



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 16 TH DECEMBER 2016 AT 8.30AM		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER		
Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	Emer Egan	Board Member
Present	P.J. Fitzpatrick	Board Member
Present	Sylda Langford	Board Member
Present	Rory O'Ferrall	Board Member
Present	Noelle Spring	Board Member
Present	Paul A. White	Board Member

In Attendance	Fred McBride Madeleine Halpin Pat Smyth Brian Lee Colette Walsh Kay Keilthy	Chief Executive Officer GM, CEO's Office Director of Finance Director of Quality Director of HR Board Secretary
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SIGNED: Norah Gibbons DATE: 3/2/2017
CHAIRPERSON

	<i>The Deputy Chair commenced the Board Meeting in the absence of the Chair. The Deputy Chair dealt with Agenda Items 1, 2, 3 and 16 when the Chair joined the meeting.</i>	
1.	Declarations of Interest	
1.1	A declaration of interest was made by a member of the Board in relation to a matter arising under the CEO's December report. In accordance with Section 19 of the Child and Family Agency Act 2013 the Board member is obliged to be absent from any part of the meeting during which the matter is discussed.	
2.	Minutes of the 25th November 2016	
2.1	The Minutes of the Board meeting held on the 25 th November were approved by the Board subject to an agreed change and signed by the Chairperson.	
3.	Action Log/Matters Arising	
3.1	The Board noted the Action Log as at the 25 th November 2016	
4.	CEO Report	
4.1	The Board noted the CEO's report for December 2016.	
4.2	The CEO confirmed the appointment of Jim Gibson as Chief Operations Officer. The Board congratulated Mr. Gibson on his appointment.	
4.3	A specific protocol for inter-agency collaboration between the HSE and Tusla on cases relating to children with a disability has been developed and is currently being finalised.	
4.4	The Board requested the Agency's Crisis Communication Plan to come to the January Board meeting for information.	
4.5	The CEO updated the Board on the issues of media interest which required an immediate response and action including the HIQA report into Fairyhouse, Child protection concern at King's Hospital School and FOI release in respect of MOU with HSE. In accordance with Section 19 of the Child and Family Agency Act 2013, G. Joyce, absented herself from the meeting during which the matter concerning King's Hospital School was discussed.	
4.6	The Board expressed concern that the Agency was paying the HSE for a psychology service which failed to meet the service needs of Tusla. The Board requested the CEO to continue discussions with the HSE with a view to resolving the matter.	
5.	Estates	
5.1	The Board approved the recommendation to enter into a Licence for an additional 20 car parking spaces to be made available to Tusla staff in the Brunel building.	
5.2	The Board approved the recommendation to enter into a lease for Units 6 & 7, Ground Floor, Telford Building, Heuston South Quarter subject to clarification of fit out and full reinstatement cost.	
5.3	The CEO advised of an increase in the costs presented to the Board in relation to the Portrane Special Care Unit remodelling and new build work project. The increase cost was due to a client requested change order in relation to the fitting of an industrial style kitchen in Portrane Special Care Unit.	
6.	Consolidated Implementation Plan <i>Madeleine Halpin, GM joined the meeting</i>	
6.1	The Board noted the Consolidated Implementation Plan. <i>Madeleine Halpin, GM left the meeting</i>	
7.	Business Plan 2017	

7.1	The Board approved the draft Business Plan 2017 subject to some minor changes. The Chair and CEO agreed to sign off on the minor changes/edits.	
8.	Financial Performance and Outturn Update	
8.1	The Board noted the Financial Outturn for 2016.	
9.	Banking Amendment	
9.1	The Board approved the amendment to account operation and signing instructions in relation to the Friends of the Women's Refuge Account.	
10.	Employment Monitoring/Recruitment Update	
10.1	The Board noted the verbal update on the Employment monitoring and Recruitment.	
11.	Summary of HR Strategy	
11.1	The Board noted the overview of the HR Strategy for 2016 -2018 including actions completed to date and priorities for 2017.	
11.2	The Board requested more targeted HR Strategy outcomes for 2017 and 2018 for the February Board meeting	
12.	HR Key Achievements 2016	
12.1	As above.	
13.	Performance Management Reports	
13.1	The Board noted the monthly performance and activity data dashboard for October 2016.	
14.	Risk Report December 2016	
14.1	The Board noted the update on key risks to the Agency reflected in the Corporate Risk Register, emerging risks and a summary of key issues in the Agency's risk and incident system.	
15.	Audit Committee Update	
15.1	The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 9 th December 2016. Draft minutes of the Audit Committee meeting will be available at the next Board meeting.	
16.	Governance Committee update	
16.1	The Board noted the draft Governance Committee minutes of the meeting held on the 25 th November 2016.	
16.2	The Board approved the amendments recommended by the Governance Committee to Tusla's Code of Governance and noted that the amended Code of Governance will need to be submitted to the Minister for approval in accordance with Section 50 of the CFA Act.	
16.3	The Governance committee will revert to the Board with a recommendation for approval of the procedures for Board members seeking independent professional advice.	
16.4	The Governance Committee will review the Agency's Service Level Agreements (SLA's) and if appropriate will make a recommendation to the Board to reserve to itself the approval of SLA's over certain thresholds.	
17.	QA & R Committee	
17.1	The Board noted the minutes of the Quality Assurance and Risk meeting held on the 18 th November 2016	
18.	AOB	
18.1	None	