



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 27 th October 2016 AT 8.00am L4.04, BRUNEL BUILDING, HSQ, Dublin		
1. Present	Norah Gibbons	Chair
2. Present	Gary Joyce	Deputy Chair
Ordinary Members		
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
Vacancies		
1. Vacancy	Vacancy	Board Member
Quorum (with Vacancy)	Chair and or Deputy Chair +3 Ordinary Members	

In Attendance	Fred McBride Pat Smyth Jim Gibson Efion Williams Cormac Quinlan Colette Walsh Brian Lee Kay Keilthy	Chief Executive Officer Director of Finance Chief Operations Officer (Interim) General Manager Director of Policy & Strategy (Interim) Director of HR Director of Quality Assurance Board Secretary
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SIGNED: Norah Gibbons DATE: 25/11/2016
CHAIRPERSON

1.	Declarations of Interest	
	None	
2.	Minutes of the Board Meeting held on the 20th of September 2016	
	The minutes of the Board Meeting held on the 20 th of September 2016 were approved by the Board and signed by the Chair. Proposed : G. Joyce Seconded: N. Spring	
3.	Action Log	
	The Action Log as of the 20 th of September was reviewed by the Board	
4.	Matters Arising	
	None	
5	CEO Report	
5.1	The Board noted the CEO's report for October 2016. The report included an update on the Budget Announcement, Business Plan 2017, Strategic Partner Implementation Plans, Communications and Therapy Services.	
5.2	On the 12 th of October the Minister announced from the requested €100 million an increase in Tusla's non-capital funding of €37 million and capital funding of €13.5. The Board welcomed the increase in funding and acknowledged the work of the Department and the Executive in relation to the Estimates process.	
5.3	The CEO confirmed that work had commenced on developing the Business Plan for 2017. It is anticipated that the Agency will receive its Performance Statement for 2017 by mid-November.	
5.4	Work on the Transformation Programmes has been completed. The PMO will consolidate all the Transformation Programme Implementation Plans to establish a single programme of Work which will form the basis of the 2017 Business Plan.	
5.5	The Agency is currently awaiting formal approval from DCYA to fill a Head of Communications position.	
5.6	The HSE's Head of Primary Care has agreed in principle that Tusla's spend pressures on private therapeutic services would have to be met within the €7 million which is paid to the HSE for psychology services.	
6.	Budget 2017 <i>Pat Smyth, Director of Finance joined the meeting</i>	
6.1	The Board noted the update on the Budget Allocation for 2017 and the draft elements of the additional € 36.852 funding.	
6.2	The Minister announced the availability of an additional €2 million funding for Family Resource Centres. The Director of Finance advised that any additional funding provided to grant aided organisations should be in compliance with Circular 13/14.	
7.	Procurement	
	Update on Strategic Partners	
7.1	The Board noted the overview of the key deliverables of the Transformation Programme showing what has been achieved to date and what has to be completed before the agreed end date of the 31 st October 2016.	
7.2	The next phase of the Transformation Programme is the transfer of skills and knowledge in order to progress change. The Estimates Process 2017 includes 3 million to support embedding change including organisational reform.	
7.3	E.Egan advised the meeting she had made a submission for consideration to the ODRS Committee in relation to the positioning of Education Welfare Services within the proposed organisational structure.	
	<i>Pat Smyth, Director of Finance left the meeting</i>	

