

Minutes of the WAB Meeting
Friday 25 January 2019 11.30am

Venue: Withdrawing Room, Custom House, Dublin 1

Attended by:

Chairperson Paul McGowan

Members Sharon Kennedy
Miriam McDonald
Martin Sisk

Secretariat Lisa Clifford
Neill Dalton
Ken Doyle

Apologies: Darragh Page

Minutes of last meetings and matters arising

The minutes of the meetings held on 7 December 2018 were presented and agreed by the members.

A member asked that the Chair's note of the meeting with the JOC be circulated to the members and it was agreed the Secretariat would circulate same.

Declaration of any conflicts of interest

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

Background briefings for WAB members

The two newly appointed WAB members gave a brief synopsis of their work history and brief introductions to the work of the CRU, EPA and An Fóram Uisce was made. Draft Terms of Reference and Rules and Procedures documents were presented and will be formally tabled at the next meeting when all have had an opportunity to consider the proposals.

It was agreed the Secretariat would circulate the Irish Water Strategic Funding Plan 2019-2024 and the Water Services Strategic Plan by email to members as further background material. A member requested copies of same in hardcopy format where possible along with the Irish Water Business Plan and River Basin Management Plan.

The Chair enquired from members what other material and information could be provided to members to assist in the performance of their function. It was suggested that time could be set aside at each meeting to allow individual members give background information from their

perspective and was agreed that this would be a standing item on the agenda. The members also agreed that it would be beneficial if IW presented to the board at some point in the future.

A draft set of Key Performance Metrics was developed at a previous meeting along with ideas for the themes of the WAB quarterly reports; this document is to be circulated to all members.

It was agreed that the next meeting would explore the draft document in detail.

Report 1: Next Steps/Actions

A discussion was held on the next steps required to produce the first report from the WAB. The key issue is to have the Key Performance Metrics in place before the first report can be produced. A draft proposal on the Key Performance Metrics is to be considered at the next meeting along with the broad structure and key themes in the report. If these are agreed and the data is available the first report may be published by the end of Q2.

FOI Protocol

The Secretariat gave an update on the procedures being put in place for any FOI requests that may be received.

Update on proactive media plan

The Secretariat circulated a document on a communications plan for the WAB. A number of items were discussed including the use of advance media briefing and the use of social media. It was agreed that the WAB must consider its audience and to tailor any plan accordingly.

Update on Website

The Secretariat circulated two versions of the Home Page of the proposed website. A number of suggestions were made to the draft pages. It was agreed that the Secretariat would convey the changes to the developers and that the next iteration would be circulated to members by e-mail for consideration.

The Secretariat advised the Board that photographs of each member are required for the website. It was agreed that these pictures would be taken at the next meeting.

The Chair agreed that a video will also be prepared of him giving an overview of the WAB which would be located on the homepage of the website.

Queries Summary

The Secretariat gave an update on the queries received since the last meeting.

AOB

The Secretariat is to prepare and circulate draft Performance Delivery, and Oversight and Adaption Agreements. This will be put on the Agenda for the meeting after next in late March/early April. The Rules and Procedures and Terms of Reference documents previously agreed will be tabled for review at the next meeting.

Board members were requested to submit travel and subsistence claims quarterly and informed that the Board Fee's will be paid twice yearly.

Next Meeting

The date and time of the next meeting was agreed as 1 March 2019, Withdrawing Room, Custom House, Dublin 1 at 10:30am.