

## **Paper 1: Minutes of the 46th Board Meeting of the Independent Commission for Aid Impact Tuesday 27<sup>th</sup> June 2017**

### **Attendees**

**Commissioners:** Alison Evans  
Tina Fahm  
Richard Gledhill

**Secretariat:** Andrea Baron  
Michael O'Donnell  
Olena Vinareva  
Cvetina Yocheva  
Pauline Worthington  
Goknur Ozer  
Emma Wright

**Service Provider:** Nigel Thornton and Marcus Cox (for Item 5)

### **1. Formal Update**

#### **Minutes of the 7<sup>th</sup> March 2017 Board Meeting**

1.1. The Minutes of the 7<sup>th</sup> March 2017 ICAI Board meeting were agreed as a correct record. Commissioners noted that action point 7 from the 7<sup>th</sup> March Board meeting is on hold and all other actions are either complete or in progress.

#### **ICAI Formal Update**

1.2. Commissioners discussed ICAI's budget for financial year 2017-2018. Further discussion focused on value for money in review delivery including the role of country visits and literature reviews. Commissioners discussed improvements to diary management and meeting coordination.

**Action: The Secretariat to meet with the Service Provider to discuss use of modules within reviews.**

**Action: The Secretariat to implement changes to diary management processes.**

1.3. Commissioners discussed the corporate risk register, including the top risks to ICAI. No changes were requested.

## 2. Conflict of Interest

2.1. Commissioners discussed conflict of interest and new issues arising including the proposed service provider staffing for the Urbanisation review.

## 3. Whistleblowing, Fraud and Theft Policies

3.1. Commissioners discussed and approved ICAI's policies on Whistleblowing, Fraud and Theft.

## 4. Business Continuity

4.1. Following a request at the last Board Meeting, the Secretariat presented a draft Business Continuity Plan. Commissioners discussed and approved the plan with one change requested.

**Action: The Secretariat to update the Business Continuity Plan to include information on Business Continuity while on country visits.**

## 5. Work Plan Discussion

5.1. Commissioners discussed the work plan for both Year 3 and the first six months of Year 4. Commissioners decided not to undertake potential additional reviews, including a 'wild card' option and a rapid review, in the Year 3 work plan and identified review topics for the first 6 months of ICAI Year 4.

**Action: The Secretariat to update the Year 3 Work Plan.**

**Action: The Secretariat to contact the IDC about the year 4 work plan and work with the Service Provider to begin planning these reviews.**

## 6. Service Provider

6.1. The Head of Delivery gave an oral update on Service Provider performance and monitoring. Commissioners discussed the administrative process for commenting on draft documents and improvements that could be made to the process.

**Action: The Secretariat to add Service Provider KPIs as a standing agenda item at future Board Meetings.**

**Action: Secretariat to update written guidance on the process for commenting on draft documents.**

## 7. Update on ongoing scrutiny of ICAI

7.1. Commissioners discussed the upcoming Cabinet Office Functional Review of NDPBs and approved some changes to ongoing activities in light of the new guidance coming out.

**Action: The Secretariat to implement actions approved by Commissioners following the revised guidance from the Cabinet Office.**

7.2. The Head of Secretariat updated Commissioners on progress with current scrutiny, including the Tailored Review.

#### **Action Log from 46<sup>th</sup> Board Meeting (27 June 2017)**

<b>No.</b>	<b>Action by</b>	<b>Action</b>	<b>Status</b>
1	Secretariat	<b>The Secretariat to meet with the Service Provider to discuss use of modules within reviews.</b>	In Progress
2	Secretariat	<b>The Secretariat to implement changes to diary management processes.</b>	Complete
3	Secretariat	<b>The Secretariat to update the Business Continuity Plan to include information on Business Continuity while on country visits.</b>	In Progress
4	Secretariat	<b>The Secretariat to update the Year 3 Work Plan.</b>	Complete
5	Secretariat	<b>The Secretariat to contact the IDC about the year 4 work plan and work with the Service Provider to begin planning these reviews.</b>	Complete
6	Secretariat	<b>The Secretariat to add Service Provider KPIs as a standing agenda item at future Board Meetings.</b>	Complete
7	Secretariat	<b>Secretariat to update written guidance on the process for commenting on draft documents.</b>	Complete
8	Secretariat	<b>The Secretariat to implement actions approved by Commissioners following the revised guidance from the Cabinet Office.</b>	In Progress

#### **Action Log from 45<sup>th</sup> Board Meeting (7 March 2017)**

<b>No.</b>	<b>Action by</b>	<b>Action</b>	<b>Status</b>
<b>1</b>	Secretariat	Make the distinction in written records between actions which are expected to have a completion date, and continuous improvement work.	Complete
2	Secretariat	The Secretariat to make one amendment and submit proposed budget figures to DFID.	Complete

3	Secretariat	The Secretariat to add an additional risk to the Risk Register.	Complete
4	Secretariat	The Secretariat to draft a business continuity plan for the next Board Meeting.	Complete
5	Secretariat	The Secretariat to request further information from the Service Provider consortium on their internal firewalls and how they are implemented in practice.	Complete
6	Secretariat	The Secretariat to update the review drafting guidance for the Service Provider.	Complete
7	Secretariat	The Secretariat to gather views on ICAI's review typology from key stakeholders.	On hold pending outcome of the Tailored Review