



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

<b>CHILD AND FAMILY AGENCY</b>
<b>MINUTES OF BOARD MEETING HELD ON THE 31<sup>st</sup> March 2017</b>
<b>BRUNEL BUILDING, HEUSTON SOUTH QUARTER, DUBLIN 8</b>

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

<b>In Attendance</b>	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: 27/4/2017  
CHAIRPERSON

1	<b>CHAIR Update</b>	
	<p>The Chair provided an update on the protected disclosure discussed at the March Board meeting.</p> <p>The Chair confirmed that she had written to the Secretary General, DCYA and requested confirmation that the protected disclosure complainant is aware of and is satisfied with the investigation process agreed with the Minister. The Board agreed that the proposed investigation should not progress until assurance has been received that the complainant is satisfied with the investigation process.</p> <p>A draft report covering the [REDACTED] was submitted to the DCYA. The Quality Assurance Midlands HIQA Action Plan Verification Report will be submitted to the DCYA today.</p> <p>The Chair will seek further clarification of the legal advice received in relation to the data protection issue.</p>	
	<b><i>F.McBride, CEO joined the meeting</i></b>	
2	<b>Declarations of Interest</b>	
	None	
3	<b>Minutes of the 24<sup>th</sup> February 2017</b>	
	The minutes of the Board meeting held on the 24 <sup>th</sup> February were approved by the Board and signed by the Chair.	
4	<b>Action Log/Matters Arising</b>	
4.1	The draft report on Retrospective Cases was submitted to the DCYA who have sought a number of clarifications in relation to the report. The COO is currently working on the final copy of the report. A final copy of the report will be available at the April Board meeting.	
4.2	The Board requested the development of a position paper on managing retrospective cases of abuse in line with best practice in other jurisdictions.	
5.	<b>Causes of Prolonged and highly contested child protection cases – Presentation by Carol Coulter</b>	
5.1	The Board welcomed Carol Coulter's presentation and the findings of her interim review. The interim review highlighted the need for a stronger focus on court training for social workers. The CEO to explore the inclusion of court training as a course module with 3 <sup>rd</sup> level institutions and as a possible CORU registration requirement.	
6.	<b>CEO Report</b>	
6.1	The CEO presented his report as of the 31 <sup>st</sup> March 2017 including an update on high profile cases, Ombudsman Investigation Report into complaint handling, Signs of Safety Information Sessions and update on SCP.	
6.2	The CEO informed the meeting that the Agency was at risk of being unable to achieve all of its Business Plan commitments for 2017 due to the additional work load and costs generated by the current level of investigations involving	

	Tusla. The Board requested the CEO to inform the DCYA of the risk and identify what elements of the business plan may be impacted	
6.3	The Board requested that a statement should be submitted to the Grace Case Inquiry outlining Tusla's frustration with the level and quality of Information received from the HSE in relation to the involvement of Tusla Staff in the 'Grace' case.	
6.4	The Board noted the update on the School Completion Programme.	
7.	<b>Estates</b>	
7.1	The Board approved the recommendation to enter into a lease agreement in relation to the 2 <sup>nd</sup> Floor, Estuary House, Henry Street, Limerick.	
7.2	The Board approved the recommendation to enter into a lease agreement for Carysfort House, Carysfort Avenue, Blackrock, Co. Dublin subject to sight of report on 102 Patrick Street, Dun Laoghaire.	
7.3	The Board approved the recommendation to extend a short term licence arrangement with Limerick City & County Council for a 12 month period for 31 – 33 Edward Street, Limerick and Phoenix House, Sarsfield Park, Limerick.	
7.4	The Board approved the recommendation to enter into a lease agreement for Tullamore Primary Care Centre subject to confirmation that Tusla's rent is in line with the other Primary Care Centre tenants.	
7.5	The Board expressed concern at the increasing level of accommodation costs and requested as a matter of urgency the development of an accommodation strategy.	
8.	<b>School Completion Programme Update</b>	
8.1	Covered in CEO's report	
9.	<b>Delegation to EWS Officers</b>	
9.1	The Board agreed to delegate authority to each duly appointed Education Welfare Officer to perform their duties pursuant to section 39 of the Education (Welfare ) Act, 2000.	
10.	<b>Report on the ACTS Service</b>	
10.1	The report on the ACTS Service was deferred until the April Board Meeting.	
11.	<b>Performance Management Report – January 2017</b> <i>B. Lee, Director of Quality Assurance joined the meeting</i>	
11.1	The Board noted the Monthly Performance and Activity Data Dashboard for January 2017. The Board requested that alleged historic cases of abuse be shown separately in the report.	
11.2	The Board requested the creation of a register of all internal and external Tusla reports.	

12.	<b>Risk Report – March 2017</b>	
12.1	The Board noted the Risk Report for March 2017. The Board requested the Director of Quality Assurance and COO to present a joint monthly Risk Report outlining both risks and mitigating actions. <i>B. Lee, Director of Quality Assurance left the meeting</i>	
13.	<b>Financial Performance and Outturn Update – February 2017</b>	
13.1	The Board noted the Financial Performance and Outturn update for February 2017.	
14.	<b>Bank Mandate</b>	
14.1	The Board approved the addition of two extra authorised signatories on the Rathmines Refuge Bank Account. The Bank Mandate was signed by the Chairperson.	
15.	<b>Audit Committee Report</b>	
15.2	The Board noted the approved Audit Committee Minutes of the 17 <sup>th</sup> February 2017.	
15.2	Draft Annual Financial Statements will be presented at the April Board meeting.	
16.	<b>Q A &amp; Risk Committee Report</b>	
16.1	The Board noted the draft Q A & R Committee Minutes of the 3 <sup>rd</sup> March 2017	
17.	<b>Risk Appetite Procurement Document</b>	
17.1	The Board approved the Risk Appetite Procurement Document.	
18.	<b>Draft Governance Committee Minutes of the 3<sup>rd</sup> February 2017</b>	
18.1	The Board noted the draft Governance Committee Minutes of the 3 <sup>ed</sup> February 2017	

END