

Minutes of the WAB Meeting
Friday 7 December 2018 11.30am

Venue: Withdrawing Room, Custom House, Dublin 1

Attended by:

Chairman	Paul McGowan
Members	Darragh Page
	Sharon Kennedy
Secretariat	Lisa Clifford
	Neill Dalton
	Colin Flood

Minutes of last meetings and matters arising

The minutes of the meetings held on 5 October and 13 November 2018 were presented and agreed by the members. It was also agreed that the minutes from the meeting on 13 November 2018 without the Secretariat in attendance would be published for the public record.

Declaration of any conflicts of interest

There were no declarations of conflicts of interest from the members.

PAS appointment process for two independent members of the WAB - update

The Secretariat gave an update on the progress of the PAS process for the appointment of the two remaining members of the WAB.

Following the end of the PAS process, a submission was sent to the Minister to sign off on the appointments. Once the unsuccessful applicants have been notified the new members will be appointed. This is expected to happen by the end of next week.

It was agreed that the Chair and Secretariat would meet with the new Members in advance of the next meeting to give an introduction to the WAB. The secretariat will prepare a summary document and circulate to the new members detailing work done to date and the background on WAB.

Table of Potential Metrics

The Table of Potential Metrics for future reports was circulated to the Members. The document was agreed upon, subject to minor changes.

The Secretariat asked for clarification as to when the first report is proposed for publication. The members agreed the first report would be targeted for publication in June 2019 using data up to quarter one 2019. In that context, the Secretariat agreed to provide a first draft for consideration by the Members in April / May 2019.

A general discussion was held about the layout and presentation of the report. The members agreed it is important that WAB reports are easy to read with minimum technical terms in order to ensure it is understandable by all stakeholders. Page count should be kept to a minimum and infographics or other appropriate illustrations used where possible. The Secretariat confirmed the communications section of the DHPLG will assist the Secretariat where possible in this regard. It was noted that this assistance would not contribute to the content of the report.

It was agreed that the Secretariat will produce a communication/media plan for the WAB's first report.

It was advised that an FOI inbox had been set up for the WAB. The secretariat will draft a FOI protocol document.

Update on Website

The Secretariat confirmed the deadline for responses to the Website RFQ is 12 December 2018.

The members agreed the "Landing Page" of the website should be attractive and easy to navigate from to the various tabs. It was suggested that the EPAs 'three chilies' approach could be considered.

Once a supplier is appointed the Secretariat will engage with the members on the layout and content of the website.

Protocol on answering WAB queries

It was agreed that all queries would be routed via the secretariat who would present a report summarising them and responses issued at each WAB meeting, as appropriate. The Chair requested that any queries beyond technical clarification be presented to the Chair/Board for decision.

A protocol prepared by the Secretariat on queries received by WAB was agreed subject to minor changes including an additional piece in how to deal with media queries.

The Secretariat agreed to circulate a summary of any queries received to date to the members for the next meeting.

AOB

A summary of the key points and issues of the Chair's meeting with the Joint Oireachtas Committee was circulated. This note is for internal use.

The members agreed the letter circulated from Ervia does not require any action.

It was pointed out that it would be important to set a baseline for Irish Water Revenue Controls for WAB to measure against as without this annual update plans would make comparisons difficult.

WIFI access was requested for the next and all subsequent WAB meetings, the Secretariat will arrange.

Next Meeting

The date and time of the next meeting was agreed as 25 January 2018 Withdrawing Room, Custom House, Dublin 1 at 11:00am. The Chair will meet the two new members in advance of this at 10:30am.