

Minutes of the 42nd Board Meeting of Independent Commission for Aid Impact Tuesday 5th July 2016

Attendees

Commissioners: Alison Evans
Tina Fahm
Francesca Del Mese
Richard Gledhill

Secretariat: Andrea Baron
Adam Benjamin
Miriam McCarthy
Cvetina Yocheva
Rebecca Lefort (from item 4)

Service Provider: Nigel Thornton and Marcus Cox (for Item 3)

1. Formal Update

Minutes of the 6th April Board Meeting

1.1 The Minutes of the 6th April 2016 ICAI Board meeting were agreed as a correct record and Commissioners noted the actions taken on items covered at that meeting (Paper 2).

Business Update

1.2 On budgets, Commissioners requested that where reviews spanned two financial years, a breakdown of costs between the different financial years be included within their monthly update.

Action: Update the table in the monthly business update.

1.3 Commissioners discussed potential implications of the recent referendum for ICAI.

1.4 Commissioners agreed that the spreadsheet providing an overview of review timescales was useful and should be circulated as part of the monthly business update. The Chief Commissioner requested that any potential risk of delay in originally agreed timescales should be highlighted.

Action: Visual representation of review progress to be updated and included as part of regular business updates.

1.5 The Head of Secretariat informed Commissioners that she is waiting for a formal response to Commissioners' request to increase the upper limit of their daily allocation. Francesca Del Mese asked about the allocation of days for Phase II year 1.

Action: Head of Secretariat to clarify the position with Francesca Del Mese.

1.6 It was also agreed that the Secretariat will review the format of Commissioner timesheets, to be able to collect additional information, for example on the amount of Commissioner time spent on each review and at different stages of the review cycle.

Action: Secretariat to review format of Commissioner timesheets.

2. Conflicts of Interest

2.1. The Chief Commissioner expressed her thanks to Secretariat staff for their work to prepare ICAI for the recent audit.

2.2. Commissioners discussed recommendations within the internal audit report. Commissioners agreed that their risk appetite on conflicts of interest is low to moderate.

Action: Service Provider to take the level of risk appetite into account when sourcing team leads for forthcoming reviews.

Action: Secretariat to work up options and implement audit report recommendations for the next board meeting.

3. Work Plan

3.1. Commissioners discussed options for the 'flexible' review space in ICAI's 2016/17 workplan.

Action: Service Provider to scope options for the agreed topic for the flexible review space for Commissioners within a fortnight of the Board meeting.

3.2 Commissioners confirmed their intention to discuss work planning at all future Board meetings.

Action: Work planning to be included as a standard item on the agenda for future Board meetings.

4. ICAI reviews: towards a new process

4.1 Commissioners agreed Board Paper 7, which set out amendments to the review process. Commissioners agreed a six-month period in which improvements from the service provider needed to be seen.

Action: Secretariat to implement agreed amendments to the review process, both for reviews in progress and for reviews about to commence.

4.2 Commissioners also discussed developing shorter, more focussed reviews.

Action: Secretariat and service provider to develop and pilot an approach to shorter reviews through the forthcoming cross-government funds review.

5. Any other business

Meeting with DFID EMC

5.1 Head of Secretariat outlined the agenda for the 6th July meeting with Commissioners.

Discussion on the IDC hearing for WASH

5.2 Commissioners discussed learning arising out of the IDC hearing for WASH.

Action Log from 42nd Board Meeting (5 July 2016)

Action by	Action	Status
Secretariat	Update the table in the monthly business update.	
Secretariat	Visual representation of review progress to be updated and included as part of regular business updates.	
Secretariat	Head of Secretariat to clarify the Commissioner days position with Francesca Del Mese.	
Secretariat	Secretariat to review format of Commissioner timesheets.	
Service Provider	Service Provider to take the level of risk appetite into account when sourcing team leads for forthcoming reviews.	
Secretariat	Secretariat to work up options and implement audit report recommendations for the next board meeting.	
Service Provider	Service Provider to scope options for the agreed topic for the flexible review space for Commissioners within a fortnight of the Board meeting.	
Secretariat	Work planning to be included as a standard item on the agenda for future Board meetings.	
Secretariat	Secretariat to implement agreed amendments to the review process, both for reviews in progress and for reviews about to commence.	
Secretariat & Service Provider	Secretariat and service provider to develop and pilot an approach to shorter reviews through the forthcoming cross-government funds review.	

Action log from the 41st Board meeting (6th April 2016)

Action by	Action	Status
Secretariat	Secretariat to update Commissioners on the allocation of Commissioner days.	Complete (awaiting outcome from DFID)
Secretariat	Provide further advice on Col following receipt of the internal audit report.	Ongoing. Report considered at July Board. Further report to be submitted to the September meeting.
Secretariat	Secretariat to publish the Corporate Strategy.	Complete
Secretariat	Secretariat to publish the Annual Report.	Complete
Secretariat	A decision on the flexible review space to be taken at the next meeting	Complete

