



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 26 TH FEBRUARY 2016 AT 9.00AM BOARD ROOM, ILAS BUILDING, NUI, GALWAY		
Present Present Present Present Present <u>Apologies</u> Present <u>Apologies</u> Present	Norah Gibbons Gary Joyce P.J. Fitzpatrick Noel Kelly Sylda Langford Gary Ó Donnchadha Rory O'Ferrall Noelle Spring Paul White	Chair Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member Board Member

In Attendance	Fred McBride Pat Smyth Brian Lee Gerard McKiernan Kay Keilthy	Chief Executive Officer Director of Finance Director of Quality & Assurance Director of Change & Special Projects Board Secretary
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SIGNED: Norah Gibbons DATE: 24/3/2016

CHAIRPERSON

	The Chair welcomed Paul White to the Board meeting. Mr White was appointed as a member of the Board on the 2 nd February 2016 for a term of five years.	
1.	Declarations of Interest	
1.1	None	
2.	Minutes of the 29th January 2016	
2.1	The Minutes of the 29 th of January were approved by the Board and signed by the Chair	
2.2	The Minutes of the 16 th of February were approved by the Board and signed by the Chair	
3.	Action Log	
3.1	ICT report to be scheduled for the March Board meeting	
4.	Matters Arising	
4.1	<p>Delegation by the Board to CEO</p> <p>The Board agreed on the 12th February 2016 to Delegate the functions of the outgoing CEO to the newly appointed CEO as at the 13th February 2016.</p> <p>At the Board meeting convened on the 16th February 2016 the Board agreed to formally :</p> <ol style="list-style-type: none"> I. revoke in whole the delegation agreed on the 1st January 2014 by the Board to the outgoing CEO, Gordon Jeyes in accordance with Section 21 (5) of the 2013 Act. II. to delegate to the current CEO, Fred McBride, the functions as detailed in the delegation document reference number C&FA 1/16 pursuant to Section 21 (4) of the 2013 Act <p>The Delegation by the Board to the CEO reference C & FA 1/16 was signed by the Chair and submitted to the Delegations Office, c/o HSE.</p> <p>The Delegation by the Board to the CEO reference C & FA 1/16 was noted by the Board at the Board meeting.</p>	
4.2	<p>The Board resolved to designate the following panel list to act as Chief Executive Officer (as and when designated as such in accordance with the resolution as presented to the Board) to perform the functions of the Chief Executive Officer under Section 29 of the Child and Family Agency Act 2013 where the Chief Executive Officer is absent or the position of the Chief Executive Officer is vacant. Proposed by: Noel Kelly, Seconded by Rory O'Ferrall</p> <p>Panel list designated to act as CEO</p> <ul style="list-style-type: none"> • Pat Smyth, Director of Finance • Brian Lee, Director of Quality & Assurance 	
4.3	The Board resolved to authorise Fred McBride, CEO as an authorised employee to authenticate the Seal of the Child and Family Agency, pursuant to section 12 of the Child and Family Agency Act 2013. Proposed by PJ. Fitzpatrick, Seconded by Gary Joyce.	
5.	CEO Presentation	
5.1	The CEO presented his vision for TUSLA to the Board. The Board expressed their support for the vision articulated by the CEO and acknowledged the need to support staff in managing risk.	
6.	Special Report on Recruitment	
6.1	The Board noted the HR Recruitment & Talent Management Plan 2016. The Board requested a monthly progress report. The CEO identified as a significant risk the Agency's ability to recruit the required numbers.	
7.	Employment Monitoring Report January 2016	
7.1	The Board note the Employment Monitoring Report for January 2016.	
8.	<p>Financial Performance Report January 2016</p> <p><i>Pat Smyth, Director of Finance, joined the meeting</i></p>	

8.1	The Board noted the Tusla Financial Performance Report providing an update on January 2016 to year to date.	
9.	Financial Outturn January 2016	
9.1	The Board noted the update on the financial return for the period to January 2016. The Board noted that the funding to recruit the 380 WTE's in 2016 is part year funding only. The Board requested the Executive to reference that they are operating on the assumption that full year funding will be delivered for 2017 and onwards in all discussions/reports involving the DCYA.	
9.2	The Executive informed the Board that the Agency was using an option under the original legal services tender to extend the legal services contract out to February 2017 in order to allow time to run a procurement process.	
9.3	The meeting requested Tusla's legal strategy to come to the Board prior to initiating the procurement process.	
9.4	The Chair of the Audit Committee updated the Board on the Audit Committee's meeting with the C & AG.	
9.5	The Board noted the draft Audit Committee minutes held on the 12 th February 2016. <i>Pat Smyth, Director of Finance left the meeting</i>	
10.	National Review Panel <i>Brian Lee, Director of Quality & Assurance joined the meeting</i>	
10.1	The Board noted the process by which new panel members are appointed to the National Review Panel. The Chair of the NRP is currently developing a formal procedure for the recruitment of panel members which will be submitted to the Board for approval.	
10.2	The Board approved the recommendation of the successful candidate to the National Review Panel for the duration of the case specified only.	
11.	Risk Management	
11.1	The Board noted the Corporate Risk Register as a working document and the key risks of the Agency at a corporate level for February 2016.	
11.2	The Board requested that the Corporate Risk Register should be presented at each Board meeting. The Board requested risks to be plotted on a heat map.	
11.3	The Board raised concerns that Complaints, FOI's and Data Protection were not necessarily suitable for delivery under an MOU.	
11.4	The CEO agreed to provide a paper on the strategic direction of residential services.	
12.	Performance Report December 2015	
12.1	The Board noted the performance and activity dashboard for December 2015.	
13.	Performance Report QTR 4 2015	
13.1	The Board noted the Integrated and Performance Activity Report for Qtr. 4 2015.	
14.	Estates <i>Gerard McKiernan, Director of Change and Special Projects</i>	
14.1	The Board approved the recommendation to enter into a lease agreement for Celbridge Primary Care Centre, Co Kildare.	
14.2	The Board approved the recommendation to enter into a lease agreement for Vista Primary Care Centre, Naas, Co. Kildare.	
14.3	The Board approved the recommendation to enter into a lease agreement for Mullingar Primary Care Centre.	

14.4	The HSE agreed an amount of €600.000 as an offset against vacant possessions of HSE premises in relation to the above. Funding will provide for fit out of new premises with the balance used for upgrading of St. Joseph's, Limerick.	
14.5	The Board noted the Capital Plan for 2016.	
14.5	The Board requested a cost benefit analysis in relation to the leasing/purchasing of car fleet.	
15.	CEO Report	
15.1	The CEO updated the Board on current strategic and operational matters.	
15.2	The Board noted the that the CEO was in the process of seeking further information and clarification from the HSE in regards to the case in the South East.	
16.	Sub Committee Updates	
16.1	The Board noted the minutes of the Quality Assurance and Risk Committee held on the 7 th December 2015.	
16.1	The Board noted the draft minutes of the Quality Assurance and Risk Committee held on the 10 th February 2016	
17.	AOB	
17.1	A date for the Board Effectiveness Workshop and the Board Risk Management session to be agreed before the March meeting.	