



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 20 th SEPTEMBER 2016 AT 2.00PM 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	Rory O'Ferrall	Board Member
3. Apologies	Noelle Spring	Board Member
4. Present	Paul White	Board Member
5. Present	Sylda Langford	Board Member
6. Present	Emer Egan	Board Member
Vacancies		
1. Vacancy	Vacancy	Board Member
Quorum (with Vacancy)	Chair and or Deputy Chair +3 Ordinary Members	

In Attendance	Fred McBride Pat Smyth Pamela Benson Kim Hayes Brian Lee Kay Keilthy	Chief Executive Officer Director of Finance Head of Legal HR General Manager Director of Quality Assurance Board Secretary
----------------------	---	---

SIGNED: Maah Gibbons DATE: 27/10/2016

CHAIRPERSON

1.0	Declarations of Interest	
1.1	None	
2.0	Minutes of the 28th of July 2016	
2.1	The Minutes of the 28 th July 2016 were approved by the Board and signed by the Chair. Proposed by: S. Langford , Seconded by R. O’Ferrall.	
3.0	Action Log	
3.1	The Board reviewed the action log as at the 28 th July 2016.	
3.2	The first Quarterly Corporate Risk Register Report and the Preliminary Absenteeism Report were rescheduled for the October Board meeting.	
4.0	Matters Arising	
	None	
5.0	Appointment of Acting CEO	
5.1	In accordance with Section 29 (3) of the Child and Family Agency Act the Board approved the appointment of Jim Gibson, Chief Operations Officer as acting CEO for the period Tuesday, 27 th September to 8am on Monday, 10 th October 2016 and the appointment of Pat Smyth, Director of Finance, as acting CEO for the period 8am on Monday, 10 th October 2016 until the CEO’s return on the 20 th October 2016.	
6.0	CEO Report	
6.1	The Board noted the CEO’s report providing an update on the Transformation Programme, Child Protection and Welfare regional workshops, Estimates process and current communications activity and communications strategy.	
6.2	The CEO provided the Board with a verbal update on the ‘Grace’ case and the ‘Mary’ case.	
6.3	The CEO updated the Board on his attendance at the Cabinet – Sub Committee meeting held on the 15 th September 2016. The CEO advised he had received positive feedback from the Minister on his contribution at the meeting.	
7.0	Business Plan QTR 2	
7.1	The Board noted the Quarter 2 update on Tusla’s implementation plan with respect to the priorities set out in the 2016 Business Plan. In the future Business Plan updates will provide more specific updates on service activities.	
7.2	The Board requested a submission on Education Welfare Services and a submission on the Meitheal Programme for the November Board meeting.	
8.	Procurement – Strategic Partners	
8.1	The Board approved the extension of the value of the contract to €1.650 million to allow services on the Project Management Office (PMO) and the National Child Care Information System (NCCIS) to continue to the 31 st October 2016.	
8.2	The Board requested an update on the PMO programme deliverables.	
8.3	The Board requested a paper on the NCCIS roll out and implementation plan	
8.4	The Board requested the Executive to develop a procurement plan for the NCCIS programme separate from the PMO programme.	
9.0	Estimates 2017	
9.1	The Board noted Tusla’s submission to DCYA and D/Per of the final Survival to Sustainability Phase II dated the 5 th September 2016 as the submission for Estimates 2017.	
9.2	The Board congratulated the Executive on their work in respect of the submission for Estimates 2017.	
10.0	Financial Performance Report July 2016	

	<i>Pat Smyth, Director of Finance joined the meeting</i>	
10.1	The Board noted the Tusla Financial Performance Report for July 2016.	
11.0	Financial Outturn Report July 2016	
11.1	The Board noted the Tusla Financial Outturn for the period to July 2016.	
11.2	The Board expressed concern at the increasing expenditure on staff travel. The increase was due in part to the increase in staffing levels. The Director of Finance advised that T & S expenditure will be monitored closely.	
12.0	Cost Containment	
12.1	The Board noted the Management proposals to address the potential overspend in 2016 as indicated in the projected full year position for 2016.	
13.0	Renewal of Member Firms and ACCS Contract	
13.1	The Board approved the renewal of the contracts with Member Firms, Corporate Lawyer and the contract with Arthur Cox Consultancy Services (ACCS) to manage member firms from the 1 st March 2016 for a 12 month period.	
14.0	Tender for Legal Services	
14.1	<p>The Board noted the proposal to tender for Tusla legal services.</p> <p>The Board approved the recommendation to continue to work with the Office of Government Procurement to launch the tender process in October in order to set up a Legal Services Panel for Tusla in early in 2017 and seek to have a single, more compact and efficient Legal Services Panel that meets the legal requirements for all areas within Tusla.</p>	
15.0	Update on DNE Pilot Project	
15.1	<p>The Board noted the progress report on the DNE project and increased workload for the in-house office.</p> <p>The Board approved the recommendation to continue with the current DNE project and increase the workload being dealt with by Tusla Legal to achieve legal spend.</p>	
16.0	Employment Monitoring Report <i>Kim Hayes, HR General Manager joined the meeting</i>	
16.1	The Board noted the Employment Monitoring Report for July 2016.	
17.0	HR Recruitment Progress Report	
17.1	The Board noted the current HR position on Recruitment and Talent Management as at the 22 nd August 2016.	
17.2	The Board was advised that Tusla plans to establish an independent Central Garda Vetting Unit as soon as it has the necessary staff in place.	
18.0	Performance Management Report June/July 2016 <i>Brian Lee, Director of Quality Assurance joined the meeting</i>	
18.1	The Board noted the Monthly Performance and Activity Dashboard for July 2016 showing significant progress in relation to cases awaiting allocation and high priority cases.	
19.0	QTR 2 2016 Performance Report	
19.1	The Board noted the QTR 2 Integrated Performance and Activity Report.	
19.2	The Board requested the Executive to review open cases/cases awaiting allocation in Cork area in more detail.	
19.3	The Board requested the Director of Quality Assurance to work with the Head of EWS's in relation to non-recognised schools.	
20.0	Update on Corporate Risk Register	
20.1	Reworked Corporate Risk Register to be submitted to QA & R Committee for approval and revert to Board	
21.0	AOB	
	The Chair of the Governance Committee provided a brief update on the new Code of Practice for the Governance of State Bodies 2016 and advised that Tusla's Code of Governance will be required to be updated in line with the new Code of Practice 2016.	