

**Minutes of the WAB Meeting**  
**Friday 7 February 2020 10.30am**

Venue: Room B36B, Custom House, Dublin 1.

Attended by:

Chairperson	Paul McGowan	
Members	Miriam McDonald	Michelle Minihan
Secretariat	John McCarthy	Neill Dalton
	Colin Flood	Darren Browne
Apologies:	Martin Sisk	Tom Collins

**1. Minutes of last meetings and matters arising**

The minutes were approved with some minor edits.

It was agreed in future that contributor names will be noted in the minutes.

**2. Declaration of any conflicts of interest**

There were no declarations of conflicts of interest from the members. Michelle Minihan signed her conflict of interest agreement.

**3. Update WAB First Quarterly Report 2020**

The draft report is currently with the members awaiting their comments. Michelle Minihan is to provide additional text for inclusion in the report by 10 February 2020. The draft document will then be sent to Tom Collins, then Martin Sisk for review. Finally, it will be sent to the Chair to review and returned to the Secretariat before 14 February 2020.

**4. Planning for the 2<sup>nd</sup> Quarterly Report of 2020**

The target for publication of the 2<sup>nd</sup> Quarterly Report of 2020 will be June, with September and late November being targeted for publication of the 3<sup>rd</sup> and 4<sup>th</sup> Quarterly Reports of 2020 respectively.

### **WAB IW Procurement Audit**

The Members discussed the scope of the procurement exercise and agreed that the following three areas will form the basis of the work of the WAB:

- Irish Water has in place and executes appropriate procurement policies and procedures;
- Irish Water has in place and executes appropriate procurement contracts management policies and procedures;
- Irish Water has in place and executes appropriate capital investment/procurement planning policies and procedures.

In relation to the last bullet point above the Members acknowledged the CRU is currently reviewing Irish Waters capital investment programme. In this regard the Members agreed the WABs work would initially focus on the first two areas and that it would consider the third area once the CRU's review is completed.

### **6. Draft Annual Report Review**

Contents of the report were discussed. The Members will examine the NOAC, EPA and CRU annual reports and advise the executive what content would be appropriate at the next meeting. The first annual report will represent all details since the establishment of the WAB on 1 June 2018 to December 2019 as set out in the Water Services Act 2017.

### **7. Update on invite of the DHPLG Water Services Section to a future WAB meeting**

The Members agreed this meeting should be held sometime in July 2020.

### **8. Updates to the WAB Website – Bios, Report Links**

The Secretariat confirmed that bios and photos were updated.

A discussion was had on the possible contents of a "Useful Information" page on the WAB website.

The Secretariat will circulate a list of documents from other entities to the members.

### **9. Meeting Dates 2020**

It was agreed to move the next WAB meeting to 12 March 2020.

A standing item on the agenda will be the review of the next three meeting dates to ensure Quorum is met.

The Body provisionally agreed the 2020 dates.

**The meeting was brought to a close.**

<b>Action</b>	<b>Decision</b>
Edit Minutes from last meeting to replace “Board” with “Body” in all cases	The Secretariat will amend the minutes.
Circulate timetable for completion of WAB report 2	The Secretariat will circulate.
Create Terms of Reference (TOR) for IW procurement review.	The Secretariat will draft and send to the chair.
Send copy of NOAC annual report to WAB members	The Secretariat will send to the WAB members.
Send list of possible useful documents to members, they are to decide what would be appropriate for the WAB website	The Secretariat will circulate.
Change meeting date to the 12th	The Secretariat will change the meeting.