



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 24 th March 2016 AT 8.00AM L4.04, BRUNEL BUILDING, HSQ, Dublin		
Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	P.J. Fitzpatrick	Board Member
Present	Noel Kelly	Board Member
Present	Sylda Langford	Board Member
<u>Apologies</u>	Gary Ó Donnchadha	Board Member
Present	Rory O'Ferrall	Board Member
Present	Noelle Spring	Board Member
Present	Paul White	Board Member

In Attendance	Fred McBride Colette Walsh Pat Smyth Brian Lee Emma Dodrill	Chief Executive Officer Director of Human Resources Director of Finance Director of Quality & Assurance A/Board Secretary
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SIGNED: _____

Norah Gibbons

DATE: _____

28/4/2016.

CHAIRPERSON

1.	Declarations of Interest	
1.1	None	
2.	Minutes of the 26th February 2016	
2.1	The Minutes of the 26 th February were approved by the Board and signed by the Chair	
3.	Action Log	
3.1	Following changes agreed: Information Session on Risk to be scheduled for April Board meeting. Paper on strategic direction of residential services to be scheduled for April Board meeting. Report on Tusla's legal strategy to come before the Board at their April meeting.	
4.	Matters Arising	
4.1	Membership of the Board The Chair advised the meeting that a vacancy has arisen on the Board. Due to unforeseen circumstances and given the requirements of the Child and Family Agency Act, in terms of a quorum the Minister has reluctantly decided to cease Mr O'Donnchadha's period of office as a member of the Child and Family Agency Board. The Board recognised Mr O'Donnchadha's experience and skills as a significant asset to the Board in its work and thanked him for his very valuable contribution.	
4.2	South East Case The CEO updated the Board members on the South East Case. The CEO received a letter of assurance from the Director of the HSE advising that the HSE has no information in respect of any individuals in either the HSE or Tusla currently under investigation by An Garda Síochána in relation to the South East Case.	
5.	CEO Report	
5.1	The Board noted the CEO's report advising of progress in respect of the appointment of a strategic partner to the Agency.	
5.2	The Senior Management Team (SMT) attended a two day facilitated "Away Day" focusing on team participation.	
5.3	Tusla received positive feedback from staff in relation to Tusla's Child Protection and Welfare Strategy training event held on the 22 nd and 23 rd of March.	
6.	Employment Monitoring Report January 2016 Colette Walsh, Director of Human Resources, joined the meeting PJ Fitzpatrick, Board member, joined the meeting	
6.1	The Board noted the Employment Monitoring Report for February 2016.	
7.	HR Recruitment Progress report	
7.1	The Board noted the HR Recruitment & Talent Management Plan as at 29 th February 2016.	
7.2	Bespoke recruitment campaigns are taking place in Sligo and Dublin North East due to recruitment difficulties experienced in these areas. The Organisational Development, Succession and Remuneration Committee (ODSR) will review in more detail the areas which experience recruitment difficulties. <i>Colette Walsh, Director of HR left the meeting</i>	
8.	Financial Performance Report February 2016 Pat Smyth, Director of Finance, joined the meeting	
8.1	The Board noted the Tusla Financial Performance Report providing an update on February 2016 to year to date.	
9.	Financial Outturn February 2016	
9.1	The Board noted the update on the financial return for the period to February 2016.	
9.2	The Board stressed the importance of continuing to monitor expenditure to ensure budget constraints. <i>Pat Smyth, Director of Finance left the meeting</i>	

10.	Risk Management <i>Brian Lee, Director of Quality & Assurance joined the meeting</i>	
10.1	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.	
10.2	The Executive to revert to the Board regarding inclusion of Garda Vetting under the Strategic Risk - <i>Impact of New Legislation</i> .	
11.	Monthly Performance Report	
11.1	The Board noted the performance and activity dashboard for January 2016.	
11.2	The introduction of target lines within some of the graphs was welcomed by the Board. The Board requested graphs that are broken down by area to be grouped by regions also.	
11.3	The Executive informed the Board that a CPNS chart will be included in the dashboard going forward.	
11.4	The Board noted the need to ensure continued progress in particular areas such as Midlands in light of high risk cases. <i>Brian Lee, Director of Quality Assurance left the meeting</i>	
12.	ICT Report	
12.1	The Board noted the ICT Progress Report and welcomed the addition of the strategic partner as a positive step.	
13.	Sub Committee Updates	
13.1	The Board noted the draft minutes of the Organisational Development, Succession and Remuneration Committee held on the 9 th March 2016.	
13.2	PJ Fitzpatrick resigned from the Audit Committee. The Board thanked Mr Fitzpatrick for his valued contribution to the work of the Audit Committee.	
13.3	Paul White was appointed by the Board to the Audit Committee. Proposed Noel Kelly, Seconded by Sylva Langford	
13.4	PJ Fitzpatrick was appointed by the Board as Chair of the Governance Committee. Proposed by Gary Joyce, Seconded by Noelle Spring.	
14.	AOB	
14.1	The Board agreed to adopt the Board member attendance requirements as detailed in Section 23 (3) of Child and Family Agency Act as Tusla's Board Member Attendance Policy.	
14.2	The Board approved the Tusla Board member Induction Programme	
14.3	The Board noted the Reserved Functions of the Board schedule. The Board requested the Governance Committee to review the Reserved Functions of the Board schedule.	
15	Board Effectiveness Review Workshop <i>David Duffy, Director & Goutham Krishnamoorth, Consultant of Prospectus Management Consultants joined the Board members in the workshop.</i>	