	Update on NCCIS <i>Jim Gibson, Chief Operations Officer(interim) and Efon Williams, General Manager joined the meeting</i>	
7.3.	The Board noted the high level summary of progress in respect of the NCCIS project and the NCCIS implementation cost estimates included in Tusla's "Survival to Sustainability" Estimates 2017 submission to the DCYA.	
7.4	E. Williams outlined the various activities required to support the implementation of the NCCIS system and identified the resources required. The resources required will include the use of both strategic partners and building on internal capacity.	
7.5	Document scanning services will require a formal procurement process to be undertaken. Tusla will recruit as proposed under the ICT strategy an NCCIS Programme Manager, Operations Manager and Business Analyst.	
7.6	The COO advised the meeting that the NCCIS Project had successfully underwent a Peer Review in October.	
7.7	The Board requested a demonstration of the NCCIS system. <i>Jim Gibson, Chief Operations Officer(interim) and Efon Williams, General Manager left the meeting</i>	
8.	Estates	
8.1	The Board approved in principle the recommendation to enter into lease of Units 7 & 8, The Reeks Gateway, Tralee road, Killarney, Co Kerry subject to PRG recommendation, Tax Clearance Cert and confirmation of Rental as [REDACTED].	
8.2	The Board Approved the recommendation to grant a lease for Brookside Lodge, O'Briensbridge, Co. Clare to the HSE for a nominal rent.	
9.	Finance (taken after agenda item 6)	
9.1	The Board noted the Tusla Financial Performance Report for August 2016 and September 2016.	
10.	Child Welfare Strategy <i>Cormac Quinlan, (Interim) Director of Policy & Strategy joined the meeting</i>	
10.1	The Board noted the progress in the development of the Child Protection and Welfare Strategy and key future considerations. The Board welcomed a National Approach to Practice and supported the longer term whole system reform of the child protection and welfare service – <i>Safety to Wellbeing</i> .	
10.2	The Minister has agreed to the introduction of mandatory reporting as provided for in the Children First Act in 2018 which will allow Tusla continue its preparatory work in 2017 prior to full implementation of the legislation.	
11.	National Policy Oversight Committee	
11.1	The Board noted the progress made in respect of the National Policy Oversight Committee 2016.	
12.	Empowering Practitioners & Practice Initiative	
12.1	The Board noted the summary of progress made in respect of the Empowering Practitioners and Practice Initiative. <i>Cormac Quinlan, (Interim) Director of Policy & Strategy left the meeting</i>	
13.	Employment Monitoring Report <i>Colette Walsh, Director of HR joined the meeting.</i>	
13.1	The Board noted the Employment Monitoring Report as at the 20 th October 2016.	
14.	HR – Recruitment Progress Report	
14.1	The Board noted the Tusla Recruitment & Talent Management Report as at 20 th October 2016.	
15.	Absenteeism Report	
15.1	The Board noted the initial HR Report on Absenteeism in Residential Services as at 31 July	

	2016.	
15.2	HR to review absenteeism data and provide a more detailed report to include the number of incidents of assault and stress leave. <i>Colette Walsh, Director of HR left the meeting</i>	
16.	Performance Management Report August 2016 <i>Brian Lee, Director of Policy & Strategy joined the meeting</i>	
16.1	The Board noted the Monthly Performance and Activity Dashboard (August 2016). Retrospective Cases will be reported separately in 2017	
16.2	The Board requested a review of performance data covering 2014 – 2016 in order to identify trends.	
17.	Corporate Risk Register	
17.1	The Board noted the Corporate Risk Report and the Corporate Risk Register as at October 2016. <i>Brian Lee, Director of Policy & Strategy left the meeting</i>	
18	Board Committee Reports	
18.1	The Board noted the draft Audit Committee Minutes of the 23 rd of September 2016.	
18.2	The Board noted the draft Quality Assurance and Risk Committee Meeting minutes of the 23 rd of September 2016.	
18.3	The Chair of the Quality Assurance and Risk Committee noted the Committee's concerns in relation to the risks arising from unallocated cases.	
18.4	The Board requested external support to assist the Board to define their risk appetite in relation to the Corporate Risk Register.	
18.5	The Board noted the draft Organisation Development, Succession and Remuneration Committee minutes of the 23 rd September 2016.	
19.	AOB	
19.1	The Public appointments Service (PAS) received 60 applications in response to the four skills based vacancies arising on the Board as at the 1 st January 2017. Following the PAS assessment process 10 names have been submitted to the Minister for consideration.	