Stephanie Draper from Bond updated Commissioners on current priorities and concerns of Bond members and fed back on the relevance and usefulness of ICAI reviews. Stephanie and Commissioners discussed wide ranging issues including the big picture context for the sector, understanding impact, the importance of sharing learning, public support for ODA, decolonising aid, the Sustainable Development Goals (SDGs) and potential areas of focus for ICAI in the future.

2. ICAI formal update

Minutes and actions from December 2020 Board

- 2.1 The minutes and actions from the December 2020 ICAI Board Meeting were agreed.

Business update

- 2.2 Commissioners discussed the forecast spend for this financial year, the Chief Commissioner's intention to contact FCDO for confirmation of 21/22 budget and the allocation of Commissioner days.

Action 1: Secretariat to update programme spend forecast and communicate current position to Commissioners.

FOI update

- 2.3 Commissioners noted there had been no FOI requests in February 2021.

Corporate risk register

- 2.4 Commissioners discussed the corporate risk register, noting that risks had remained relatively stable this month. Discussion centred around the ongoing risks relating to Covid-19, the FCDO merger, the reorganisation of government communications and staffing. Commissioners agreed to continue monthly risk review meetings over the next quarter.

GDPR

- 2.5 Commissioners noted there had been no Subject Access Requests in the last quarter.

Safeguarding

- 2.6 Commissioners noted there had been no instances of non-compliance with ICAI safeguarding standards in the last quarter.

3. Communications update

- 3.1 The Head of Engagement provided an update on communications activity in the last quarter including progress on the website redesign, plans for digital and event strategies and options for horizon scanning processes.

4. KPIs

- 4.1 Following recommendations in the FCDO review of ICAI, the Head of Secretariat and Head of Engagement presented proposals for revised Key Performance Indicators (KPIs). Commissioners expressed broad support for the revised KPIs including the streamlining and strengthening of the communications KPIs and asked the Head of Engagement to do some further work on the detail of the indicators for these new communication KPIs and also to ensure the full range of ICAI products are measured. The communications team will continue to gather all data no longer required for KPIs and share as management information. Commissioner discussion on the remaining KPIs focussed on the challenge of identifying appropriate and robust KPIs for learning and impact.

Action 2: Head of Engagement to progress the development of communication KPIs by 31 March 2021

Action 3: Head of Secretariat to ensure ICAI adopts a KPI on case studies.

5. Internal Audit

- 5.1 Commissioners discussed the draft Terms of Reference for the imminent Internal Audit Department review of ICAI's information security. The draft TORs were broadly agreed with one additional request asking for clarity on accountability.

Action 4: Head of Secretariat to amend Internal Audit Terms of Reference in response to Commissioners' comments on accountability

6. Progress against current and future workplan

- 6.1 The Head of Reviews updated Commissioners on progress with current reviews and the future workplan. Commissioners discussed the workplan and the need to advance the review of the IDA replenishment and how to reschedule other reviews to balance the workplan.

Action 5: Head of Secretariat to reflect ICAI's requirement for sufficient access to HMG information in ICAI's suggested revisions to Framework Agreement with FCDO.

Action Log from 61st Board Meeting March 2021

No.	Action by	Action	Status	Target Completion Date
1	Business Manager	Secretariat to update programme spend forecast and communicate current position to Commissioners.	In progress	31 March 2021
2	Head of Engagement	Head of Engagement to progress the development of communication KPIs by 31 March 2021	In progress	31 March 2021
3	Head of Secretariat	Head of Secretariat to ensure ICAI adopts a KPI on case studies.	In progress	Tbc
4	Head of Secretariat	Head of Secretariat to amend Internal Audit Terms of Reference in response to Commissioners' comments on accountability	In progress	31 March 2021
5	Head of Secretariat	Head of Secretariat to reflect ICAI's requirement for sufficient access to HMG information in ICAI's suggested revisions to Framework Agreement with FCDO	In progress	

Action Log from 2020 Board Meetings

No.	Action by	Action	Status	Target Completion Date
1	Head of Engagement	Head of Engagement to investigate the possibility of an ICAI outreach event for Parliamentarians once restrictions on face to face meetings are eased.	In progress	Tbc
2	Head of Engagement	Head of Engagement to investigate options for a cuttings service.	In progress	28 April 2021
3	Head of Engagement	Head of Engagement to commission service provider to produce an interactive map showing where ICAI had reviewed programmes over the past and current phases of ICAI	In progress	July 2021
4	Head of Secretariat	Head of Secretariat to investigate inviting internal audit to a future board meeting.	Noted for future Board Meeting	Tbc