



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 31 <sup>st</sup> JULY 2015 AT 8.00AM		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER		
<b>Present</b>	Norah Gibbons Gary Joyce P.J. Fitzpatrick Noelle Spring Noel Kelly Sylda Langford Rory O'Ferrall	Chair Deputy Chair Board Member Board Member Board Member Board Member Board Member
<b>Apologies</b>	Gary Ó Donnchadha Vacancy	Board Member Board Member

<b>In Attendance</b>	Gordon Jeyes Fred McBride Pat Smyth Gerard McKiernan  Kay Keilthy	CEO Chief Operations Officer Director of Finance Director of Change Management & Special Projects Board Secretary
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SIGNED: Norah Gibbons DATE: 25<sup>th</sup> September 2015

CHAIRPERSON

1.	<b>Declarations of Interest</b>	
1.1	None	
2.	<b>Minutes</b>	
2.1	The Minutes of the board meeting held on the 26 <sup>th</sup> June were approved and signed.	
3.	<b>Matters Arising</b>	
3.1	The vacancy on the board will be filled through the Public Appointment Service.	
4.	<b>Rapid Improvement Measures - Fred McBride COO joined the meeting</b>	
4.1	The COO provided an update of the rapid improvement measures put in place in response to concerns raised in the internal waiting list audit report 5 <sup>th</sup> – 7 <sup>th</sup> May 2015 in the Midlands and the HIQA Child Protection Inspection in Louth/Meath area.	
4.2	The COO will bring a comprehensive report on the Midlands and Louth /Meath to the September 2015 board meeting.	
4.3	The Director of Policy and Strategy will provide a presentation on the review of Tusla's standard operating procedures at the September 2015 board meeting.	
5.	<b>Financial Outturn June 2015 – Pat Smyth, Director of Finance joined the meeting</b>	
5.1	The board noted the financial outturn for the year to June 2015 and requested that the monthly financial reports should note on-going discussions & dialogue with DCYA in relation to the projected overspend and cost containment measures	
5.2	The board noted the financial performance report June 2015 and acknowledged the on-going discussion and dialogue with DCYA in relation to the cost containment deficit.	
5.3	Tusla's ICT expenditure for 2015 has been submitted to ICT Control, Department of Government Expenditure and Reform for approval.	
5.4	The Agency is continuing to work closely with DCYA on the development of the estimates for 2016. Business cases are being finalised and will be submitted to DCYA by the end of August 2015.	
	<i>Pat Smyth, Director of Finance left the meeting</i>	
6.	<b>Performance Reports</b>	
6.1	The Board noted the monthly performance and activity data dashboard for May 2015.	
6.2	The Board noted the draft report on the Age Profile of Children in Residential Services as at the 31 December 2014. The Board requested the age profile of children to be integrated in to Tusla's quarterly performance reports.	
	<i>Fred McBride, COO, left the meeting</i>	
7.	<b>HR</b>	
7.1	The Board noted the HR Management Information and Information Analysis for June 2015.	
7.2	The CEO confirmed agreement had been reached with the Union and Staff in relation to the provision of an out of hours service.	
8.	<b>Estates Gerry McKiernan, Director of Special Projects joined the meeting</b>	
8.1	The Board approved the recommendation for the proposed lease of office/service accommodation in Blackpool, Cork.	
8.2	The Board approved the recommendation for the proposed lease of office/service accommodation in Ardavan Business Park, Ardavan, Wexford.	
8.3	The Board approved the recommendation for the proposed award of contract for the purchase/supply of twenty two cars for use by the Agency to transport children and young people in residential care. The proposed purchase/supply is being undertaken in conjunction with HSE procurement Department, the Office of Government Procurement and in full compliance with procurement and financial regulations.	
8.4	The Board requested a cost benefit analysis to be undertaken in relation to the purchase versus the leasing of cars for use by the Agency.	
	<i>Gerry McKiernan, Director of Special Projects left the meeting</i>	
9.	<b>CEO Report</b>	

9.1	The CEO informed the Board that he had written to DCYA seeking clarification in relation to the Agency's responsibilities in terms of adoption files, tracing and information and contact register.	
9.2	The CEO advised that he had written to the Secretary General, DCYA in relation to the outstanding psychology posts.	
10.	<b>Survival Sustainability</b>	
10.1	The Board noted the Staff Feedback on Proposed Organisation Structure and the key issues affecting service delivery. The Board agreed that the Staff Discussion feedback (including response to frequently asked questions) should be made available to all staff.	
11.	<b>Organisational Structure</b>	
11.1	The CEO presented a paper outlining two options for Tusla's future organisational structure. The two options were developed to strengthen the collective leadership and balance of the management team.	
11.2	The Chair of the Remuneration and Succession Committee informed the Board that the Committee had reviewed Tusla's Operating Model - Options to develop its organisational structure and supported the CEO's recommendations. The Committee agreed that any changes in structure needed to be augmented by a performance framework in order to ensure delivery.	
11.3	The Board supported the CEO's recommended proposed structure of five directorates (Option 1): Service Delivery, Quality Improvement, Finance & Asset Management, HR & Organisation Development and Corporate Services and the service delivery option C: Matrix Management Structure with Education Service Director.	
11.4	The Board approved the recommendation of the Remuneration and Succession Committee that the role of the Chief Operations Officer should take on the title of Deputy Chief Executive Officer.	
11.5	The Board requested that recruitment for the post of the Director of Corporate Services should be through open competition with the Public Appointments Service.	
12.	<b>Sub Committees Updates</b>	
12.1	The Board noted the draft Audit Committee Minutes of the 1 <sup>st</sup> of July 2015.	
12.2	The Board was advised that the Audit Committee was currently looking at two fraud issues.	
12.3	The Board noted the draft Quality Assurance and Risk Committee Minutes of the 3 <sup>rd</sup> of July 2015.	
13.0	<b>RSC Committee update (Board Only)</b>	
13.1	The Board noted the term of the current contract for its Chief Executive and its obligations under Section 28 of the Child and Family Agency Act relating to the post of Chief Executive. The Board confirmed the Chairperson, or her nominee, should ensure the Agency's compliance with its obligations in a timely manner. The Board decided to proceed with recruiting a new CEO and that the Chairperson would brief the CEO following the meeting.	
13.2	Having completed the Board Effectiveness Review tender process, the Board agreed to award the contract to Prospectus Ltd.	