

Minutes of the WAB Meeting Friday 22 November 2019 14.30

Venue: Room 2.43, Custom House, Dublin 1.

Attended by:

Chairperson Paul McGowan;

Members Miriam McDonald;
Martin Sisk;

Secretariat John F McCarthy;
Neill Dalton;
Darren Browne;

Apologies Sharon Kennedy;

By Invite Andy Fanning.

1. Minutes of last meetings and matters arising

The minutes of the meeting held on 20 September 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. WAB Report No.1 Feedback and Media Coverage

Data on media exposure of the WAB Report No. 1 was presented to the members by the Secretariat. Interest in the report had come from the media outlets The Irish Times, Newstalk and the Kennedy Analysis Team. WAB website visit figures confirmed the report had been accessed 26 times in the month after its release. It was noted these figures were low.

It was agreed that responding to media queries will depend on a case by case basis with standard queries being dealt with by the secretariat and interviews or comments requested being sent to members with the Chair taking the lead. The Secretariat will update the previous note that set this issue out.

4. Discussion of themes WAB Report No.2

It was agreed that the structure of WAB Report No. 2 will follow the same structure as WAB Report No.1. Any update in data from the key metrics will also be highlighted. Report No.2 will center on the CRU's Revenue Control 3 Report (RC3). It was agreed that the WAB secretariat will receive the RC3 Report with relevant sections highlighted and that the EPA and CRU would provide the initial/draft text for insertion into the report.

It was agreed that the secretariat will draft a letter for the Chair to invite the CRU's Director of Water to the next WAB meeting currently dated 6 December 2019.

5. Annual Report Structure

The Secretariat will circulate a draft layout of the annual report to the members in January 2020.

6. IW Independent Audit

It was noted that a letter was issued to IW dated 10 October 2019. However, although the secretariat had followed up on the matter on a number of occasions, as of the meeting, a reply has not been received from IW. This was noted with concern.

It was agreed that in the first instance, the secretariat will contact IW in advance of the next meeting for an update on a response and if necessary, the Chair will follow up.

7. JOC Training

It was agreed that training for potential future appearances to the Joint Oireachtas Committee (JOC) will be tendered. In the meantime, the secretariat will prepare a Briefing note as well as Question and Answer materials for the members. It was agreed that training should be provided as a group.

8. The WAB Website

The secretariat will contact IW about the possibility of uploading the materials from their presentation to the WAB at the meeting on 10 July 2019. Their response will be provided to the board members.

It was also agreed to upload the video of the WAB attending the JOC on 19 September 2018.

The members agreed to incorporate links to significant reports from the CRU and EPA on a report by report basis.

9. Discuss potential meeting with DHPLG

The secretariat will draft an invite letter to the Department of Housing, Planning, and Local Government Water Section for a meeting with the WAB at 10:30am on 6 December 2019 for the Chair to approve.

10. Any Other Business

It was agreed to invite the Minister to a future WAB meeting with the secretariat drafting a letter for the Chair to approve.

It was noted that the resignation letter has been received from former board member Darragh Page. It was noted that meeting cannot be held unless the quorum requirements are met.

The meeting was brought to a close.

Agenda Item No:	Action	Decision
3	Responding to Media Queries	Update previous document prepared by the Secretariat.
4	Themes WAB Report No.2	<ul style="list-style-type: none"> • The structure of WAB Report No. 2 will follow the same structure as WAB Report No.1 with key updated metrics highlighted. • Will center around CRU Revenue Control 3 • The secretariat will receive the RC3 Report with relevant sections highlighted. • the EPA and CRU would provide the text for insertion into the report.
4	Invite the CRUs Director of Water	Secretariat will draft an invite letter from the Chair.
5	Annual Report Structure	Circulation by the secretariat of a draft layout to the members in January 2020
6	IW Independent Audit	Secretariat will contact IW in advance of the next WAB meeting if no reply received by 29 November 2019. WAB Chair to make contact if requested by Secretariat.
7	JOC Training	<ul style="list-style-type: none"> • Tender training for future JOC meetings. • Secretariat to prepare briefing as well as Q & A materials in advance.
8	The WAB Website	<ul style="list-style-type: none"> • Contact IW re uploading presentation materials from July WAB meeting; • Upload the video of the WAB attending the JOC; • Provide links to significant reports from the CRU and EPA on a report by report basis.
9	Potential meeting with DHPLG Water Section	Secretariat will draft an invite letter from the Chair to the DHPLG water section in advance of the next WAB meeting.
10	Invite the Minister to a future WAB meeting	Secretariat will draft an invite letter from the Chair.