

Minutes of the 43rd Board Meeting of the Independent Commission for Aid Impact Tuesday 6th September 2016

Attendees

Commissioners: Alison Evans
Francesca Del Mese
Richard Gledhill
Apologies: Tina Fahm

Secretariat: Adam Benjamin
Miriam McCarthy
Cvetina Yocheva
Rebecca Lefort
Caroline Daniels
Emma Wright
Pauline Worthington
Apologies: Andrea Baron

Service Provider: Nigel Thornton, Marcus Cox and Lauren Pett (for Item 4).

1. Formal Update

Minutes of the 5th July Board Meeting

1.1 The Minutes of the 5th July 2016 ICAI Board meeting were agreed as a correct record and Commissioners noted the actions taken on items covered at that meeting.

Business Update

1.2 Some amendments were suggested for the monthly Business Update. On finance, Commissioners requested more detail on the rate of spend for reviews and final costs. A few other minor presentational amendments were suggested.

Action: The Secretariat to update the monthly Business Update for October in line with the Commissioners' feedback.

1.3 Commissioners discussed the Corporate Risk Register. They requested that risk appetite statements for ICAI's corporate risks be discussed and agreed at the next Board meeting in December. The Commissioners also suggested reviewing the current risk scoring on some items.

Action: The Secretariat to review corporate risk register and to draft risk appetite statements for ICAI for agreement at the December Board Meeting.

2. Conflicts of Interest

2.1. Commissioners discussed the update to the conflict of interest and gifts and hospitality policies. Some minor amendments were suggested.

Action: The Secretariat to make the suggested changes and circulate the final versions of the COI and gifts and hospitality policies.

3. Tailored Review

3.1. Commissioners discussed the Tailored Review (previously known as the Triennial Review) of ICAI, which is expected to begin in early 2017.

3.2 Commissioners agreed to discuss the forthcoming Terms of Reference for the review at the next Board Meeting, if they are available, and to ensure adequate resource is made available to input into the review and any required response.

Action: The Secretariat to circulate Terms of Reference for the Tailored Review when they are available and put on the agenda for the next meeting.

Action: The Secretariat to ensure that Commissioners are aware of the response requirements for the Tailored Review.

4. Continuous improvement in collective ways of working

4.1 Commissioners noted the improvements made to date on processes and practices, and agreed the new Key Performance Indicators (KPIs) and Partnership Charter for the service provider.

Action: The Secretariat to set up lessons learned sessions with the Service Provider.

Action: Sections of the Handbook should be revised by the Secretariat and the Service Provider.

Action: The Secretariat to add to a section to the 'How To Note' on the process for collating and communicating comments on review drafts to the Service Provider.

5. Work Plan

5.1 Commissioners discussed the forward work plan.

Action: The Secretariat will discuss with the Service Provider their considerations when identifying and appointing sub-contractors, to ensure each review team has the required skill set.

6. AOB

6.1 Commissioners discussed ICAI conducting further learning events in order to ensure reviews have maximum impact on ODA-spending departments.

Action Log from 43rd Board Meeting (6 September 2016)

No.	Action by	Action	Status
1	Secretariat	Update the monthly Business Update for October in line with Commissioners' feedback	
2	Secretariat	Review corporate risk register and draft risk appetite statements for ICAI for agreement at the December Board Meeting.	
3	Secretariat	Make the suggested changes and circulate the final versions of the COI and gifts and hospitality policies.	
4	Secretariat	Circulate Terms of Reference for the Tailored Review when they are available for discussion at the next meeting.	
5	Secretariat	Ensure that Commissioners are aware of the response requirements for the Tailored Review.	
6	Secretariat	Arrange lessons learned sessions with the Service Provider.	
7	Service Provider and Secretariat	Revise sections of the Handbook.	
8	Secretariat	Add a section to the 'How To Note' on the process for collating and communicating comments on review drafts to the Service Provider.	
9	Secretariat	Discuss with the Service Provider their considerations when identifying and appointing sub-contractors, to ensure each review team has the right skill set.	

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

No.	Action by	Action	Status
1	Secretariat	Update the table in the monthly business update.	Complete
2	Secretariat	Visual representation of review progress to be updated and included as part of regular business updates.	Complete
3	Secretariat	Head of Secretariat to clarify the position on Commissioner days with Francesca Del Mese.	Complete

4	Secretariat	Secretariat to review format of Commissioner timesheets.	Complete
5	Service Provider	Service Provider to take the level of risk appetite relating to Conflict of Interest issues into account when sourcing team leads for forthcoming reviews.	Ongoing
6	Secretariat	Secretariat to work up options and implement audit report recommendations for the next board meeting.	Complete
7	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.	Complete
8	Secretariat	Work planning to be included as a standard item on the agenda for future Board meetings.	Complete
9	Secretariat	Secretariat to implement agreed amendments to the review process, both for reviews in progress and for reviews about to commence.	In progress
10	Secretariat & Service Provider	Secretariat and Service Provider to develop and pilot an approach to shorter reviews through the forthcoming cross-government funds review.	In progress