



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
29 th May 2015 AT 8.00AM		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER		
Present	Norah Gibbons	Chair
	P.J. Fitzpatrick	Board Member
	Noel Kelly	Board Member
	Sylda Langford	Board Member
	Ita Mangan	Board Member
	Gary Ó Donnchadha	Board Member
	Rory O'Ferrall	Board Member
	Noelle Spring	Board Member
Apologies	Gary Joyce	Deputy Chair

In Attendance	Gordon Jeyes	Chief Executive Officer
	Fred McBride	Chief Operations Officer
	Pat Smyth	Director of Finance
	Brian Lee	Director of Quality Assurance
	Kay Keilthy	Board Secretary

SIGNED: Norah Gibbons DATE: 26/6/2015
CHAIRPERSON

1.0	Declarations of Interest	
1.1	None	
2.0	Minutes of the 24th April 2015	
2.1	Minutes of the Board meeting held on the 24 th April 2015 were approved and signed.	
3.0	Matters Arising	
3.1	The recruitment process has been completed in relation to the Head of Legal post. An offer of appointment has been made and accepted. Currently awaiting Gardai clearance.	
3.2	The Agency has received no response from DCYA in relation to the draft Capital Plan 2015- 2107.	
3.3	The Senior Management Team agreed to engage an expert adviser to support the Agency's ICT specification requirement.	
3.4	The Chair of the Quality Assurance & Risk Committee (QA& R) updated the Board on the QA & R Committee meeting held on the 8 th of May 2015. The Chair informed the meeting that the Quality Assurance and Risk Committee had identified ICT and the staffing of front line services as two major risks to the core delivery of service.	
4.0	Midlands Report	
4.1	The COO updated the Board on the action taken to address a backlog of referrals to the midlands.	
5.0	HIQA Reports – Child Protection	
5.1	The Director of Quality Assurance presented a draft report on the key findings of the HIQA Inspection of Louth/Meath Child Protection Services. An action plan has been submitted to HIQA and a monthly report in relation to progress will be submitted to the Board to provide assurance in relation to service improvement priorities.	
6.0	Unallocated Cases Analysis – Report	
6.1	The Board noted the National Review of Cases Awaiting Allocation Draft Report and the additional resources required to address the immediate backlog. A copy of the report has been submitted to DCYA and the Minister.	
6.2	The Board approved external support for the Executive to assist in preparing a concise business case in relation to the additional resources identified in the National Review of Cases Awaiting Allocation, National Programme Office and future requirements in terms of Children First Legislation and After Care. The business case should be submitted to the DCYA by the end of June.	
7.0	Performance Reports	
7.1	The Board noted the Monthly Performance and Activity Dashboard for March 2015.	
8.0	Recruitment & Selection Options Paper	
8.1	Recruitment & Selection Options Paper was postponed until the June meeting.	
	<i>Brian Lee, Director of Quality & Assurance left the meeting</i>	
9.0	EMR 2015	
9.1	The board noted the Employment Monitoring Report for April 2015	
10.0	Finance – Pat Smyth, Director of Finance joined the meeting	
10.1	The board noted the Financial Outturn for the year to the 30 th April 2015 showing an overspend of €3,468 million.	

10.2	The board noted the Financial Performance Report April 2015.	
10.3	The board noted the revised cost containment plan and considered the measures identified to bring expenditure in line with the allocated budget for 2015. The board expressed concern in relation to the options proposed to address the Agency's € 8.6 million deficit to bring expenditure within budget. The risk associated with the proposal to implement an immediate freeze on recruitment was of particular concern to the board because of the impact this would have on services. The board requested the Executive to engage in immediate dialogue with DCYA in relation to the revised cost containment plan and seek direction on the measures required to bring expenditure within budget.	
10.4	The Director of Finance updated the Board on discussions with the C & A G's office in relation to the Annual Financial Statements 2014 and the travel and subsistence issue noted in the Family Support Agency Accounts and reported by Tusla to the Standards in Public Office Commission.	
10.5	The board nominated any two of the Chair, Deputy Chair and CEO as signatories on the Annual Financial Statements for 2014.	
10.6	The Board approved and adopted the Draft Annual Financial Statements 2014 (subject to any minor changes made by the C & AG). <i>Proposed by I. Mangan, seconded PJ. Fitzparick.</i>	
10.7	The board approved the Statement of Internal Financial Controls (subject to any changes made by the C & AG) for signoff by the Chairperson. <i>Proposed by PJ, Fitzpatrick, seconded by R. O'Ferrall.</i>	
10.8	The board approved the Statement of Board Responsibilities in respect of the Annual Financial Statements for signoff by the Chairperson. <i>Proposed by S. Langford, seconded by R. O.Ferall.</i>	
10.9	The board approved the Letter of Representation to the C & AG. The Letter of Representation to be signed off by the Chairperson and Chief Executive. Proposed by N. Spring, seconded by N. Kelly.	
10.10	The board approved the cover letter to the C & AG to be signed off by the Chief Executive. Proposed by PJ. Fitzpatrick, seconded by N. Kelly.	
11.0	Draft Annual Report 2014	
	The Board approved and adopted the Draft Annual Report for 2014. Proposed by PJ Fitzpatrick, seconded by G. O' Donnachadha.	
12.0	Sub Committee Updates	
12.1	The Chair of the Audit Committee congratulated the Director of Finance and the Finance Team for their work in relation to the Annual Financial Statements for 2014.	
12.2	The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 14 th May 2015 and the Review of Internal Controls. The Board noted the draft minutes of the Audit Committee meeting of the 14 th May 2015 and the Review of Internal Controls.	

12.3	The Board approved the Agency's Draft Code of Governance. Proposed by N. Kelly, seconded by S. Langford.	
13.0	CEO Report	
13.1	The CEO presented a paper reflecting the challenges and opportunities in the present political, economic and social landscape.	
14.0	AOB	
14.1	None.	