



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 3 RD FEBRUARY 2017 AT 8.30AM
BRUNEL BUILDING, HEUSTON SOUTH QUARTER

Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	P.J. Fitzpatrick	Board Member
Present	Aine Hyland	Board Member
Present	Deirdre Kiely	Board Member
Present	Pat McLoughlin	Board Member
Present	Rory O'Ferrall	Board Member
Present	Tony Rodgers	Board Member
Present	Paul White	Board Member

In Attendance	Fred McBride Jim Gibson Noel Kelly Pat Smyth Brian Lee Kay Keilthy	Chief Executive Officer Chief Operations Officer Director of Education Welfare Services Director of Finance Director of Quality Assurance Board Secretary
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SIGNED: Norah Gibbons DATE: 24/02/17
CHAIRPERSON

1.	Declarations of Interest	
	None	
	Matters Arising – Board Only	
	<p>The Chair informed the meeting that she had received a letter from Minister Zappone dated 31 January 2017. The purpose of the letter was to inform the Chair that the Minister had received a protective disclosure under the Protective Disclosures Act, 2014 on the 22nd December 2016. The Minister requested an initial response from Tusla in relation to the serious allegations relating to child protection practices and other practices within Tusla made under the protective disclosure. A Special Committee of the Board (N. Gibbons, G. Joyce, P. McLaughlin, PJ Fitzpatrick) was appointed to manage Tusla's initial response to the Minister. The Board agreed to get legal advice from Arthur Cox due to the complexity of disclosure as seen.</p> <p><i>F. McBride, CEO, joined the meeting</i></p>	
2.	Minutes of the 16th of December 2016	
2.1	The Board approved the minutes of the Board Meeting held on the 16 th December 2016.	
3.	Action Log/Matters Arising	
3.1	The Board noted the action log as at the 16 th December 2016	
3.2	The meeting noted the approval by the Board of J. Gibson, COO as acting CEO for the period 21 st January 2017 until the 1 st of February 2017 on the 17 th of January 2017.	
4.	CEO Update	
1.1	The CEO presented his report as of January 2017 including an update on Recruitment, Organisational Structure, PAC, 2017 Business Plan and unaccompanied minors.	
5.	Crisis Communications and Issues Management Strategy	
5.1	The Board approved in principle the Crisis Communications and Issues Management Strategy as a subset of Tusla's overall communications strategy. The Board requested the incorporation of agreed changes. The Crisis Communications and Issues Management Strategy will form part of the Agency's overall communications strategy.	
6.	Estates	
6.1	The Board approved the recommendation to enter into a lease agreement for the Kilkenny Education Centre, Seville Lodge, Callan Road, Kilkenny.	
6.2	The Board did not approve the recommendation to enter into a lease agreement for Tullamore Medical Centre Ltd. The Board requested additional information in relation to the lease before it would consider recommendation to enter into a lease agreement.	
6.3	The Board noted the overview of the process in place in relation to lease agreements and major capital projects. The Board requested more detailed	

	information in relation to procurement, evaluation and control be included as part of Tusla's Major Capital Projects process overview. In addition the Board requested that Tusla's Major Capital Process should state that contract variations should not occur (except in exceptional circumstances).	
7.	Prevention, Partnership and Family Support and Meitheal Practice Model Progress Report. <i>J. Gibson, COO, joined the meeting</i>	
7.1	The Board noted the progress report on the implementation of Tusla's area based approach to Prevention, Partnership and Family Support and Meitheal National Early intervention Practice Model.	
8.	Troubled Children, Children in Trouble, Creative Community Alternatives	
8.1	The Board noted the proposed service development of creative community alternatives to care which it is intended will provide better outcomes for children and young people.	
9.	Position Paper on future of the School Completion Programme <i>N. Kelly, Education Welfare Services, joined the meeting</i>	
9.1	The Board noted the position paper on the future of the School Completion Programme and supported the setting up of an expert panel to consider the models presented. The Board requested more detail in relation to Model A and Model D to come back to the Board. <i>J. Gibson, COO and N. Kelly, Educational Welfare Services left the meeting</i>	
10.	Financial Performance and Outturn Update – December 2016 <i>P. Smyth, Director of Finance, joined the meeting</i>	
10.1	The Board noted the Financial Performance and Outturn update for December 2016. <i>P. Smyth, Director of Finance, left the meeting.</i>	
11.	Performance Management Report November 2016 <i>B. Lee, Director of Quality Assurance joined the meeting.</i>	
11.1	The Board noted the Monthly Performance Activity Report for November 2016 and expressed concern at the second consecutive increase in the number of cases awaiting allocation.	
11.2	The Board requested that Carol Coulter be invited to make a presentation to the Board on social worker court reports.	
12.	National Review Panel Report Publications	
12.1	The Board approved the proposed changes to the process regarding the publication of all National Review Panel Reports, including their Annual Report which will come into effect on in early January 2017.	
13.	Monthly Risk Register	
13.1	The Board noted the update on key issues in the Agency via the Corporate Risk Register (CRR) and the January Risk Report.	
14.	Corporate Risk Register	
14.1	The Board noted the Corporate Risk Register as at January 2017. <i>B. Lee, Director of Quality Assurance left the meeting</i>	
15.	EMR Report	
15.1	The Board took as read the EMR report for December 2016	
16.	Recruitment	
16.1	The Board took as read the Recruitment report for December 2016	
17.	Audit Committee	

17.1	The Chair updated the Board on the Audit Committee held on the 9 th of December 2016.	
17.2	The Board noted the draft minutes of the Audit Committee meeting held on the 9 th of December 2016	
18	AOB	
18.1	<p>The Board approved the following sub- committee appointments:</p> <p>Audit Committee</p> <p>Re-appointment of Rory O'Farrell, Board Member as Chair of the Audit Committee up to and including the 31st of December 2019.</p> <p>Appointment of Deirdre Kiely, Board Member as a member of the Audit Committee for the period 1st March 2017 up to and including the 31st December 2019.</p> <p>Retirement of Paul White, Board Member as a member of the Audit Committee as of the 1st March 2017.</p> <p>Quality Assurance and Risk</p> <p>Appointment of Tony Rodgers, Board Member as the Chair of the Quality Assurance and Risk Committee for the period up to and including the 31st December 2019.</p> <p>Appointment of Aine Hyland, Board Member as a member of the Quality Assurance and Risk Committee for the period up to and including the 31st December 2019.</p> <p>Governance Committee</p> <p>Appointment of Paul White, Board Member as a member of the Governance Committee for the period up to and including the 31st December 2019</p> <p>Organisational Development, Remuneration and Succession Committee</p> <p>Appointment of Pat McLoughlin, Board member as a member of the Organisational Development, Remuneration and Succession Committee for the period up to and including the 31st December 2019.</p>	