



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

<b>CHILD AND FAMILY AGENCY</b>			
<b>MINUTES OF BOARD MEETING</b>			
<b>HELD ON FRIDAY 31 JANUARY 2020</b>			
<b>BRUNEL BUILDING, HSQ, DUBLIN</b>			
<b>Attendance</b>	<b>Name</b>	<b>Initials</b>	<b>Role</b>
<b>Present</b>	<b>Pat Rabbitte</b>	<b>Chair / PR</b>	Chairperson
<b>Present</b>	<b>Anne O’Gara</b>	<b>AOG</b>	Deputy Chair
<b>Present</b>	<b>Charles Watchorn</b>	<b>CW</b>	Board Member
<b>Present</b>	<b>Liam Irwin</b>	<b>LI</b>	Board Member
<b>Present</b>	<b>Deirdre Kiely</b>	<b>DK</b>	Board Member
<b>Present</b>	<b>Avril McDermott</b>	<b>AMcD</b>	Board Member
<b>Present</b>	<b>Paul White</b>	<b>PW</b>	Board Member/Chair of ODC
<b>Present</b>	<b>Sean Holland</b>	<b>SH</b>	Board Member/ Chair of SQC
<b>Present</b>	<b>Patricia Doherty</b>	<b>PD</b>	Board Member

<b>In Attendance</b>	Bernard Gloster Pat Smyth Kim Hayes Cormac Quinlan Fergus O’Cuanchain Paul Hayden Emma Dodrill Kay Keilthy	Chief Executive Director of Finance Director of HR Director of Policy & Transformation Director of ICT Head of Estates Board Administrator Board Secretary
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SIGNED:

CHAIRPERSON

DATE: 28<sup>th</sup> February 2020

It was noted that a quorum was present and the Board meeting was duly convened

**1. Apologies**

None

**1.1 Declarations of Interest**

No conflicts of interest relating to the Board agenda items were declared.

The Board noted S. Holland in his role as Chief Work Officer of Social Services in NI will recommence his working relationship with DCYA following the resumption of the Northern Ireland Assembly.

**1.2 Minutes of the Board Meetings held on 16 December 2019 and 24 January 2020**

The minutes of the Board Meeting held on 16 December 2019 were considered and approved by the Board.

The Minutes of the Board Meeting held on 24 January 2020 were considered and approved by the Board.

**1.3 Matters Arising**

The Board reviewed the Board Action Log as of 16 December 2019.

**2. Private Session**

No decisions made.

*Public session resumed.*

2.1 The Board approved the appointment of Charles Watchorn as a member of the Audit and Risk Committee. Proposed by A. McDermott, Seconded by L. Irwin.

2.2 The Board approved the appointment of Charles Watchorn as the Chair of the Audit and Risk Committee. Proposed by D. Kiely, Seconded by L. Irwin.

2.3 The Board approved the appointment of Patricia Doherty as a member of the Organisation Development Committee. Proposed by A. O’Gara, Seconded by P. White.

2.4 The Board approved the Guidance on Production of Board Papers. Proposed by P. White, Seconded D. Kiely.

2.5 The Chairs of the Committee’s to revert to the Chair with nominations for the appointment of external committee members.

2.6 The Chair invited particular Board members to engage in a review of the Agency’s Protected Disclosure Policy.

*CEO joined the meeting*

**3. Board Sub Committee reports**

**3.1 Organisation Development Committee Report (ODC)**

The Chair of the ODC committee reported to the Board on the ODC meeting held on 16 January 2020.

3.2 At the ODC meeting on the 16<sup>th</sup> January the Committee made the following recommendations:

- Submission of Tusla's Structural Reform Part 1 for further consideration and approval by the Board.
- Formal approval by the Board of Tusla's Data Management Strategy subject to approval of associated capital funding allocation.

#### **4. CEO Monthly report**

4.1 The CEO reported on activity and significant items of note since the last Board meeting.

Significant items of note include:

- Date and Information
- Agency conversion
- Early Years Services / Registration
- Tusla Garda Data Sharing Protocol
- EAG
- HIQA
- Newcastle Tragedy

4.2 The Board welcomed the progress made in relation to the data sharing agreement between the AGS and Tusla.

4.3 The CEO gave a presentation on reforming Tusla's organisation structure. The presentation was accompanied by a detailed report titled "*Tusla Structural Reform (Part 1) Organisational design for a quality based local and accountable service.*" The CEO was questioned on his proposed structural reform and agreed to reflect on the issues raised by the Board. The Board acknowledged that the proposed reform was an iterative process and will be subject to refinement. The Board approved the proposed structural reform of Tusla as recommended by the CEO and the ODC. Proposed by P. White, Seconded by A. McDermott.

