



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 24 th FEBRUARY AT 8.15AM
MARYBOROUGH HOTEL, CORK

Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Apologies	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 Pat Smyth Brian Lee Kay Keilthy	Chief Executive Officer Chief Operations Officer Director of Finance Director of Quality Assurance Board Secretary
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SIGNED: Norah Gibbons DATE: 31/3/2017
CHAIRPERSON

	CHAIR Update	
	<p>The Minister, Katherine Zappone along with senior members of the DCYA will join the meeting after the Board has concluded its normal business.</p> <p>The Chair updated the Board on the protected disclosure discussed at the Board meeting on the 3rd February and 13th of February.</p> <p>The Board approved the terms of reference in relation to the internal review of the management of retrospective allegations made in relation to a member of An Garda Síochaná in (Cavan/Monaghan - Dublin North East Regional Office) and (Donegal/West Regional Office).</p> <p>The Board expressed concern that the allegations raised in the protected disclosure are appropriately and expeditiously investigated, adhering to the principles of natural justice. In this regard the Board requested confirmation from the Department that the complainant is aware of and is satisfied with the investigation process agreed with the Minister.</p>	
1.	Declarations of Interest	
	None	
2.	Minutes of the 3rd February 2017	
	The minutes of the Board meeting held on the 3 rd February were approved by the Board and signed by the Chair.	
3.	Minutes of the 13th February 2017	
	The minutes of the Board meeting held on the 13 th February were approved, subject to some minor changes, by the Board and signed by the Chair.	
4.	Action Log/Matters Arising	
	Noted	
5.	CEO Report <i>F. McBride, CEO joined the meeting</i>	
5.1	The CEO presented his report as of the 24 th of February 2017 including an update on the Joint Oireachtas Committee, Charleton Enquiry Management Team and performance management of members of SMT.	
5.2	The CEO provided an update in relation to the 'Grace Case' which is due to be published on the 28 th of February 2017. Six Tusla staff members have been identified in the Grace report as having some level of involvement in the case. HR have reviewed personnel files of staff. No performance issues or areas of concern have been identified as part of the HR review.	
5.3	The Board noted the addendum to the CEO report in relation to the update on the PMO. The Board requested that the Agency secure confirmation in writing from HBS that the proposal was within procurement rules as it met the "exceptional circumstances" criteria applying to contract extensions.	

5.4	The Board noted the Mary Report submitted to the Secretary General of the DCYA and the Department of Health which formed part of the CEO's Report.	
6.	Estates	
6.1	The proposed lease of the Primary Care Health Care Centre, Tullamore was put on hold. The Board requested a VFM report to be submitted.	
6.2	The Board approved the recommendation to enter into a lease of Block 1, Hampton Court, Cootehill Road, Cavan subject to receipt of tax clearance certificate in relation to the Landlord.	
6.3	The Board approved the recommendation to enter into a lease of Vista Healthcare Campus, Ballymore Eustace Road, Naas, Co. Kildare subject to clarification regarding the car park spaces.	
6.4	The Board requested Tusla's Accommodation Strategy to come before the Board.	
6.5	The Board requested that all capital project overruns should come to the Board before overruns are agreed.	
7.	Financial Performance and Outturn Update January 2017	
7.1	The Board noted the Financial Performance and Outturn Update for January 2017.	
8.	Budget Allocation 2017	
8.1	The Board approved the Budget Allocation for 2017. The Board noted that the Budget Allocation for 2017 did not include any tribunal costs or costs associated with unaccompanied minors.	
9.	Performance Management Report December 2016	
9.1	The Board noted the Performance Management Report for December 2016. The report showed an increase in the number of open cases awaiting allocation to a social worker and a decrease in the number of children in care. Both metrics to be monitored closely.	
10.	Integrated Performance Report – QTR 4 2016	
10.1	The Board noted the Integrated Performance Report – QTR 4 2016	
11.	Risk Report – February 2017	
11.1	The Board noted the Risk Report for 2017. The Board expressed concern at the number of serious incidents reported to the NRP/HIQA in particular the number of suspected suicides in the Cork area. The Board requested a pro-active approach to reviewing and monitoring the serious incidents in Cork.	
12.	HR Strategy	
12.1	Agenda Item deferred	
13.	National Approach to Practice	
13.1	The Board approved the recommendation to proceed with finalising the Signs of Safety contract with Resolutions Consultancy for 3 years at a total cost of 2.1m Euro (excl of Vat and inclusive of all costs).	
13.2	HBS to confirm in writing that procurement regulations have been complied with in relation to the Signs of Safety contract.	

14.	Audit committee	
14.1	The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 17 th February 2017. The Audit Committee approved the internal audit plan for 2017 and reviewed draft AFS for 2016.	
14.2	The Board approved the appointment of T. Rodgers as a member of the Audit Committee as of the 24 th February 2017 .	

END