

Minutes of the WAB Meeting

Tuesday 7 May 2019 10.30am

Venue: Conference Room, Custom House, Dublin 1

Attended by:

Chairperson Paul McGowan

Members Sharon Kennedy

Miriam McDonald

Darragh Page

Martin Sisk

Secretariat Lisa Clifford

Colin Flood

1. Minutes of last meetings and matters arising

The minutes of the meeting held on 5 April 2019 were presented and agreed by the members.

2. Declaration of any conflicts of interest

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

3. Draft 1: 1st WAB Report

The Board and Secretariat agreed several changes to the layout and format of the draft of the 1st WAB Report. Some of the key changes agreed were –

- that the term “Performance Indicator” will be used instead of “Metric” for clarity;
- that more accessible text, like that used for the website, be used in the introduction section;
- that more technical sections or terminology be included in a technical explanation box or in a separate glossary of terms section;
- replace the introduction to Chapter 2 with a simple opening paragraph;
- each PI section should start with a representative graphic before explanatory or commentary text
- Pl’s should link as much as possible to Irish Water’s business plan; and
- This report should set a baseline to measure against but keeping in mind how the WAB will show progress in subsequent reports.

In terms of progressing the next draft of the Report for consideration the following was agreed –

- The CRU and EPA members will provide text to include in Part 3 of the report.
- The EPA will provide updated data/graphs for performance indicators within the EPA’s remit.

- The CRU will provide updated data/graphs for performance indicators within the CRU's remit.
- The Secretariat, in the first instance, will focus on refining and reformatting the RAL indicator for agreement by members. This will provide a template for the revision other indicators. The revised RAL indicator text will be submitted to members for review by 14th May.
- Following agreement of the RAL format/structure, the Secretariat will develop a second draft of the WAB report for submission to members for review by 31st May.
- The Board will review the second draft in advance of the next WAB meeting on 7 June 2019.

4. Follow up with Irish Water on specific queries/clarifications

The Board requested that the Secretariat draft a follow-up letter to Irish Water, for the Chair's signature, to clarify some of the queries raised at the meeting between the WAB and Irish Water on 5 April 2019. The letter is to specifically address the WAB's proposed approach to assessing Irish Water's performance in relation to procurement, remuneration and staffing policies; which is that Irish Water commission an independent audit of these policies, based on terms of reference set by the WAB. This independent audit will be submitted directly to the WAB for consideration.

5. AOB

- Darragh Page advised that he was changing role within EPA and so would be resigning from the WAB in June 2019. Pending written confirmation, the Secretariat will start the process to refill Mr. Page's position.
- The Secretariat will circulate the draft corporate governance documents to WAB members for review ahead of the next meeting on 7 June 2019.

Next Meeting

The date and time of the next meeting was agreed as 7 June 2019, East Room, Custom House, Dublin 1 at 13:30pm.