*F. O'Cuainchain, Director of ICT joined the meeting*

#### **5. Data Management Strategy**

5.1 The Data Management Strategy was reviewed by the ODC in November 2019 and January 2020. The ODC requested the Data Management Strategy Budget be presented to the Board.

5.2 The Board approved the 1.1million capital investment required over the four years of the strategy. Proposed by L.Irwin, Seconded by C. Watchorn.

5.3 The Board approved Tusla Data Management Strategy 2019 – 2022. Proposed by P. White, Seconded by D. Kiely.

*F. O'Cuainchain, Director of ICT left the meeting*

*C. Quinlan, Director of Transformation & Policy joined the meeting*

## **6. Corporate Plan 2021 – 2023 and Business Plan 2020**

### **6.1 Outline of Corporate Business Plan 2021 – 2023**

The Director of Transformation and Policy provided the Board with an outline of the process for the development of the Corporate Plan 2021 – 2023 and proposed governance for consideration and approval.

The Board referred the Corporate Plan for consideration to the ODC. The CEO will provide the ODC with an initial analysis and retrospective learnings for consideration. The Board will schedule a focused session on the Corporate Plan at its March meeting.

The Board approved the outline for the development of the Corporate Plan 2021 – 2023. Proposed by A.O’Gara, Seconded by S. Holland.

### **6.2 Business Plan 2020**

The Director of Transformation and Policy updated the Board in relation to the Changes to the Business Plan for 2020 following feedback received from the Minister.

The Board considered and approved the response to the Minister’s letter of 17<sup>th</sup> January in relation to the Business Plan 2020.

*C. Quinlan, Director of Transformation & Policy joined the meeting*

*P. Smyth, Director of Finance and Kim Hayes I/Director of HR joined the meeting*

## **7. Finance**

### **7.1 Summary of Finance Report – December 2019**

The Board noted the financial outturn for the period to December 2019.

### **7.2 Budget 2020**

The Board noted the Budget for 2020, projected financial outturn for 2020 and the key challenges and actions required for 2020.

*P. Hayden, Head of Estates joined the meeting*

### **7.3 Estates**

The Board approved the recommendation to enter into a 3-year lease for a self-contained ground floor office unit known as 8 Liberty Corner, Foley Street, Dublin 1. Proposed by L. Irwin, Seconded by A.McDermott.

The Head of Estates distributed a schedule outlining the proposed Tusla co-located leases in HSE Primary Care Centres being progressed.

The Board approved in principle the recommendation to enter into a lease agreement, subject to necessary approvals, for accommodation in Nenagh Primary Care Centre. Proposed by A O’Gara, Seconded by C. Watchorn.

The Board approved the recommendation to enter into a lease agreement in relation to Athboy Road, Navan, Co. Meath. Proposed by P. White, Seconded by D. Kiely.

The Board noted a disclosure by Redacted that one of the registered owners of Glencar Health Care Limited was known to them and duly left the meeting prior to the agenda item being discussed.

The Board approved the recommendation to enter into a lease for accommodation at Ennis Primary Care Centre, Station Road, Ennis, Co. Clare. Proposed by D. Kiely, Seconded by A. O’Gara.

**Redacted**

*P. Hayden, Head of Estates left the meeting*

## **8. EAG Report**

The Board recognised the EAG final report, submitted to the Minister, was overall positive and noted it was published on the DCYA website on the 27<sup>th</sup> January 2020. The Director of Quality Assurance provided a summary of strategic, legislative and interagency matters arising from the final EAG Report.

The Board referred the EAG recommendations to the SQC for consideration and a view on how they might be progressed.

The SLT will have oversight in relation to progress against the HIQA Action Plan.

## **9. For Noting**

### **9.1 HR Report**

The Board noted the HR report as at 31<sup>st</sup> December 2019.

### **9.2 Agency Conversion Update**

The Board noted the update in relation to the Agency Conversion and complimented the HR Interim Director and the HR Team for their work in relation to the initiative.

### **9.3 QA Activity Report – November 2019**

The Board noted the QA Performance Activity Report for November 2019.

## **10 AOB**

10.1 None

Ends.