



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 25 <sup>TH</sup> SEPTEMBER 2015		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER		
<b>Present</b>	Norah Gibbons Gary Joyce P.J. Fitzpatrick Noel Kelly Sylda Langford Gary Ó Donnchadha Rory O'Ferrall Noelle Spring	Chair Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member

<b>In Attendance</b>	Gordon Jeyes Fred McBride 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: \_\_\_\_\_

*27/11/2015*

CHAIRPERSON

1.	<b>Declarations of Interest</b>	
1.1	None	
2.	<b>Minutes of the 31<sup>st</sup> July 2015</b>	
2.1	The minutes of the Board meeting held on the 31 <sup>st</sup> of July 2015 were approved and signed.	
3.	<b>Action log</b>	
3.1	The Board reviewed the action log as at the 25 <sup>th</sup> September 2015.	
4.	<b>Matters Arising</b>	
4.1	Sylda Langford raised a concern about the absence of a Head of Policy and Strategy as a position on the senior management team in the new organisational structure. She expressed the view that policy and strategy were a required core competency for the effective functioning of the agency, and as such, should be represented on the senior management team. In response, the Chair stated that this had been considered by the Remuneration & Succession Committee in conjunction with the CEO prior to its recommendation to the board to support the proposed structure. The Chair of the Remuneration & Succession Committee advised that committee members had been informed that the proposed structure, where policy was embedded in service delivery, had received strong support from staff during the consultation process.	
4.2	The Board asked the Remuneration and Succession Committee to review the concern raised. A meeting of the Remuneration and Succession Committee was arranged to take place after the Board meeting. Board members were invited to attend the RSC meeting.	
4.3	The Board was advised that the Agency was still awaiting sanction from the Department of Public Expenditure and Reform in relation to staff vacancies including vacancies identified under phase 1 of the organisations new structure.	
4.4	The CEO informed the meeting that the ESRI report in relation to the School Completion Programme was due to be launched on the 7 <sup>th</sup> October 2015.	
4.5	The Chair updated the Board in relation to the current Board vacancy.	
5.	<b>Rapid Improvement Measures</b> <i>Fred McBride, Chief Operations Officer, joined the meeting</i>	
5.1	The COO updated the Board on the rapid improvement measures taken by Tusla in response to concerns raised in the internal waiting list audit report in the Midlands and HIQA Child Protection Inspection in Louth/ Meath areas. The COO agreed to provide a full and final report to the Board at the November Board meeting. Gerard Mc Kiernan, Service Director, Dublin Mid-Leinster to attend.	
6.	<b>Estimates 2016</b> <i>Pat Smyth, Director of Finance joined the meeting</i>	
6.1	The CEO presented the paper, <i>Survival to Sustainability Business Case for Investment in Children</i> , Tusla's submission to the budget estimates for 2016.	
6.2	The Board congratulated the CEO and Executive on the budget estimates for 2016 submission.	
	Finance	
7.	<b>Financial outturn July/August 2015</b>	
7.1	The Board noted the financial outturn for the period to August 2015 and acknowledged the on-going discussion and dialogue with DCYA in relation to Tusla's financial position.	
8.	<b>Financial Performance Report July/August 2015</b>	
8.1	The Board noted the Financial Performance Report for July/August 2015	
	Performance Reports	
9.	<b>Performance Activity Dashboard July</b>	

9.1	The Board noted the high level summary of performance and activity data for July 2013 for the Agency.	
9.2	The Board requested the residential services monthly absence rate be shown separately from the staff absence rate for the Agency.	
10.	<b>Performance Report Qtr 2</b>	
10.1	The Board noted the key features and risks set out in the Quarter 2 Integrated Performance Report.	
11.	<b>Business Plan Update Qtr 2</b>	
11.1	The Board noted the update on the Implementation Plan of the Child and Family Agency with respect of the priorities as set out in the Business Plan for the Agency for 2015.	
11.2	The Board expressed concern that Tusla was still awaiting sanction to source ICT expertise to scope out full systems architecture. The Chair agreed to follow up on the matter.	
	<b>HR</b>	
12.	<b>EMR July/August 2015</b>	
12.1	The Board noted the Employment Monitoring Report for July/August 2015.	
12.2	The Board requested that all communications issued by shared services on behalf of the Agency should be identified clearly as issuing from Tusla.	
13.	<b>Standards of Integrity and Code of Conduct</b>	
13.1	The Board approved Tusla's Standards of Integrity and Code of Conduct (V1).	
	<b>CEO Report</b>	
	<p>The CEO advised he had engaged Paul Clark to provide support to Tusla to engage in a peer review against HIQA Standards.</p> <p>The CEO agreed to provide the Board with an update on the Partnership, Prevention and Family Support project (PPFS).</p> <p>The CEO updated the Board on the proposed HIQA review and correspondence in relation to same.</p>	
14.	<b>Code of Governance</b>	
14.1	The Code of Governance was approved by the Board subject to minor changes.	
15.	<b>Delegation to CEO – 6 Month Review</b>	
15.1	The meeting reviewed the Board's delegation to the CEO. No amendments requested.	
16.	<b>AOB</b>	
16.1	Board secretary agreed to issue provisional Board meeting dates for 2016.	
16.2	The Board agreed to cancel the Board meeting provisionally scheduled for the 14 <sup>th</sup> October 2015.	
16.3	The Board requested a paper on Commissioning to come to the October Board Meeting.	

