



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON 26 APRIL 2019 at 10.30am		
BRUNEL BUILDING, HSQ, DUBLIN		
Present	Pat Rabbitte	Chair
Present	Anne O'Gara	Deputy Chair
Apologies	Rory O'Ferrall	Board Member
Present	Liam Irwin	Board Member
Present	Deirdre Kiely	Board Member
Present	Teresa Kilmartin	Board Member
Present	Avril McDermott	Board Member
Present	Paul White	Board Member
Apologies	Sean Holland	Board Member

In Attendance	Pat Smyth Jim Gibson Colette Walsh Cormac Quinlan Brian Lee Paul Hayden Emma Dodrill Kay Keilthy	Interim Chief Executive Chief Operations Officer Director of HR Director of Policy & Transformation Director of Quality and Assurance Head of Estates Board Administrator Board Secretary
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SIGNED:

*Pat Rabbitte*

DATE:

*30<sup>th</sup> May 2019*

CHAIRPERSON

The Chair confirmed the meeting was quorate and opened the meeting.

**1.1 Apologies**

The Board noted apologies from R.O'Ferrall and S. Holland.

**1.2 Declarations of Interest**

None

**1.3 Minutes of the Board Meeting on 26 March 2019**

The Minutes of 26 March 2019 were considered and approved by the Board.

**1.4 Matters Arising**

The Board requested the report on Home Schooling to be tabled at the May Board meeting.

**2. Sub – Committee Reports**

**2.1 Governance Committee Update**

Initial draft terms of reference for the new sub committees were circulated to the Board and the SMT in advance of the meeting. The Chair of the Governance Committee thanked the Board for the feedback provided. Betterboards will facilitate a workshop with the Board and the SMT to review the terms of reference in the context of feedback provided. Revised terms of reference will be submitted to the Board for approval at the May Board meeting. On approval of the TOR's the Board will formally approve the membership for each of the sub -committees.

*Action-*Revised TOR's to be submitted to Board for consideration and approval at May Board Meeting

**2.2 Audit Committee Update**

The Board noted the draft minutes of the Audit Committee held on the 22<sup>nd</sup> March 2019. The draft Annual Financial Statements (AFS) 2018 were considered by the Audit Committee at its meeting on 22 March 2019 and the committee will review a final draft version of the AFS 2018 at its next meeting on 17 May 2019.

**2.3 The Chair of the ODRS Committee updated the Board on the CEO recruitment campaign. The Board thanked T. Kilmartin, Chair of the ODRS Committee, for her work with the Public Appointments Service on the recruitment campaign.**

*P. Smyth ICEO joined the meeting*

**3. ICEO Monthly Report**

**3.1 The ICEO provided a summary overview of performance in relation to Finance and HR as at March 2019 and Performance and Activity data as at February 2019.**

**3.2 The Board noted the estimated financial outturn for 2019 and the actions currently being pursued in relation to the projected overspend. The DCYA are aware of the Agency's 2019 Budget position and projected overspend.**

**3.3 The Board was invited to attend the meeting of the Joint Committee on Children and Youth Affairs (JCCYA) and the Senior Management Team on 14 May 2019. The purpose of the meeting is to provide progress updates in respect of positive**

developments across a range of programmes with which members of the JCCYA may not be familiar.

4. **Draft Annual Financial Statements 2018**

The Board noted the draft AFS 2018 which included the draft Statement on Internal Control. The final draft version of the AFS 2018 will be submitted to the Board for approval on 30 May 2019.

5 **Draft Statement on Internal Control**

5.1 Noted as part of the AFS 2018.

6 **Draft Annual Report 2018**

6.1 The Board noted the initial draft Annual Report 2018. Members of the Board were invited to provide feedback/comments on the Annual Report 2018 directly to the Director of Policy & Strategy. A revised version of the draft Annual Report 2018 will issue to Board Members in advance of the May Board meeting. In accordance with legislation the Board is required to adopt the Annual Report 2018 by 31 May 2019.

7. **Performance Data Reports**

7.1 **Financial Outturn – March 2019**

The Board noted the Financial Outturn for March 2019 and the Financial Outturn for March 2019 year to date. Commentary on the financial outturn for March 2019 year to date was provided under the ICEO's Monthly Report (*Agenda item 3*).

7.2 **HIQA Action Plan Update –**

The Board noted the progress against the HIQA Action Plan and the SMT engagement with the EAG as of 2 April 2019. The Chair of the EAG indicated that he did not anticipate that the work of the group will continue past September 2019. The Board requested details of the Workforce Plan 2019 – 2020 documentation submitted to DCYA and the EAG.

*Action: Copy of Workforce Plan 2019 - 2020 submitted to DCYA and EAG to be issued to Board*

7.3 **Monthly Performance Data (February 2019)**

The Board noted the monthly performance data for February 2019 and the key performance trends. Initiatives undertaken in relation to retrospective cases have resulted in 360 retrospective unallocated cases being closed.

7.4 **Monthly HR Performance Data**

The Board noted the HR Integrated Report March 2019 showing a decrease in the absenteeism rate from the previous month

The Board requested the HR Director to link the HR targets identified in the 2019 Business Plan with the monthly HR Integrated Performance Data report.

*Action: HR monthly performance data to be linked with the HR targets identified in the 2019 Business Plan 2019*

7.5 **Tusla Business Plan 2019: Q1 Report**

The Board noted the report providing an update on the implementation of the Business Plan 2019 as of Quarter 1, 2019 which was distributed at the meeting. The Director of Policy and Transformation apologised for the delay in submitting the Tusla Business Plan 2019: Q1 Report to the Board for consideration.

At the end of Q4 2018, there were 95 actions that were delayed in their completion, 5 of which are at 'at Risk' of not being completed. Of these 95 actions, 49 were carried into the Business Plan for 2019 and will be monitored through the tracking of the Business Plan 2019, 22 remain 'Delayed' and 19 are now 'Complete'.

In order to afford Board members sufficient time to review the Business Plan 2019: Q1 Report it was agreed that the report be tabled at the May Board meeting.

8. **AOB**

8.1 The Board approved the recommendation to enter into a 10-year lease agreement for 7 Lower Dorset Street, Dublin providing accommodation for the National Inter Agency Prevention Programme (NIAPP.)

9 Private Session

The Board went into private session.