



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 28 <sup>th</sup> July 2016 AT 8.00AM L4.04, BRUNEL BUILDING, HSQ, Dublin		
1. Present	Norah Gibbons	Chair
2. Apologies	Gary Joyce	Deputy Chair
<b>Ordinary Members</b>		
1. Apologies	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
6. Present	Emer Egan	Board Member
<b>Vacancies</b>		
1. 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 Brian Lee Kay Keilthy	Chief Executive Officer Director of HR Director of Finance Director of Quality Assurance Board Secretary
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SIGNED: \_\_\_\_\_

*Norah Gibbons*

DATE: \_\_\_\_\_

*20/9/2016*

CHAIRPERSON

	<p>The Board welcomed Emer Egan as a newly appointed Board member to the meeting. Ms Egan was appointed to the Board for the period up to the 31<sup>st</sup> December 2016.</p> <p>The Board welcomed the re-appointment of Rory O'Ferrall as a Board member for a 2<sup>nd</sup> term up until 31<sup>st</sup> December 2019.</p>	
1.0	<b>Declarations of Interest</b>	
1.1	None	
2.0	<b>Minutes of the 24<sup>th</sup> June 2016</b>	
2.1	The Minutes of the 24 <sup>th</sup> June 2016 were approved by the Board and signed by the Chair.	
3.0	<b>Action Log</b>	
3.1	The CEO confirmed that he was working with the Chief Information Officer, HSE on the joint ICT paper for submission to the DCYA.	
4.0	<b>Matters Arising</b>	
4.1	HIQA's report on the Midlands was published on the 21 <sup>st</sup> July 2016.	
4.2	The Chair reported on a decision made by the Board on the 12 <sup>th</sup> July 2016 in relation to the appointment of Pat Smyth, Director of Finance as acting CEO for the period 15 July – 27 July and Brian Lee, Director of Quality as acting CEO on the 29 <sup>th</sup> July. The Board noted the decision made by the Board on the 12 <sup>th</sup> of July 2016.	
4.3	The Board approved the revised Delegation by the Board to the CEO as recommended by the Governance sub-committee. ( <i>Decision No: 160743</i> )	
5.0	<b>CEO Report</b>	
5.1	The Board noted the CEO's update on the Estimates Process for 2017, Transformation Programmes, Communications Unit, visits to Dublin South Central Social Work Team, Cultural Audit and Ombudsman Investigation into Complaints Handling.	
5.2	The CEO updated the meeting on both the 'Grace' and 'Mary' cases. The Board understands the report on the 'Grace' case is due to be submitted to the Minister of State for Disabilities.	
6.0	<b>Organisational Structure</b>	
6.1	The Board noted the report on the proposed corporate structure. The Board requested that any further proposals in relation to Tusla's operating model and management structure should be submitted to the Organisation Development, Succession and Remuneration sub-committee before submission to the Board.	
6.2	The Board requested the CEO to progress discussions with the DCYA in relation to the proposed structure.	
6.3	The Board to revert to the CEO with any further comments in relation to the proposed corporate structure.	
7.0	<b>ICT Model &amp; Management Structure Options</b>	
7.1	The Board noted the scoping options for an ICT Delivery Model and Management Structure and the need for ICT capital investment.	
8.	<b>Tusla Therapeutic Services Proposal</b>	
8.1	The Board noted the proposed development of dedicated Tusla Therapeutic Services.	
8.2	The Tusla Therapy Support Services paper was issued to the Minister as a direction of travel.	
8.3	Tusla to commence the recruitment of psychologists.	
9.0	<b>Estates</b> <i>Gerard McKiernan, National Director DNE &amp; Director of Estates joined the meeting</i>	
9.1	The Board approved the recommendation to enter into a lease agreement of office/service accommodation at Carrick on Shannon, Co Leitrim. ( <i>Decision No: 071691</i> )	

9.2	The Board approved the recommendation to enter into a lease agreement of office accommodation at Unit 8, Nutgrove Retail Park, Churchtown, Dublin 14. <i>(Decision No. 071692)</i>	
10.0	<b>Financial Performance Report June 2016</b> <i>Pat Smyth, Director of Finance joined the meeting</i>	
10.1	The Board noted the Financial Performance Report for June 2016 and pressures emerging in terms of private residential and private foster care.	
11.0	<b>Financial Outturn Report June 2016</b>	
11.1	The Board noted the Financial Outturn Report June 2016 and projected overspend and reaffirmed the Agency's obligation to remain within budget.	
12.0	<b>Estimates 2017</b>	
12.1	The Board noted the update report on the Estimates Process 2017 and the draft submission "Survival to Sustainability" Phase II.	
13.0	<b>Employment Monitoring Report</b> <i>Colette Walsh, Director of HR joined the meeting</i>	
13.1	The Board noted the Employment Monitoring Report and Employee Relations Report for June 2016.	
13.2	The Director of HR to submit Absenteeism Report for September Board meeting.	
14.0	<b>HR Recruitment Progress Report</b>	
14.1	The Board noted the HR Report on Recruitment and Talent Management as at the 22 <sup>nd</sup> July 2016.	
15.0	<b>Performance Management Report May 2016</b> <i>Brian Lee, Director of Quality Assurance joined the meeting</i>	
15.1	The Board noted the monthly performance and activity data dashboard for May 2016.	
16.0	<b>Corporate Risk Register</b>	
16.1	The Board requested that the Corporate Risk Register is submitted to the Board on a quarterly basis and a paper (a risk report) is provided each month to the Board to highlight any general issues. The first quarterly report will be submitted to the Board in September.	
17.0	<b>Organisational Risk Management Policy &amp; Procedure</b>	
17.1	The Board approved the Organisation Risk Management Policy & Procedure for implementation subject to some minor changes. <i>(0716171)</i>	
18.0	<b>Draft Audit Committee Minutes</b>	
18.1	The Board noted the draft Audit Committee Minutes of the 8 <sup>th</sup> of July 2016.	
18.2	The Board welcomed the GAL report which is expected to form part of the C & AG's Annual Report for 2015.	
19.0	<b>Draft Quality Assurance &amp; Risk Committee Minutes</b>	
19.1	The Board noted the draft Quality Assurance and Risk Committee Minutes of the 16 <sup>th</sup> June 2016.	
20.0	<b>Appointment to QA &amp; Risk Committee</b>	
20.1	The Board approved the appointment of Tony Rodgers as a member of the Quality Assurance and Risk Committee.	
2.12	The Board approved the appointment of Emer Egan as a member of the Quality Assurance and Risk Committee.	
21.0	<b>AOB</b>	
21.1	None	