



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 26th May 2017 AT 8.30AM
BRUNEL BUILDING, HEUSTON SOUTH QUARTER

Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	P.J. Fitzpatrick	Board Member
Present	Aine Hyland	Board Member
Apologies	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 Colette Walsh Pat Smyth Brian Lee Kay Keilthy	Chief Executive Officer Director of HR Director of Finance Director of Quality Assurance Board Secretary
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SIGNED: Norah Gibbons DATE: 30/06/17

CHAIRPERSON

1	Update – Chaired by Deputy Chair	
	<p>The Terms of Reference for the Special Inquiry Committee (SIC) will issue to the Board as soon as a final draft is available for approval.</p> <p>The SIC in discussions with the Chair of the Audit Committee and Chair of the Quality Assurance and Risk Committee will explore the development of an internal audit function with a wider remit.</p> <p>The Chair of the SIC updated the Board on the agreed communications in relation to the commencement of the independent investigation.</p> <p>A supplementary disclosure from the Complainant was presented to the DCYA on the 22nd March 2017 and forwarded by the Minister to the Chair of the Board on the 15th May 2017. The Board noted the time delay in forwarding the supplementary disclosure.</p> <p>The Chair of the SIC agreed to review and categorise the issues raised in the supplementary disclosure information.</p> <p>The Board discussed the importance of effective communication throughout the organisation and requested the commencement of a procurement process for continued external communications support.</p>	
	<i>Chair and CEO joined the meeting</i>	
2	Declarations of Interest	
2.1	None	
3	Minutes of the 27th April 2017	
3.1	The Minutes of the Board meeting held on the 27 th April 2017 were approved subject to a minor change and signed by the Chair.	
4.	Action Log / Matters Arising	
4.1	The Board noted the Action Log as at the 27 th April 2017	
4.2	The Chair will arrange to meet with the Chair of HIQA when HIQA has completed its current investigation into Tusla requested by the Minister under Section 9 (2) of the Health Act 2007.	
5	CEO Report	
5.1	The CEO presented his report as at the 26 th May 2017. The CEO's Report included an update on the 6 separate external inquiries /investigations which the Agency is currently subject to.	
5.2	The Board welcomed the appointment of Alan Breen as Head of Communications and requested the development of a communication strategy for submission to the Board in September 2017.	
5.3	The Board welcomed the appointment of a Head of Estates on a one year secondment basis. The Board requested the commissioning of an audit of accommodation to be combined with the health and safety audit.	

6	Estates	
6.1	The Board approved the recommendation to renew the existing residential lease at Sillogue House, Monasterboice, Drogheda subject to receipt of a tax clearance certificate	
6.2	The Board did not approve the recommendation to enter into a new lease agreement at Unit 4, Shannonside Retail Park, Dublin Road, Carrick on Shannon, Co. Leitrim. The Board requested the submission of a more detailed Value For Money report in relation to the proposed rental property.	
7	Procurement – Unaccompanied Minors	
7.1	The Board approved the recommendation of the procurement Evaluation Team to award contracts in relation to Separated Children Seeking Asylum (Lot 1) to Mistycroft. The Board’s approval was subject to clarification of the Mistycroft’s governance structure.	
7.2	The Board approved the recommendation of the Procurement Evaluation Team to award contracts in relation to Emergency Respite Services (Lot 2) to Solis MMC.	
	<i>B. Lee, Director of Quality Assurance, C. Walsh, Director of HR and P. Smyth Director of Finance joined the meeting</i>	
8	Performance Management Report – March 2017	
8.1	The Director of Quality Assurance presented the Monthly Performance and Activity Data Dashboard for March 2017. The Board noted the Performance and Activity Data Dashboard for March 2017. The Board requested the inclusion of the ratio of referrals to allocated cases as part of the activity data presented.	
9	Integrated Performance Report	
9.1	The Director of Quality Assurance presented the Q1 Integrated Performance. The Board noted the high level summary of performance as presented in the Q1 Integrated Performance Report.	
9.2	The CEO will review the provision of an aftercare service with an aftercare plan in Dublin North City.	
9.3	The CEO will undertake a focussed review of Foster Care services.	
10	Risk Assurance Report – May 2017	
10.1	The Director of Quality Assurance presented the Risk and Assurance Report for May 2017. The Board noted the key risks and emerging risks to the Agency as recorded in the Corporate Risk Register and the key issues in the Agency’s risk management and incident reporting systems.	
11	Corporate Risk Register	
11.1	The Board noted the Corporate Risk Register as at May 2017	
12	Annual Report 2016	
12.1	The Board approved subject to agreed minor changes and editing the Annual Report 2016	
13	Review of Adequacy Report 2015	
13.1	The Board approved the publication of the Review of Adequacy Report 2015 in accordance with Section 8 of the Child Care Act 1991.	
14	Human Resources Report	
14.1	The Director of HR presented the HR Report. The Board noted the recruitment activity from January to April 2017 and the Workforce Plan 2017 summary.	

14.2	The Board discussed the need to focus on staff retention and the requirement for in-depth analysis.	
15	Financial Performance and Outturn Update April 2017	
15.1	The Director of Finance presented the Financial Performance Report as at April 2017.	
15.2	The Board noted the under spend on pay for the year to date. The CEO advised the Board that the Agency was currently unable to adequately staff its new residential care unit in Portrane. However there was no children currently awaiting care. The Board requested the CEO to revert with a plan regarding staffing and short term usage of the residential unit	
16	Draft Annual Financial Statements 2016	
16.1	The Board approved the Draft Financial Statements 2016 subject to any final amendments requested by the C & AG. Any minor changes to the accounts will be approved by the Chair of the Audit Committee.	
17	Audit Committee Report	
17.1	The Chair of the Audit Committee updated the Board on the Audit Committee Meeting held on the 19 th May 2017.	
17.2	The Board noted the approved Audit Committee minutes of the 24 th March 2017.	
18	Governance Committee Report	
18.1	The Board noted the minutes of the Governance Committee held on the 27 th April 2017.	
19	AOB 0 Noting Approval of Acting CEO	
19.1	In accordance with the Board's protocol for decisions made between board meetings the Board noted its decision on the 27 th April to approve J. Gibson (COO) to act as CEO for the period 3 rd May until the 10 th May 2017 inclusive.	

END