



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 27 TH NOVEMBER 2015		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER		
Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Apologies	P.J. Fitzpatrick	Board Member
Present	Noel Kelly	Board Member
Present	Sylda Langford	Board Member
Apologies	Gary Ó Donnchadha	Board Member
Present	Rory O'Ferrall	Board Member
Present	Noelle Spring	Board Member

In Attendance	Gordon Jeyes Fred McBride Pat Smyth Brian Lee Gerard McKiernan Colette Walsh Caroline O'Flaherty Kay Keilthy	Chief Executive Officer Chief Operations Officer Director of Finance Director of Quality & Assurance Director of Estates & Project Management Director of HR Head of ICT Board Secretary
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SIGNED: Maah Gibbons DATE: 17/12/2015

CHAIRPERSON

1.	Declarations of Interest	
1.1	None	
2.	Minutes of the 30th October 2015	
2.1	The minutes of the Board meeting held on the 30 th October were approved by the Board and signed by the Chair.	
3.	Action Log	
3.1	The Board reviewed the Action Log as at the 30 th October 2015.	
3.2	GJ and EB to meet with Chair to discuss Tusla event in January 2016.	
4.	Matters Arising	
4.1	The names of applicants who met the necessary criteria for appointment to the vacancy on the Board have been submitted to the Minister for consideration.	
5.	Business Plan 2016 <i>Pat Smyth, Director of Finance, joined the meeting</i>	
5.1	The Board reviewed the CEO's initial response to the Performance Statement letter from the Department of Children and Youth Affairs and noted the issues raised by the CEO in relation to Recruitment, ICT, Data Issues, Co-Operation and Psychology.	
5.2	In line with the Child and Family Agency Act 2013 the Business Plan for 2016 is required to be submitted to the Minister by the 20th of December 2015.	
5.3	The Board requested the final draft of the Business Plan 2016 to come to the December Board meeting. The final draft to issue to the Board on the 16 th December 2015.	
6.	ICT – Monthly Report <i>Caroline O'Flaherty, Head of ICT, joined the meeting</i>	
6.1	The Board was provided with an update on ICT developments including current ICT landscape, resources and strategic direction.	
6.2	<i>The Board requested ICT update for January 2016 Board meeting</i>	
	<i>Board meeting suspended</i>	
	James Reilly TD, Minister, DCYA and Dermot Ryan, Assistant Secretary joined the meeting.	
	<ul style="list-style-type: none"> The Chair acknowledged the Agency's increase in funding for 2016 and thanked the Minister and the Department of Children and Youth Affairs for their work in relation to Tusla's 2016 Budget. The Minister congratulated the Board on the setting up of the Agency and their work to date. The Chair welcomed the Performance Framework for 2016 and the Minister's proposal to engage on a more regular basis with the Agency. The Chair informed the Minister of on- going challenges in relation to ICT, Psychology and Organisational Structure. The Minister stated his continued commitment and support of Tusla and welcomed discussion regarding data that can deliver real change. 	
	<i>Board meeting resumed</i>	
7.	Financial Outturn October 2015	
7.1	The Board noted the Financial Outturn for October 2015.	
8.	Financial Performance Report October 2015	
8.1	The Board noted the Financial Performance Report on October year to date financial outturn.	
9.	Employment Monitoring Report October 2015	
9.1	The Board noted the Employment Monitoring Report October 2015.	
10.	HR Development <i>(Colette Walsh, Director of HR, joined meeting)</i>	
10.1	The HR Director provided an update on recruitment.	

10.2	The Board requested an out-of-hours service report for January Board meeting.	
10.3	Tusla's staff transfer policy has been approved and will be launched next week.	
10.4	Tusla has engaged an external support to progress the agreed operating model to the next phase. <i>Colette Walsh, left the meeting</i>	
11.	Performance Activity Dashboard – September 2015 (<i>Brian Lee, Director of Quality Assurance</i>)	
11.1	The Board noted the Performance Activity Dashboard – September 2015	
12.	Integrated Performance Report (QTR 3)	
12.1	The Board noted the Integrated Performance Report (QTR3)	
12.2	The Board requested an explanatory note in relation to areas which fail to submit performance data.	
13.	Strategic Risk Register	
13.1	The Board approved the Strategic Risk Register as a work in progress.	
13.2	The Board requested an information session on risk to be scheduled in Qtr 1 2016. <i>Brian Lee, left the meeting.</i>	
14.	Estates – Capital Investment (<i>Gerard McKiernan, Director of Estates and Special Projects, joined the meeting</i>)	
14.1	The Board approved the co-funding proposal and re-location to Rutland Street school, Dublin City North in partnership with Dublin City council and Dublin City Education Training Board. <i>Gerard McKiernan, left the meeting.</i>	
15.	Rapid Improvement Measures Report (<i>Fred McBride, COO, joined the meeting</i>)	
15.1	The Board noted the Midlands Rapid Improvement Progress Report and a high level summary of the current situation.	
15.2	The COO agreed to ensure that initial case review assessments had commenced. <i>Fred McBride, left the meeting</i>	
16.	CEO Report	
16.1	The CEO advised of a number of factors which are resulting in problems with the publication of all the National Review Panel reports submitted. The CEO requested the Director of Quality to liaise with the DCYA in relation to the reports.	
17.	Prospectus – Board Effectiveness Review	
	Prospectus presented Tusla's Board Effectiveness Review. The Board requested Prospectus to develop a shared learning workshop based on the Board Effectiveness Review findings for delivery in early 2016.	
18.	AOB	

