

Minutes of the 44th Board Meeting of Independent Commission for Aid Impact Tuesday 6th December 2016

Attendees

Commissioners: Alison Evans
Tina Fahm
Francesca Del Mese
Richard Gledhill

Secretariat: Andrea Baron
Michael O'Donnell
Rebecca Lefort
Caroline Daniels
Kath Bainbridge
Miriam McCarthy
Adam Benjamin
Pauline Worthington
Goknur Ozer
Emma Wright

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

1. Formal Update

Minutes of the 6th September Board Meeting

1.1. The Minutes of the 6th September 2016 ICAI Board meeting were agreed as a correct record and Commissioners noted that actions has been taken or completed on all items covered at that meeting.

Business Update

1.2. Commissioners discussed ICAI business in the round, including the corporate risk register which was approved following revisions made since the last Board meeting in September. There was discussion on the first shorter reviews that ICAI is in the process of undertaking and on how ICAI assesses the value for money of UK ODA spend in its reviews.

Action: Secretariat to undertake a lessons learned exercise on ICAI's first rapid reviews and put this on the agenda for the next Board Meeting.

Action: Secretariat to provide a note on considerations around the assessment of value for money of UK ODA spend in ICAI reviews.

Action: Secretariat to make one addition to the corporate risk register.

2. Compliance and Risk Management

2.1. Commissioners discussed and approved additional text for ICAI's COI policy.

Action: Secretariat to update the COI policy and set out how the COI requirement will be operationalised in practice.

2.2. Commissioners discussed and approved ICAI's risk appetite statements with one change.

Action: Secretariat to make an amendment to one of ICAI's risk appetite statements.

Action: Secretariat to organise a refresher course on 'Responsible for Information' training for Commissioners.

2.3. The Secretariat gave an update on actions taken against the recommendations from ICAI's most recent Internal Audit Report.

3. Work Plan

3.1. Commissioners discussed and agreed ICAI's 2017/18 work plan.

Action: Secretariat to send the 2017/18 work plan to the International Development Committee for sign-off.

3.2. Commissioners discussed ICAI's scoring methodology for all review products. Commissioners agreed the primary recommendation that rapid reviews may not usually be amenable to scoring.

3.3. Commissioners also discussed and agreed the concept note for ICAI's forthcoming review on value for money.

4. ICAI reviews: towards a new process

4.1. Commissioners discussed service provider performance, noting that good improvement has been made over the past six months but that there is still more to do and that the pace of improvement needs to be maintained.

Action: Secretariat to continue to work with the service provider to further improve performance.

Action: Secretariat to produce further report drafting guidance for the service provider.

4.2. The Secretariat gave an overview of updates being made to the ICAI Handbook, which sets out processes and procedures for the Service Provider.

5. Stakeholder Engagement Strategy

5.1. Commissioners discussed and agreed an update to ICAI's stakeholder engagement strategy. Commissioners sought some further guidance on undertaking stakeholder engagement.

Action: Secretariat to produce guidance for Commissioners on attending and presenting at events.

Action: Secretariat to set out how the updated engagement strategy will be operationalised in practice.

6. Any other business

6.1 No other business was raised.

Action Log from 44th Board Meeting (6 December 2016)

| No. | Action by | Action | Status |
|-----|-------------|---------------------------------------------------------------------------------------------------------------------------|--------|
| 1 | Secretariat | Undertake a lessons learned exercise on ICAI's first rapid reviews and put this on the agenda for the next Board Meeting. | |
| 2 | Secretariat | Provide a note on considerations around the assessment of value for money of UK ODA spend in ICAI reviews. | |
| 3 | Secretariat | Make one addition to the corporate risk register. | |
| 4 | Secretariat | Update the COI policy and set out how the COI requirement will be operationalised in practice. | |
| 5 | Secretariat | Make an amendment to one of ICAI's risk appetite statements. | |
| 6 | Secretariat | Organise a refresher course on 'Responsible for Information' training for Commissioners. | |
| 7 | Secretariat | Send the 2017/18 work plan to the International Development Committee for sign-off. | |
| 8 | Secretariat | Continue to work with the service provider to further improve performance. | |
| 9 | Secretariat | Produce further report drafting guidance for the service provider. | |
| 10 | Secretariat | Produce guidance for Commissioners on attending and presenting at events. | |
| 11 | Secretariat | Set out how the updated engagement strategy will be operationalised in practice. | |

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 | Complete |
| 2 | Secretariat | Review corporate risk register and draft risk appetite statements for ICAI for agreement at the December Board Meeting. | Complete |
| 3 | Secretariat | Make the suggested changes and circulate the final versions of the COI and gifts and hospitality policies. | Complete |
| 4 | Secretariat | Circulate Terms of Reference for the Tailored Review when they are available for discussion at the next meeting. | Ongoing |
| 5 | Secretariat | Ensure that Commissioners are aware of the response requirements for the Tailored Review. | Ongoing |

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| 6 | Secretariat | Arrange lessons learned sessions with the Service Provider. | Complete |
| 7 | Service Provider and Secretariat | Revise sections of the Handbook. | Complete |
| 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. | Complete |
| 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. | Complete |