



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY			
MINUTES OF BOARD MEETING			
HELD ON FRIDAY 28 FEBRUARY 2020			
BRUNEL BUILDING, HSQ, DUBLIN			
Attendance	Name	Initials	Role
Present	Pat Rabbitte	Chair / PR	Chairperson
Present	Anne O’Gara	AOG	Deputy Chair
Present	Charles Watchorn	CW	Board Member
Present	Liam Irwin	LI	Board Member
Present	Deirdre Kiely	DK	Board Member
Present	Avril McDermott	AMcD	Board Member
Present	Paul White	PW	Board Member/Chair of ODC
Present	Sean Holland	SH	Board Member/ Chair of SQC
Present	Patricia Doherty	PD	Board Member

In Attendance	Bernard Gloster Jim Gibson Brian Lee Pat Smyth Cormac Quinlan Paul Hayden Emma Dodrill Kay Keilthy	Chief Executive COO Director of QA Director of Finance Director of Policy & Transformation Head of Estates Board Administrator Board Secretary
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SIGNED:

CHAIRPERSON

DATE: 27th March 2020

Start (10:35)

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.

1.2 Minutes of the Board Meetings held on 31 January 2020

The minutes of the Board Meeting held on 31 January 2020 were considered and approved by the Board.

1.3 Matters Arising

The Board discussed the DCYA's update in relation to the Social Work Education Group (SWEG) which was established by the Department in January 2019 to provide a platform for Tusla and the wider public sector social worker employment organisations to work collaboratively with the Education Sector to determine and influence the future supply of social workers. The Board expressed disappointment at the SWEG's level of progress to-date and requested the Chair to raise the matter with the Minister at the earliest opportunity.

2 Private Session

No discussion took place.

3 Governance

3.1 In accordance with the Section 25 (2) of the Child and Family Agency Act 2013: -

3.2 The Board approved the appointment of Uli Shakerman as an external member of the Audit and Risk Committee for a period of 3 years commencing on the 28 February 2020. *Proposed by C. Watchorn, Seconded by L. Irwin*

3.3 The Board approved the appointment of Kevin O'Donovan as an external member of the Audit and Risk Committee for a period of 6 months commencing on 28 February 2020. *Proposed by C. Watchorn, Seconded by L. Irwin*

3.4 The Board confirmed the appointment of Professor Jim Campbell as an external member of the Service and Quality Committee. Date to be confirmed. *Proposed by S. Holland, Seconded A. McDermott*

4. Board Governance Report 2019

4.1 The Board noted the draft Board Governance Report 2019 and approved the format of the report for inclusion as part of the Annual Report 2019. The Board noted the compliance checklists against the Code of Practice for the Governance of State Bodies and the Child and Family Agency Act 2013.

5 **Board Sub Committee reports**

Organisation Development Committee Report (ODC)

- 5.1 The Chair of the ODC reported on the ODC Committee meeting held on 20 February 2020.

Items reported on included:

- Update on Agency Conversion
 - HR Metrics
 - Organisation Structural Reform Update
 - Corporate Strategy 2021-2023
 - Data Protection – Briefing on DPC Inquiry
 - Outline of Annual Report
 - ICT – NCCIS – Next Generation Approach
- 5.2 The DPO updated the ODC on the DPC Inquiry and outlined the challenges for the Agency in relation to data protection. The Board will receive an update on the GDPR + Programme involving identifying key interdependencies for compliance with GDPR.
- 5.3 The ODC approved the outline of the 2019 Annual Report which involved combining the Annual Report with the Annual Financial Statements for 2019. The Board discussed launching the 2019 Annual Report and agreed to consider further at its next meeting.

Audit and Risk Committee Report (ARC)

- 5.4 The Chair of the ARC updated the Board on the ARC meeting held on 27 February 2020.

