



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 24 <sup>th</sup> June 2016 AT 8.00AM L4.04, BRUNEL BUILDING, HSQ, Dublin		
1. Present	Norah Gibbons	Chair
2. Present	Gary Joyce	Deputy Chair
<b>Ordinary Members</b>		
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. Present	Sylda Langford	Board Member
<b>Vacancies</b>		
1. Vacancy	Vacancy	Board Member
2. Vacancy	Vacancy	Board Member
<b>Quorum</b> (with Vacancy)	Chair and or Deputy Chair +3 Ordinary Members	

<b>In Attendance</b>	Fred McBride Colette Walsh Pat Smyth Kay Keilthy	Chief Executive Officer Director of HR Director of Finance Board Secretary
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SIGNED: Norah Gibbons DATE: 28<sup>th</sup> July 2016  
CHAIRPERSON

1.0	<b>Declarations of Interest</b>	
1.1	None	
2.0	<b>Minutes of the 27<sup>th</sup> May 2016</b>	
2.1	The Minutes of the 27 <sup>th</sup> May were approved by the Board and signed by the Chair.	
3.0	<b>Action Log</b>	
3.1	The Head of Legal has contacted the Office of Public Procurement in relation to the 'Letters of Comfort'.	
4.0	<b>Matters Arising</b>	
4.1	HIQA's Midlands Report is scheduled to be published in the next couple of weeks.	
5.0	<b>CEO Report</b>	
5.1	The Board noted the CEO's report with an integrated commentary of financial, recruitment and operational performance in addition to an update on strategic developments.	
5.2	Final estimates for 2017 will be submitted to DCYA for consideration in the next couple of weeks.	
5.3	The CEO informed the Board that he had met with the Chief Information Officer for the HSE. At the meeting it was agreed to develop a joint paper on Tusla's ICT function and development for submission to the Minister and Secretary General of DCYA.	
6.0	<b>Employment Monitoring Report</b> <i>Colette Walsh, Director of HR, joined the meeting</i>	
6.1	The Board noted the Employment Monitoring Report for May 2016.	
6.2	The Director of HR provided quantified data in relation to the staff exit interviews undertaken in Dublin North East. The development of a staff retention plan was identified as a priority for the Agency.	
6.3	The Board requested an update on the engagement of Public Health Nurses in the roll out of Meitheal.	
7.0	<b>HR – Recruitment Progress Report</b>	
7.1	The Board noted the HR position on recruitment and talent management as at the 17 <sup>th</sup> June 2016.	
7.2	The Board requested the staff compliment figure required by the Agency for the provision of a safe service. The Agency to benchmark the staffing level against comparable jurisdictions.	
8.	<b>Financial Performance Report May 2016</b> <i>Pat Smyth, Director of Finance, joined the meeting</i>	
8.1	The Board noted the Tusla Financial Performance Report for May 2016.	
9.0	<b>Financial Outturn May 2016</b>	
9.1	The Board noted the Financial Outturn for the period to May 2016.	
9.2	The Board expressed concern in relation to the psychology services provided to the Agency by the HSE. The Board requested a draft paper providing greater visibility of the service currently provided by the HSE and outlining alternatives for the delivery of Tusla's mandated psychology services.	
	<i>Pat Smyth, Director of Finance, left the meeting</i>	
10.0	<b>Performance Management Report</b>	
10.1	The Board noted the monthly performance and activity data dashboard (April 2016).	
11.0	<b>Item 11 was deferred</b>	
12.0	<b>Corporate Risk Register</b>	
12.1	The Board noted the Corporate Risk Register for June 2016.	
13.0	<b>Audit Committee Minutes</b>	
13.1	The Board noted the draft audit committee minutes of the meeting held on the 19 <sup>th</sup> May 2016.	
13.2	The Chair of the Audit Committee drew the Board's attention to some minor changes in the	

	Annual Financial Statements 2015. The changes involved the inclusion of a more detailed description of the management and accountability arrangements for grants from Exchequer funding.	
14.0	<b>Governance</b>	
14.1	The Board noted the draft Governance Committee minutes of the meeting held on the 27 <sup>th</sup> of May 2016 and noted that the appointment of an acting CEO shall be submitted to the Board for approval as required.	
14.2	The Board approved the revised reserved functions of the Board recommended by the Governance Committee.	
14.3	The Board approved the revised Code of Governance as recommended by the Governance Committee including Tusla's Protocol for Board Meetings and Standing Orders.	
15.0	<b>Quality Assurance &amp; Risk Committee</b>	
15.1	The Chair of the Quality Assurance & Risk Committee updated the Board on the Committee's meeting held on the 16 <sup>th</sup> June 2016.	
15.2	The Board approved the amendment to the Quality Assurance & Risk Committee Charter as recommended by the Quality Assurance and Risk Committee.	
16.0	<b>AOB</b>	
16.1	The Chair of the Board advised that the investigation of a complaint under Tusla's Protected Disclosure Policy was in the process of being finalised. All recommendations have been accepted.	