



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 27 th MAY 2016 AT 8.00AM L4.04, BRUNEL BUILDING, HSQ, Dublin		
1. Apologies 2. Present	Norah Gibbons Gary Joyce	Chair Deputy Chair
Ordinary Members		
1. Present	P.J. Fitzpatrick	Board Member
2. Present	Rory O'Ferrall	Board Member
3. Present	Noelle Spring	Board Member
4. Present	Paul White	Board Member
5. Apologies	Sylda Langford	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 Jim Gibson Gerard McKiernan Pat Smyth Brian Lee Kay Keilthy	Chief Executive Officer Chief Operations Officer Director of Special Projects & Estates Director of Finance Director of Quality & Assurance Board Secretary
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SIGNED: Norah Gibbons DATE: 24/6/2016
CHAIRPERSON

1.	Declarations of Interest	
1.1	None	
2.	Minutes of the 28th April 2016	
2.1	The Minutes of the 28 th April were approved by the Board subject to agreed changes.	
3.	Action Log	
3.1	The Board reviewed the Action Log as at the 28 th April 2016	
3.2	The Office of Government Procurement's 'letter of comfort' in relation to the tendering process for legal services will be circulated to the Board by email on receipt of same.	
4.	Matters Arising	
4.1	An outline of the Board's Away Day scheduled for the 10 th June was distributed at the meeting and approved by the Board.	
5.	CEO Report	
5.1	The CEO updated the Board on progress in relation to the Survival to Sustainability Phase 2 Transformation Programme. The Board requested that the update on Tusla's organisational reform and structure should be included in the strategy discussions on the Board Away Day on the 10 th June.	
5.2	The Board noted the summary overview of the Draft HIQA Child Protection Policy Welfare and Inspection Report in respect of the Midlands. The Action plan will be reviewed by the CEO and COO.	
5.3	The CEO advised that he had met with both the Director General of the HSE and the National Director for Primary Care in order to re-establish the Joint Steering Group to oversee the operation of the Memorandum of Understanding and the Joint Protocol for Inter-Agency Collaboration.	
5.4	The Agency received HIQA's draft Overview Report on the inspection and regulation of children's services - 2015. HIQA will publish the Report next week. <i>Jim Gibson, Chief Operations Officer, joined the meeting</i>	
5.5	The COO updated the Board on a number of cases currently in the media. <i>Jim Gibson, Chief Operations Officer, left the meeting</i>	
6.	Estates <i>Gerry McKiernan, Director of Special Projects & Estates, joined the meeting</i>	
6.1	The request for Board approval of the recommendation to enter into a lease agreement in respect of accommodation at Carrick on Shannon, Co Leitrim was deferred.	
6.2	The Board approved the recommendation to enter into a lease agreement and renovation of accommodation at St Joseph's Hospital Campus, Mulgrave Street, Limerick subject to the outcome of the tendering process aligning with the initial investment cost.	
6.3	The Board accepted the clarification provided in relation to the Board's approval of the recommendation of acceptance and award of contract for refurbishment works at Tusla Facility, Athy Road, Carlow. Board approval was subject to satisfactory clarification being provided.	
6.4	The Board approved the recommendation to enter into a lease agreement for Park House, North Circular Road, Dublin 7. <i>Gerry McKiernan, Director of Special Projects & Estates, left the meeting</i>	
7.	Employment Monitoring Report	
7.1	The Board noted the Employment Monitoring Report for April 2016.	

7.2	The Board noted the data summary of the pilot staff exit interviews undertaken in Dublin North East and requested that the exit interview data is quantified.	
8.	HR – Recruitment Progress Report	
8.1	The Board noted the HR position on Recruitment and Talent Management as at the 20 th May 2016.	
9.	Financial Performance Report April 2016 <i>Pat Smyth, Director of Finance, Joined the meeting</i>	
9.1	The Board noted Tusla’s Financial Performance Report for the year to date.	
10.	Financial Outturn April 2016	
10.1	The Board noted Tusla’s Financial Performance Report providing an update on the financial outturn for the period to April 2016.	
11.	Draft Annual Financial Statements 2015	
11.1	The Director of Finance informed the meeting that the C & AG is on target to sign off on the Annual Financial Statements 2015 by the 31 st May 2016.	
11.2	The Board approved the Annual Financial Statements for 2015, for signoff by the Chairperson and the CEO, subject to any minor changes or updates to be agreed between the C & AG and the Chair of the Audit Committee.	
11.3	The Board approved the Statement on Internal Financial control for signoff by the Chairperson.	
11.4	The Board approved the Statement of Board Responsibilities in respect of the Annual Financial Statements for signoff by the Chairperson.	
11.5	The Board approved the Letter of Representation to be signed off by the Chairperson and the Chief Executive Officer.	
11.6	The Board approved the cover letter to the C & AG to be signed off by the Chief Executive Officer. <i>Pat Smyth, Director of Finance left the meeting</i>	
12.	Draft Annual Report 2015 <i>Brian Lee, Director of Quality Assurance & Risk joined the meeting</i>	
12.1	The Board adopted the Annual Report 2015 subject to agreed format changes, approval of Chairperson’s report and any minor editorial changes /updates. The Annual Report 2015 will be submitted to the Minister within 21 days in accordance with section 13 of the CFA Act 2013.	
13.	Protected Disclosures Policy	
13.1	The Board approved the Protected Disclosures Policy and agreed to keep under review.	
14.	Performance Report QTR 1	
14.1	The Board noted the Integrated Performance and Activity Report and key findings in the Quarter 1 2016 report.	
15	Risk Management Report	
15.1	The Corporate Risk Register is currently under review by SMT and will be submitted to the Quality Assurance and Risk committee meeting on the 16 th June for recommendation to the Board on the 24 th June 2016 for approval.	
15.2	Tusla’s Risk Management Policy and Procedure was approved by the Quality Assurance & Risk Committee on the 25 th April 2016 and recommended for submission to the Board for approval on the 24th June 2016. <i>Brian Lee, Director of Quality Assurance & Risk left the meeting</i>	
16	Audit Sub Committee	
16.1	The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 19 th May 2016. The C & AG was in attendance at the meeting and indicated that there were no issues that would warrant a qualified audit report.	

16.2	The Board thanked the Chair and members of the Audit Committee along with the Director of Finance and the Financial Team for all their work in relation to the 2015 audit.	
17	AOB	
17.1	The Board approved the amendment of the signatories on the bank mandate to include Fred McBride, CEO as a signatory to the Bank of Ireland holding account for DCYA funds.	