



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 28th JULY 2017 at 10.15am
HILTON HOTEL, KILMAINHAM, DUBLIN 8

Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	P.J. Fitzpatrick	Board Member
Present	Aine Hyland	Board Member
Present	Deirdre Kiely	Board Member
Present	Pat McLoughlin	Board Member
Present	Rory O'Ferrall	Board Member
Apologies	Tony Rodgers	Board Member
Present	Paul White	Board Member

In Attendance	Fred McBride Jim Gibson Tara Downes Pat Smyth Noel Kelly Cormac Quinlan Kay Keilthy	Chief Executive Officer COO Legal Department Director of Finance Head of Education Welfare Services Director of Transformation and Policy Board Secretary
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SIGNED: _____ DATE: _____

CHAIRPERSON

1	Declarations of Interest
1.1	None
2.	Minutes of the 30th June 2017
2.1	The Minutes of the Board meeting held on the 30 th June 2017 were approved by the Board subject to a minor change and signed by the Chair.
3.	Action Log/Matters Arising
3.1	<p>The Board reviewed the action log as at the 30th June 2017 and noted the following :</p> <ul style="list-style-type: none"> • The date of the next ODRS meeting is scheduled for the 31st August 2017 • The presentation of Tusla's Communications Strategy is deferred until the October Board Meeting.
4.	CEO Report
4.1	The CEO provided the Board with an update on the launch of Tusla's National Children's Charter and Young People's Charter, the Project Management Office, unaccompanied minors, estimates process and communications activity.
4.2	The CEO presented the Inquiry Office summary progress report in respect of the seven separate external inquiries/ investigations to which the Agency is currently subject. The Chair requested the CEO to undertake a review of the Inquiry Office at the end of August 2017.
4.3	The Board requested a review of the HR processes that may be required arising out of the Chareilton Inquiry.
4.4	Following on from Dr. Shannon's Section 12 Audit, the CEO advised he was scheduled to meet with An Gardai Siochana to discuss and agree Tusla's action plan. The Board requested the agreed action plan to come back to the Board for noting.
4.4	The Board was advised that, HIQA, having just completed an inspection of the Midlands, had announced another inspection of the area. The new investigation was scheduled to commence directly after completion of the latest inspection. The CEO expressed concern about the proposed commencement date of the new investigation and the impact on staff in the area. The Board requested the CEO to write to HIQA outlining the Agency's concerns and to ensure that the staff in the Midlands area are provided with the necessary support needed.
4.5	The CEO and Secretary General of the DCYA are scheduled to review the joint DCYA/Tusla Communication Collaboration and Accountability Protocol. The Communication Collaboration and Accountability Protocol to be circulated to the Board on completion of the review.
4.6	The Board supported the implementation of the Child Protection Welfare System and the newly adopted Signs of Safety practice approach and

4.7	<p>approved the recommendation for a number of key Tusla staff to attend a Signs of Safety international gathering in Kansas, USA in September 2017.</p> <p>The CEO advised that the recruitment, selection and appointment process was completed for the new Head of Estates position. The successful candidate is due to commence work in September 2017.</p>
5.	<p>Legal Service Tender <i>Tara Downes, Legal Services and Pat Smyth, Director of Finance joined the Meeting</i></p>
5.1	<p>Legal Services presented a paper setting out the procurement process for legal services and the recommendation of approval of contracts for the successful member firms dealing with child care matters along with the Agency's corporate lawyer, employment lawyer and management contract. The Board expressed concern at the delay in presenting the successful firms contracts for approval by the Board.</p>
5.2	<p>The Board retrospectively approved contracts (lots 1 – 19 and 22) for the successful Member Firms dealing with child care matters.</p>
5.3	<p>The Board requested further clarification and information in relation to the successful tenders for corporate law services (lot 20) and employment law services (lot 21).</p>
5.4	<p>The Board queried the possibility of access to highly specialist legal advice outside of the corporate contract in the event that this need arose. The Head of Legal to provide clarification.</p>
5.5	<p>The Board requested the Director of Finance to develop a Corporate Procurement Plan in compliance with the Code of Practice for the Governance of State Bodies 2016.</p>
6.	<p>Legal Advice – Board Indemnification</p>
6.1	<p>In the normal course of action in litigation where an employee, ex-employee, officer and/or Board member is named as a defendant in a case, they will be indemnified by the Child and Family Agency, so long as, the individual has acted within their remit and has done no act or omission that is contrary to or outside their remit. In order to confirm that indemnification will apply in each case the Child and Family Agency must receive the requisite legal pleading such as a Statement of Claim in High Court proceedings or a Circuit Court Summons in a Circuit Court action in order to assess the claims being made confirm that the individual acted within their remit. The Board noted the legal advice provided.</p>
6.2	<p>The Director of Finance confirmed that Board members are indemnified under the Agency's Directors and Officers insurance policy.</p>
7.	<p>Psychology Services Update</p>

7.1	The Board noted the paper on the Development of Tusla services relating to the psychological welfare of children and families. The Board agreed to schedule further discussion on psychology services at the September Board meeting.
8.	School Completion Programme Update
8.1	The Board discussed the update on the School Completion Reform and approved the recommended proposed SCP reform plan direction. The proposed SCP reform plan will be circulated to the Board in advance of the scheduled engagement with Impact on the 18 th September 2017 for information.
8.2	The Board requested up to date figures in relation to school suspensions.
9.	Performance Management Report May 2017
9.1	The Board noted the National Performance and Activity Data Dashboard to end of May 2017.
10.	Risk & Assurance Report – July 2017
10.1	The Board noted the Risk report as at July 2017 and requested that all future risk reports coming to the Board should include a corresponding operational assurance report.
11.	Business Plan 2017 Update
11.1	The Board noted the update on the implementation of the Business Plan as at July 2017.
12.	Corporate Plan 2018 - 2020
12.1	The Board noted the proposed process and associated actions with the development of the Corporate Plan 2018-2020.
12.2	The Board agreed that the Corporate Plan should identify and focus on its key priorities. A strategy day to be scheduled in October to review the development of the corporate plan.
13.	HR Update
13.1	The Board noted the HR Integrated Report covering the period January to June 2017.
14.	Gender Age/Grade – Staff Breakdown
14.1	The Board noted the staff breakdown based on gender, age and grade and agreed to put on a future Board agenda for discussion.
15.	Financial Performance and Outturn Update – June 2017
15.1	The Board noted the Financial Performance and Outturn for June 2017
16.	Estates – Clarifications
16.1	The Board noted the name of the Directors and details of car parking spaces provided in relation to the recommendation to enter into a new lease for office accommodation in Southgate, Drogheda approved by the Board on the 30 th June 2017 subject to clarifications provided.
17.	Report on revenue Costs of Leases
17.1	This item was deferred.
18	Audit Committee Meeting 21st July 2017 – Update

18.1	The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 21 st of July 2017.
18.2	The Board agreed to seek legal advice on the publication under freedom of information of internal audit investigations/reports arising from protected disclosures.
19.	Appointment of Chair Pro Tem of QA and Risk Committee
19.1	The Board approved the appointment of Paul White as Chair pro tem of the Quality Assurance and Risk Committee.
20	Appointment of Acting CEO
20.1	The Board approved Jim Gibson as acting CEO for the period 12 th of September to the 28 th of September 2017 inclusive.
2.12	The Board agreed to invite Dr. Shannon to attend the September Board meeting to discuss the review of the 1991 Child Care Act.