Items reported on included

- Meeting with C & AG
 - Key controls residing with HSE
 - Work in relation to SIC
 - Internal Control Environment
 - CRR and number of risks
 - Internal Audit Report
 - Risk & Service and Quality Committee
- 5.5 The Committee was informed that the work on the interim audit was now complete. The C& AG had no new audit findings to report and there were no changes to the 2019 Audit plan.
- 5.6 The Committee reviewed the Internal Audit Division's Annual report for 2019 including the Head of Internal Audit's audit opinion of "Limited Assurance" in respect of the governance, risk management, and financial control processes within Tusla. This was the first time an overall audit opinion for the year was provided by the IA and will be reflected in the Agency's statement of internal control.
- 5.7 The Chair of ARC will meet with the Chair of the Service and Quality Committee (SQC) to discuss the roles and responsibilities of ARC and SQC in relation to risk.

CEO joined the meeting

6 CEO Monthly report

- 6.1 The CEO reported on activity and significant items of note since the last Board meeting.
- Significant items of note include:
 - Data and Information/GDPR
 - Tulsa Garda Data Sharing Protocol
 - HIQA
 - Tusla Update on Cases
- 6.2 CEO advised the Board that Tusla Garda Data Sharing Protocol had now been agreed in principle between both agencies and some procedural documents were now being finalised and AGS were happy with this position.
- 6.3 In accordance with Section 29 (3) of the CFA Act 2013 the Board approved the appointment of P. Smyth, Director of Finance as Acting CEO, when the CEO is absent on leave at the end of March/early April. Dates to be agreed with the Chair following the Board meeting.

7. Organisation Structural Reform Phase 1

- 7.1 The CEO updated the Board on the progress to date on the Organisation Structural Reform Phase 1. A further update will be provided at the April Board meeting.

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

8. Business Plan Report Q4 2019

- 8.1 The Director of Transformation and Policy presented an update on the implementation of the Business Plan 2019 as of quarter 4, 2019. The Board discussed the content of the report and commented on the high number and deliverability of actions. The Board requested more considered mitigating responses and nearer to actual delivery dates to be included in 2020 implementation reports. Risks emanating from Business Plan are captured in the CRR. In No critical risks to service delivery were noted.

B. Lee, Director of Quality Assurance joined the meeting

9 Summary Update on Corporate Risk Register

- 9.1 The Director of Quality Assurance provided the summary update on the Corporate Risk Register. The Board noted the detailed CRR was presented at the ARC meeting on 27 February 2020 and reviewed. The Board noted the CRR is still at the development stage.
- 9.2 The Board discussed the subcommittee's responsibilities in relation to risk and how best to assure itself that the Agency's complete risk profile is being managed.

C. Quinlan, Director of Transformation & Policy and B. Lee, Director of Quality Assurance left the meeting

P. Smyth, Director of Finance and P. Hayden joined the meeting

10 Property Acquisitions

- 10.1 Following consideration, the Board approved the recommendation to enter into a 20-year lease agreement in relation to the following property: First Floor, Unit 2 Loughrea Shopping Centre, Loughrea, Co. Galway

Proposed by D. Kiely, Seconded by A.O'Gara

- 10.2 Following consideration, the Board approved the recommendation to renew and exhibiting lease of premises at Park View, Victoria Road, Cork.

Proposed by P. White, Seconded C. Watchorn.

- 10.3 Following consideration, the Board approved the recommendation to renew the existing lease of premises at Marina View, Victoria Road, Co Cork.

Proposed by D. Kiely, Seconded L Irwin.

- 10.4 Following consideration, the Board approved the recommendation to enter into a 25-year lease agreement in relation to the following property: Primary Care Centre, Ennis Road, Limerick

Proposed by D. Kiely seconded by A.O'Gara

- 10.5 Following consideration, the Board approved the recommendation to enter a short term lease of a lease hold property at Suite 17, 2nd Floor, Clare Technology Park, Ennis, Co Clare.

Proposed by S. Holland : Seconded by D. Kiely

11 Review of Effectiveness of the system of Internal control environment for AFS 2019

- 11.1 Deferred until April Board meeting.

12 Review of High Level Grants and SLA Compliance Summary of Finance Report – December 2019

- 12.1 Deferred until April Board Meeting.

13 AOB

- 13.1 The Board agreed to amend the date of the May Board meeting to the 22nd of May.

Ends. 14.30