

# Minutes of the 40th Board Meeting of the Independent Commission for Aid Impact Thursday 17 December 2015

## Attendees

<b>Chief Commissioner:</b>	Alison Evans (AE)
<b>Commissioners:</b>	Tina Fahm (TF) Francesca Del Mese (FD-M) Richard Gledhill (RG)
<b>Secretariat:</b>	Nisha Iswaran (NI) Pamela Vallance (PV) Sam Harrison (SH) Miriam McCarthy (MM) Cvetina Yocheva (CY) Caroline Daniels (CD)
<b>Service Provider:</b>	Marcus Cox (MC) for Item 2

## 1. Formal Update

1.1. The Chief Commissioner welcomed everyone to ICAI's 40th Board Meeting.

### General Business Update

1.2. NI updated the Board on discussions with the Service Provider. Commissioners requested indicative or average costs to support workplan forecasting.

1.3. NI provided an update on ICAI's four-year budget allocation and current spend and gave an update on recent back to office notes.

1.4. NI updated Commissioners on the schedule for declarations of interest. The next update will be published in February.

**Action:** Secretariat to provide Commissioners with indicative or average costs to support workplan forecasting.

### Financial and Risk Update

1.5. NI updated the Board on ICAI's risk management issues.

### Progress on Reviews

1.6. NI talked through delivery plans for forthcoming reports and how reviews are currently delivering against the timetable.

1.7. Commissioners gave a read out of recent meetings and flagged their interest in ICAI's upcoming reviews.

1.8. The Board discussed ICAI's engagement with Other Government Departments in light of the new Aid Strategy and cross-Government funds.

### **Update on Commissioner days**

1.9. NI updated the Board on commissioner days used to date during the Transition and Phase 2 periods. FD-M raised the importance of accurate forecasting.

**Action:** Secretariat to review Commissioner time spent on ICAI work to date and update forecasts

## **2. Scoring**

2.1. PV updated the Board on the work done since the last Board Meeting around options for operationalising the scoring system.

2.2. Commissioners provided comments on the proposed approach, which was agreed would be taken forward through further discussions in the New Year.

**Action:** Secretariat to provide a more detailed proposal on the scoring system for discussion early in the New Year

## **3. Corporate Plan**

3.1. SH presented the draft Corporate Plan.

3.2. Commissioners provided feedback and it was agreed that the Corporate Plan should be published in the New Year, after the workplan had been firmly established.

**Action:** Secretariat to update the draft Corporate Plan

## **4. Engagement Strategy Update**

4.1. SH updated Commissioners on engagement developments since the September Board, including responses received on the public consultations.

4.2. Commissioners discussed the potential impact of the UK's new Aid Strategy on ICAI's engagement activity going forward.

**Action:** Secretariat to distribute consultation responses to Commissioners

**Action:** Secretariat to update the engagement strategy and present to Commissioners in the New Year

## **5. Lessons from recent reviews**

5.1. NI led a session with Commissioners on lessons learned regarding recent changes made to the review process.

### Action Log from 40<sup>th</sup> Board Meeting (17<sup>th</sup> December 2015)

Action by	Action	Status
Secretariat	Secretariat to provide Commissioners with indicative or average costs to support workplan forecasting	
Secretariat	To review Commissioner time spent on ICAI work to date and update forecasts	
Secretariat	To provide a more detailed proposal on the scoring system for discussion early in the New Year	
Secretariat	To update the draft Corporate Plan	
Secretariat	To distribute consultation responses to Commissioners	
Secretariat	To update the engagement strategy and present to Commissioners in the New Year	

### Action Log from 39<sup>th</sup> Board Meeting (8<sup>th</sup>-9<sup>th</sup> September 2015)

Action by	Action	Status
Secretariat	NI to develop a template for formal board and monthly updates	Completed
Secretariat	NI/HH to prompt Commissioners on a quarterly basis to submit their Col returns	Ongoing
Secretariat	NI/HH to collate Commissioners' declarations of interest for publication	Completed
Secretariat	AC-M to update corporate risk register in line with Commissioners' comments	Completed
Secretariat	To publish review selection criteria	Completed
Secretariat	Commissioners to seek the approval of the International Development Committee to proceed with these reviews	Completed

<b>Secretariat</b>	Review Oversight Unit to develop two terms of reference for commissioners' approval	<b>Completed</b>
<b>Secretariat</b>	To set up extraordinary meeting in October to discuss scoring	<b>Completed</b>
<b>Commissioners</b>	To seek approval from the IDC in Autumn 2015 for reviews to be published in Autumn 2016	<b>Completed</b>
<b>Secretariat</b>	SH and CD to update communication strategy and develop KPIs	<b>Ongoing</b>
<b>Secretariat</b>	AC-M to circulate draft KPIs to Commissioners	<b>Completed</b>