

# Minutes of the 41st Board Meeting of Independent Commission for Aid Impact Wednesday 6 April 2016

## Attendees

**Commissioners:** Tina Fahm (TF)  
Francesca Del Mese (FD-M)  
Richard Gledhill (RG)

**Secretariat:** Andrea Baron (AB)  
Pamela Vallance (PV)  
Rebecca Lefort (RL)  
Miriam McCarthy (MM)  
Cvetina Yocheva (CY)  
Caroline Daniels (CD)

**Service Provider:** Marcus Cox (MC) for Item 3

**Apologies:** Alison Evans (AE)

## 1. Formal Update

1.1. TF welcomed everyone to ICAI's 41<sup>st</sup> Board Meeting. Apologies were received from the Chief Commissioner, who was currently participating in an ICAI visit, and had provided input in advance of the meeting.

### Financial and Risk Update

1.2. AB updated the Commissioners on ICAI's risk management issues.

### General Business Update

1.3. AB provided an update on ICAI's budget allocation and current spend. The next business update will also include a budget forecast for the 2016/17 work programme.

### Update on Commissioner days

1.4. AB updated the Board on Commissioner days used to date, and the request made to DFID to increase the allocation.

**Action:** Secretariat to update Commissioners on the allocation of Commissioner days.

## 2. Conflict of Interest (COI)

2.1. There was a discussion on COI and the recent review of ICAI by DFID Internal Audit Department, which is due to report shortly.

2.2. Commissioners agreed to revisit ICAI's COI policy in light of any findings from the internal audit, and that the option of seeking advice from an independent body should be explored.

**Action:** Secretariat to provide further advice on COI following receipt of the internal audit report.

## 3. Corporate Publications

### Corporate Strategy

3.1. AB updated Commissioners on the draft corporate strategy which sets out ICAI's approach over the four year period of phase two of the Commission.

3.2. The Commissioners were content with the Corporate Strategy as presented.

**Action:** Secretariat to publish the Corporate Strategy.

### Annual Report

3.3. AB presented a paper seeking agreement to the structure of ICAI's Annual Report 2015/2016. There was a discussion on each proposed chapter of the Annual Report.

3.4. Commissioners were content with the proposed structure of the Report, with one chapter moving position.

**Action:** Secretariat to deliver the Annual Report against the agreed structure.

## 4. Work Plan

4.1. Commissioners discussed the flexible review space in ICAI's 2016-17 work plan, including recommendations from the International Development Committee.

**Action:** A decision on the flexible review space should be taken at the next Board meeting.

### Action Log from 41<sup>st</sup> Board Meeting (6 April 2016)

Action by	Action	Status
Secretariat	Secretariat to update Commissioners on the allocation of Commissioner days.	
Secretariat	Secretariat to provide further advice on COI following receipt of the internal audit report.	
Secretariat	Secretariat to publish the Corporate Strategy.	
Secretariat	Secretariat to deliver the Annual Report against the agreed structure.	
Secretariat	A decision on the flexible review space should be taken at the next Board meeting.	

### 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	Completed
Secretariat	To review Commissioner time spent on ICAI work to date and update forecasts	Completed
Secretariat	To provide a more detailed proposal on the scoring system for discussion early in the New Year	Completed
Secretariat	To update the draft Corporate Plan	Completed
Secretariat	To distribute consultation responses to Commissioners	Completed
Secretariat	To update the engagement strategy and present to Commissioners in the New Year	Completed