



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 28 th April 2016 AT 8.00AM L4.04, BRUNEL BUILDING, HSQ, Dublin		
1. Present	Norah Gibbons	Chair
2. Present	Gary Joyce	Deputy Chair
Ordinary Members		
1. Present	P.J. Fitzpatrick	Board Member
2. Present	Sylda Langford	Board Member
3. Present	Noelle Spring	Board Member
4. Present	Paul White	Board Member
5. Apologies	Rory O'Ferrall	Board Member
Vacancies		
1. Vacancy	Vacancy	Board Member
2. Vacancy	Vacancy	Board Member
Quorum (with Vacancy)	Chair and or Deputy Chair 3 Ordinary Members	

In Attendance	Fred McBride Pamela Benson Colette Walsh Pat Smyth Brian Lee Kay Keilthy	Chief Executive Officer Head of Legal Services Director of Human Resources Director of Finance Director of Quality & Assurance Board Secretary
----------------------	---	---

SIGNED: Norah Gibbons DATE: 27/05/16

CHAIRPERSON

1.	Declarations of Interest	
1.1	None	
2.	Minutes of the 24th March 2016	
2.1	The Minutes of the 24 th March were approved by the Board and signed by the Chair	
3.	Action Log	
3.1	The Board reviewed the Action Log as at the 28 th April 2016	
4.	Matters Arising	
4.1	None	
5.	CEO Report	
5.1	The CEO updated the Board on the Survival to Sustainability Phase 2 Transformation Programme. The Board noted the decision to hold implementation of the proposed ICT organisational structure until the development of the ICT strategy.	
5.2	The CEO outlined the implications of the National Vetting Bureau Act 2012. A National Implementation Team has been established to develop a clear implementation plan. The legislation is scheduled to commence on the 29 th April 2016.	
5.3	The post of Interim Chief Operations Officer was recruited through the Public Appointments Service. The successful candidate, Mr Jim Gibson was appointed to the post on the 8 th of April 2016.	
5.4	Admissions to Ballydowd Special Care Unit are currently on hold due to staff absence and the need to maintain a safe level of service to current residents.	
5.5	Tusla launched its National Strategy for Continuing Professional Development on the 22 nd of April 2016.	
6.	Residential Services Strategy	
6.1	The CEO presented a paper outlining the current status of the National Children's Residential Services; the achievements to date; and challenges that lie ahead.	
6.2	The Board requested a breakdown between private and community residential service provision.	
6.3	The CEO agreed to discuss Tusla's Residential Audit Inspection reports with the Director of Quality Assurance with a view to publication.	
7.	Tusla's Legal Strategy <i>Pamela Benson, Head of Legal, joined the meeting</i>	
7.1	The Head of Legal presented the Board with a paper setting out the legal strategy for Tusla Legal Services Office in 2016 and the various initiatives to reduce legal spend.	
7.2	The Board requested the evaluation report of the proposed pilot legal project in Dublin North East to come back to the Board for review.	
7.3	The CEO will follow up with the Secretary General, DCYA in relation to Business Case for the Development of Tusla Legal Services submitted to the Department.	
7.4	The Board requested that the roll out of the legal strategy should be clearly linked with achieving value for money.	
7.5	The Office of Government Procurement agreed to provide 'letters of comfort' in relation to the Agency's tendering process for legal services. The Board requested the Head of Legal to request the OGP for the 'letters of comfort'.	
8.	Employment Monitoring Report <i>Colette Walsh, Director of HR, joined the meeting</i>	
8.1	The Director of HR presented the Employment Monitoring Report (EMR) for March 2016.	

8.2	National Services Employment figures currently included under the heading of Corporate will be shown separately in future EMR reports.	
8.3	A preliminary absenteeism report will be available for the May Board meeting.	
8.4	Key messages from exit interviews will be reported to the Board when complied.	
	<i>G. Joyce left the meeting</i>	
9.	HR – Recruitment Progress Report	
9.1	The Director of HR provided the Board with an update on Recruitment and Talent Management as at 21 st April 2016.	
9.2	The Board noted the Social Work Recruitment Strategy 2016.	
10.	Financial Performance Report March 2016	
10.1	The Board noted the Tusla Financial Performance Report March 2016. The Board requested that all financial correspondence should reference the on-going discussions with the DCYA in relation to the funding shortfalls in pay in 2017 due to part year funding.	
11.	Financial Outturn March 2016	
11.1	The Board noted the Financial outturn for the period March 2016.	
12.	Risk Management Report <i>Brian Lee, Director of Quality Assurance joined the meeting</i>	
12.1	The Director of Quality Assurance presented the Corporate Risk Register for April 2016.	
13.	Monthly Performance Report	
13.1	The Board noted the Monthly Performance and Activity Dashboard (February 2016).	
13.2	The Board requested the Monthly Performance and Activity Dashboard showing a breakdown of Residential Services.	
14.	Business Plan Update QTR1	
14.1	The Director of Quality Assurance provided an update on the Implementation Plan of the Child and Family Agency with respect to the priorities as set out in the 2016 Business Plan for the Agency at the end of Quarter 1.	
15	Audit Committee Update	
15.1	The Board noted the draft Audit Committee minutes of the 31 st March 2016.	
16	Governance Sub Committee	
16.1	The Chair of the Governance sub-committee updated the Board on the Governance sub-committee held on the 25 th April 2016.	
17	Quality Assurance & Risk Committee	
17.2	The Board noted the draft Quality Assurance and Risk Committee minutes of the 25 th April 2016 distributed at the meeting.	
18.0	AOB	
18.1	<p>The Board approved the recommendation of acceptance of tender and award of contract to Eugene Foley, Construction Ltd for the proposed refurbishment and alternation to the Tusla facility (formerly CCHQ) Athy Road, Carlow subject to receiving confirmation that the [REDACTED] referred to in a the letter addressed to [REDACTED], dated 7th of December 2015 from [REDACTED] withdrawing their tender is not connected to the [REDACTED] allocated for additional fire safety works referred to on page 5 of [REDACTED].</p> <p>Proposed by: PJ. Fitzpatrick Seconded by Paul White</p>	
18.2	<p>The Board approved the recommendation to enter into a lease agreement for Mill Lane, Castlebar. Co Mayo for office/service accommodation.</p> <p>Proposed by: Paul White Seconded by: Noelle Spring</p>	