



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY			
MINUTES OF BOARD MEETING			
HELD ON FRIDAY 29 May 2020			
Via Video Conference			
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	Chief Executive
In part	Pat Smyth	Director of Finance
	Cormac Quinlan	Director of Policy & Transformation
	Kim Hayes	Interim Director of HR
	Emma Doherty	Board Administrator
	Kay Keilthy	Board Secretary

SIGNED: _____

DATE: 26th June 2020

CHAIRPERSON

Start (10:30)

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 24 April 2020

The minutes of the Board Meeting held on 24 April 2020 were considered and approved by the Board subject to a minor amendment.

1.3 Matters Arising

None

2 Private Session

2.1 The Chair appraised the Board of communication he received from the Chair of the NRP which identified immediate and long term issues with the NRP process. The Board was of the view that this independent review service was essential in terms of providing findings and learning in respect of child deaths in care or who were known to the service. The Chair agreed to communicate the Board's concerns in respect of the issues raised by the Chair of the NRP to the Minister and requested the CEO to escalate the issues with the DCYA to seek to address the immediate and long term issues raised.

The CEO updated the Board on the **Sec 37(1) Personal** investigation. Separately, the CEO updated the Board on the replacement of the former Chief Operations Officer.

3

CEO Report

3.1

The CEO reported on activity and significant items of note since the last Board meeting. The CEO reported on two key areas:

1. Priority Core Business and
2. Management of Response to Covid-19.

3.2 Significant items of note under Priority Core Business included:

- Finance
- HR
- Data Protection
- Notifications to AGS by the Agency
- Cork Escalation
- HIQA 2019 Overview of Children's Services
- Scouting Ireland
- Structure Reform

- 3.3 The CEO advised the Board that the second of three investigations, ‘one breach’ investigation, had now been determined by the DPC and a reduced fine of €45,000 imposed. The determination of the third investigation, ‘72 breach investigation’, is anticipated in the next couple of weeks. The Board discussed meeting with the DPC in November 2020 following the timeline for compliance of matters raised in the DPC’s first investigation report.
- 3.4 The Board noted Tusla’s Covid-19 Advertising and Public Relations Campaign to ensure the co-ordination of a cohesive awareness and information campaign highlighting Tusla’s response to the pandemic.
- 3.5 The Board noted the impact of restrictions imposed due to Covid-19 on referrals to child protection and welfare services.

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

4.1 Business Plan Report Q1 2020

The Director of Policy and Transformation presented the Business Plan Report Q1 2020. The report detailed the progress made on actions due in the first quarter of 2020 and the progress towards actions that are for completion throughout 2020 and those actions that are outstanding from the 2018 and 2019 Business Plan. The Board discussed the level actions identified in the 2020 Business Plan and the carry forward of actions from 2018 and 2019. The Executive informed the Board that the 2018 actions were being critically examined by the action owners and outstanding actions will be amalgamated or withdrawn. The 2019 actions are scheduled to be completed. The Board acknowledged the policy guidance, direction, prioritization and resource parameters as provided in the 2020 Performance Statement which informed the Agency’s Business Plan actions for 2020. Actions which are unachievable should be identified as non-deliverable and the consequences/ risk associated with same noted. The Board was of the view that the Agency’s strategic/business plans should focus on key deliverables and the relevant performance indicators. The Board noted the progress made on actions due in Q1.

4.2 Draft Annual Report 2019

The Board reviewed the draft Annual Report 2019. The Board adopted the draft Annual Report in relation to the performance of the Agency’s functions in 2019 subject to any changes by the Board.

Proposed by L. Irwin. Seconded by P. White.

In accordance with Section 13 (3) of the Child and Family Agency Act 2013 the Agency, no later than 21 days after adopting the Annual Report, shall submit a copy of the Annual Report to the Minister.

4.3 Update on Corporate Plan 2021 – 2023

The Director of Transformation and Policy updated the Board on the development process in respect of the Corporate Plan 2021 – 2023.

The Board agreed on the following process to facilitate Board engagement in the process:

- CEO to prepare guiding objectives for Board
- Chair and Sub-Committee Chairs to meet to agree strategic objectives

- Board members to provide feedback via Committee Chairs.

C. Quinlan, Director of Transformation and Policy left the meeting. P. Smyth, Director of Finance and K. Hayes, Interim Director of HR joined meeting.

5.1 Summary Finance Report Q1

The Director of Finance reported on Tusla's financial outturn up to April 2020. A full year forecast based on an extrapolation of the year to date April figures and anticipated additional expenditure in relation to Covid-19 showed an estimated deficit of €26 million. The Board noted the demand led pressures which are forecast to cause the Agency to overrun non-pay expenditure in the amount of €20 million and the financial impact of the Covid-19 crisis forecast at €6 million. The meeting discussed the financial impact of Covid-19 in relation to investment in ICT, increased funding to the voluntary sector and legal fees. The CEO advised that there has been no upturn in the number of children coming into care as a consequence of Covid-19.

5.2 HR Summary Report

The Interim Director presented the HR Board Report Q1 2020. The report provided dashboards showing WTE targets and forecasting, WTE and Agency Trends, Staff Retention and Absenteeism. The Board welcomed set targets in relation affordable WTE, agency staff, retention and absenteeism and noted the increase in staff retention.

The Interim Director provided an update on the management of the health, safety and wellbeing of staff in the current crisis

K. Hayes, Interim HR Director left the meeting

6. Board Committee Reports

6.1 Report from the Chair of the ARC

The Board noted the ARC report on the adequacy of risk management and internal control systems in respect of the financial year ended 31 December 2019.

The ARC recommended for approval by the Board:

- Annual Financial Statements 2019
- Governance Statement 2019
- SIC 2019 (subject to receipt of final findings from the C& AG on its audit and final clearance from HSE on references to weaknesses in HSE/HBS in the Agency SIC 2019)

7. Draft AFS, GS and SIC 2019

7.1 The Director of Finance presented a final draft of the 2019 Annual Financial Statements, Governance Statement and SIC as recommend by the ARC for approval by the Board.

7.2 The Board approved the 2019 Annual Financial Statements, Governance Statement and SIC as recommended by the ARC. Board approval is subject to any requested

changes by the C & AG being approved in the first instance by the Director of Finance and the Chair of the ARC, with final approval by the Chair of the Board. In the event of a material change to the figures a further meeting of the ARC may need to be convened,

Proposed by P. White, Seconded by D. Kiely

8. AOB

- 8.1 The Chair of the Special Inquires Committee updated the Board in relation to the ongoing investigation in respect of a PD submitted to the Minister.

Meeting Ended (14:50)