



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 27<sup>th</sup> April 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 Noel Kelly Pat Smyth Kay Keilthy	Chief Executive Officer Chief Operations Officer Head of Education Welfare Services Director of Finance Board Secretary
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SIGNED: Norah Gibbons DATE: 26/5/2017  
CHAIRPERSON

1	<b>CHAIR Update re Disclosure</b>	
1.1	The Chair updated the Board on the meeting with the Secretary General, DCYA held on the 12 <sup>th</sup> of April 2017 in relation to the disclosure.	
1.2	In response to allegations made under the disclosure a further detailed report was handed over to the Secretary General providing assurance that no evidence exists that any child is at additional risk in [REDACTED]. A further review is being undertaken by the COO to ensure that all issues identified by HIQA inspections are followed through.	
1.3	At the meeting the Secretary General advised that the DCYA team had met with the Complainant. The Complainant was informed of the proposed investigation process however no agreement was sought from the complainant regarding the process. The complainant submitted new information to the DCYA based on information received as part of an FOI request.	
1.4	The Secretary General also advised that the DCYA had informed HIQA and CORU of the allegations contained in the disclosure.	
1.5	The Board agreed to commence an independent investigation through Arthur Cox into the wider allegations made under the disclosure. The independent investigator will write an 'opening letter' to the complainant to initiate the commencement of the investigation and deal with the data protection issue.	
1.6	A letter to issue to HIQA advising that the Board is commencing an investigation process into allegations made under the disclosure and clarify if HIQA plans to take any action in relation to the disclosure.	
1.7	The board formally approved the establishment of a Special Inquiries sub-committee of the Board. The Special Inquiries sub-committee will oversee the management of the disclosure on behalf of the Board.	
1.8	P Mcloughlin was appointed Chairperson of the Special Inquiries sub-committee. The Board approved the appointments of G. Joyce, T. Rodgers and N. Gibbons as members of the Inquiries sub-committee.	
1.9	P.Mcloughlin agreed to review the protected disclosure and cluster the complaints to assist in comprehensively dealing with allegations raised in the disclosure.	
1.10	The Special Inquiries sub- committee will develop its Terms of Reference and submit to the Board for approval. The Sub-Committee will review the Agency's governance structure with a focus on strengthening Internal Audit function and how it could be expanded to support an investigatory arm focused on service delivery.	
	<b><i>F.McBride, CEO joined the meeting</i></b>	
2	<b>Declarations of Interest</b>	
2.1	None	
3	<b>Minutes of the 31<sup>st</sup> March 2017</b>	

3.1.	The minutes of the Board meeting held on the 31 <sup>st</sup> March were approved by the Board and signed by the Chair.	
4	<b>Action Log/Matters Arising</b>	
4.1	The Board noted the action log and requested that all action items have a completion date against them.	
5.	<b>CEO Report</b>	
5.1	The CEO presented his report as of the 27 <sup>th</sup> April 2017 including an update HIQA Investigation and HIQA Governance Review. External Scrutiny, Business Plan 2017 and meeting with Taoiseach and Cabinet Members.	
5.2	At the Cabinet meeting the CEO informed the Taoiseach of the challenges the Agency faces in relation to retrospective allegations and the need for legislative reform. The Taoiseach supported the need for greater clarity of roles and responsibilities in dealing with cases of retrospective allegations and requested the DCYA to ensure effective legislative reform.	
5.3	The Chair and the CEO updated the Board on their meeting with HIQA held on The 24 <sup>th</sup> April and advised that HIQA will be undertaking nine Inquiries in 9 areas. The Board expressed concern at the level of resources which will needed to assist with the proposed level of HIQA and other inquiries. The Board requested that their concerns are communicated to the DCYA.	
5.4	The Board requested that the Chair of the Board meet with the Chair of HIQA to discuss HIQA's decision not to publish a Governance Review of Tusla's Governance structures undertaken over a two year period and now near to publication stage.	
6.	<b>Estates</b>	
6.1	The Board approved in principle the proposal to commence to construction tender stage for the refurbishment and build costs at St Fintan's Hospital, Portlaoise subject to a maximum spend of 3.6 million and clarity regarding tenure and rental agreement.	
6.2	The Board approved in principle the recommendation to commence to construction tender stage for the refurbishment and build costs at St. Joseph's Limerick subject to a maximum spent of 5.4 million.	
7.	<b>School Completion Programme Update</b> <i>J. Gibson, COO, joined the meeting</i> <i>N. Kelly, Director of EWS, joined the meeting</i>	
7.1	The Board approved in principle the direction outlined in the position paper on the next steps in achieving a reformed service delivery model for the School Completion Programme. <i>N. Kelly left the meeting</i>	
8.	<b>Report on ACTs Service</b>	

8.1	The Board noted the ACTS Service Review Report and the recommendations outlined.	
9.	<b>Report on Retrospective Cases of Abuse</b>	
9.1	The Board noted the report on Retrospective Cases of Abuse which provided an update on the service improvement plan and its current status, a snapshot of key data on retrospective cases and reference to 2016 Operations led unallocated cases review.	
10.	<b>Performance Management Report – February 2017</b> <i>B. Lee, Director of Quality &amp; Assurance joined the meeting</i>	
10.1	The Board noted the Monthly Performance and Activity Data Dashboard – February 2017.	
11.	<b>Risk and Assurance Report – April 2017</b>	
11.1	The Board noted the Risk and Assurance report for the period April 2017.	
11.2	The COO will provide the Board with a report on the high suicide rate amongst young people in the Cork area. <i>B. Lee left the meeting</i>	
12.	<b>Finance Performance and Outturn Update – March 2017</b> <i>P. Smyth, Director of Finance , joined the meeting</i>	
12.1	The Board noted the Tusla Financial Performance Report for the period to March 2017.	
13.	<b>Draft AFS 2016</b>	
13.1	The Board noted the Draft Annual Financial Statements for 2016. Draft Annual Financial Statements will be submitted to the Board at the May meeting for approval.	
14.	<b>National Financial Regulation – Purchases to Pay</b>	
14.1	The Board approved the recommendation by the Audit Committee to approve Tusla's National Financial Regulations -- Purchase to Pay. <i>P. Smyth, left the meeting</i>	
15.	<b>Audit Committee Report</b>	
15.1	The Board noted the draft Audit Committee Minutes of the 24 <sup>th</sup> March 2017.	
16.	<b>Governance Committee Report</b>	
16.1	The Board noted the draft Governance Committee minutes of the 31 <sup>st</sup> March 2017	
17.	<b>Guidelines for Board Members Seeking Independent Advice</b>	
17.1	The Board formally approved the guidelines for Board members seeking independent advice.	
18.	<b>ODRS Report</b>	
18.1	The Board noted the draft ODRS minutes of the 10 <sup>th</sup> April 2017	
19.0	<b>AOB</b>	

END