



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON 30 th May 2019 at 10.30am		
BRUNEL BUILDING, HSQ, DUBLIN		
Present	Pat Rabbitte	Chair
Present	Anne O'Gara	Deputy Chair
Present	Rory O'Ferrall	Board Member
Present	Liam Irwin	Board Member
Present	Deirdre Kiely	Board Member
Present	Teresa Kilmartin	Board Member
Apologies	Avril McDermott	Board Member
Present	Paul White	Board Member
Present	Sean Holland	Board Member

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

Pat Rabbitte

DATE: _____

28/06/2019

CHAIRPERSON

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

1. **Apologies**

The Board noted apologies from Avril McDermott.

1.1 **Declarations of Interest**

None

1.2 **Minutes of the Board Meeting on 26 April 2019**

The Minutes of the Board Meeting held on 26 April 2019 were considered and approved by the Board.

1.3 **Matters Arising**

None

2. **Sub – Committee Reports**

2.1 **Board Sub Committee Structure**

The Board approved the terms of reference, subject to agreed changes, of the following reconfigured sub-committees:

- **Service and Quality Committee**
- **Audit and Risk Committee**
- **Organisation Development Committee**

The Board will review the terms of reference of each of the committees within a 12 -18 month period.

2.2 The Board will discuss the decision to establish a Tusla internal (practice) audit function with the CEO when appointed.

2.2 The Board approved the membership of each of the committees as follows:

Service and Quality Committee

Chair: S. Holland (Board Member), L. Irwin (Board Member), A. O’Gara (Board Member), B. Costelloe (External)

The Service and Quality Committee propose to increase the membership of the Committee with two additional external members one of whom will be a service user.

Audit and Risk Committee

Chair: R. O’Ferrall (Board Member), D. Kiely (Board Member), L. Irwin (Board Member), R. George (External)

Organisation Development Committee

Chair: P. White (Board Member), A. McDermott (Board Member), Vacancy (Board Member).

The Organisation Development Committee propose to increase the membership of the Committee with one external committee member.

2.3 Audit Committee

The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 17th May 2019. At the meeting the Committee discussed the 2018 Audit, 2018 Annual Financial Statements and Statement of Internal Control with the Comptroller and Auditor General. The Comptroller and Auditor General raised no objections to the 2018 Annual Financial Statements being submitted to the Board for approval.

P. Smyth ICEO joined the meeting

3. ICEO Monthly Report

- 3.1 The ICEO updated the Board on the Agency's communications plan prior to the publication of the B Case Report and other National Review Panel Reports.
- 3.2 The Board discussed the Annual Report as a key communications tool with the power to influence stakeholder perception and engagement. It was the view of the Board that the Agency should formally launch the 2018 Annual Report.

4. Draft AFS 2018

- 4.1 The Board approved the Draft Annual Financial Statements 2018 and the Statement on Internal Control subject to any additional changes by the C & AG and approval by the Chair of the Audit Committee.

5. Annual Review of Effectiveness of Internal Control

- 5.1 The Board noted the Audit Committee's annual review of the effectiveness of the system of internal control prior to the completion of the AFS 2018

6. Financial Outturn – April 2019

- 6.1 The Board noted the financial outturn as at the end of April 2019 and the projected outturn year to date overspend. A key financial risk for the Agency is in relation to Private Residential and Foster Care services. These demand led services can have a significant impact on resources due to the high cost nature of these services. The Chief Operations Officer is currently undertaking a national review of cases availing of private residential services.

7. Cost Containment Update

- 7.1 The Board discussed the proposed cost containment initiatives and actions being progressed in relation to unfunded services. The Agency is in ongoing discussions with the DCYA regarding the projected overspend

8. Grant Funded Agencies

- 8.1 The paper on grant funded agencies was deferred until the June Board meeting

9. Draft Annual Report 2018

The Board adopted the 2018 Annual Report and approved the Report, subject to some minor changes, for submission to the Minister within the legislated time frame.

10 Report on Home Schooling

Fiona Mc Donnell, National Services Director on Children Services Registration joined the meeting

- 10.1 The Board noted the briefing paper on the Tusla Alternative Education Assessment and Registration and the update provided by the National Services Director on Children Services Regulation.
- 10.2 The Board discussed the current challenges to the Alternative Education Assessment and registration Services and noted the legislative changes required. The Board agreed to schedule Alternative Education Assessment and Registration for further discussion at a later date.

11 Estates

- 11.1 Discussion on Tusla's Draft Estates Strategy and a Vision of Tusla Estates was deferred until the June Board meeting.
- 11.2 The Board approved the recommendation that Tusla enter into a lease of Redacted Redacted with, Saoirse Women's Refuge, to provide emergency refuge services for women and children experiencing domestic violence.
- 11.3 The Board approved the recommendation to award the contract in respect of the refurbishment works at St. Fintans's Hospital, Portlaoise as outlined in paper submitted to the Board. to Kelbuild Ltd, subject to the approval of the Minister for Children and Youth Affairs. Funding has been made for this project in Tusla's Capital programme for 2019 and following years.

12 Performance Data Reports

- 12.1 The Board noted the update on the progress against the HIQA Action Plan and the SMT engagement with the EAG and Tusla's strategic action plan status report for April 2019. The third quarterly EAG Report will be presented to the Board at the June Board meeting.
- 12.2 The Board noted the overview of the March 2019 national performance and activity data.
- 12.3 The Board noted the HR integrated Report and the Report on Agency Staff by Grade and Region for April 2019.
- 12.4 The EAG meeting scheduled for 12 June will focus on the Agency's Workforce Plan.

13 AOB

- 13.1 The Board noted the update on the implementation of the Business Plan as of Q1 2019. The Executive will look at establishing clear performance thresholds against which to measure progress of business plan actions.
- 13.2 The Board thanked Teresa Kilmartin for her contribution and commitment to the work of the Board and the ODRS Committee.

End