

Minutes of the WAB Meeting
Friday 20 September 2019 10.00

Venue: B36B, Custom House, Dublin 1

Attended by:

Chairperson Paul McGowan

Members Sharon Kennedy

Miriam McDonald

Darragh Page

Secretariat John F McCarthy

Neill Dalton

Darren Browne

By Invite Andy Fanning

Apologies Martin Sisk

1. Minutes of last meetings and matters arising

The minutes of the meeting held on 10 July 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. PDA Agreement

The "Oversight agreement including adaptation agreement and performance delivery agreement" (PDA Agreement) was signed by the Chairperson and the Principle Officer of the Secretariat.

4. Final review of 1st WAB Report

The members were satisfied with the report noting any minor final amendments would be emailed to the Secretariat by 25 September 2019. Once received the Secretariat will format the report including any infographics. The final report will be published by the Secretariat on 23 October 2019. Irish Water (IW), the JOC and the Minister will receive a copy of the report in advance of its publication on 22 October 2019. A press release will accompany the first report but this will not be the case with each subsequent report. The members are targeting the end of January 2020 for the release of the second WAB report.

5. Discussion of themes for 2nd Report

The members agreed to focus on a primary theme for each report. For the 2nd report they will focus on the CRUs Revenue Control 3 report and any changes in metrics covered in the 1st report. The report will acknowledge any other key events including the following reports which will have been published by the time of the WAB's 2nd report:

- CRU's Performance Assessment Framework;
- EPA's Urban Waste Water Report and Drinking Water Report.

6. Discussion re Annual Report

The members discussed the contents of the report. The Secretariat will provide a structure for the report at the next WAB meeting. This report will be due in April 2020.

7. IW independent audit of staffing / remuneration / procurement policies

The members held a discussion about the independent review/audit of IW's procurement policy. The following was agreed:

- The WAB will set out the objectives of the work to be undertaken by the consultant;
- IW will deliver the terms of reference with the WABs agreement;
- IW will procure the consultant to undertake the work;
- WAB will nominate an independent non board member to sit on the assessment panel;
- WAB will meet with consultants of IW to clarify any queries around the work involved.

Secretariat to draft and circulate letter to IW with approval from the Chair.

8. Website

It was agreed by the members to put the following on the WAB website:

- Minutes and agendas of meetings;
- WAB reports;
- Presentations given to the WAB with the prior consent from the entity who delivered same;
- Correspondence such as letters issued by the WAB.

9. Any Other Business

The members discussed the engagement of IW with local communities.

The members were interested in receiving training for meetings with the JOC. The secretariat will provide an update on this and place it as an agenda item for the next meeting.

The Secretariat will circulate potential future meeting dates to the members.

The meeting was brought to a close.

Action	Decision
Oversight agreement including adaptation agreement and performance delivery agreement	Signed by Chairperson and Principle Officer.
1 st WAB Report	The final report will be published by the Secretariat on 23 October 2019. Irish Water (IW), the JOC and the Minister will receive a copy of the report in advance of its publication on 22 October 2019
2 nd WAB Report	For the 2 nd report they will focus on the CRU's Revenue Control 3 report and any changes in metrics covered in the 1 st report
Annual Report	The Secretariat will provide a structure for the report at the next WAB meeting. This report will be due in April 2020.
IW Independent Audit	1 st independent review to focus on IW procurement.
WAB Website	Meeting minutes and agendas, reports, presentations (with consent) and correspondence will be put on the WAB site.
JOC Training	The secretariat will provide an update on this and place it as an agenda item for the next meeting.
Next Meeting	The Secretariat will circulate potential future meeting dates to the members.