

Minutes of Special Purpose Board Meeting

2pm Thursday 21st September 2023 hosted remotely via Teams

Name	Title	Attendance
Board Members		
Pat Rabbitte	Chairperson	Present
Anne O’Gara	Deputy Chairperson	Present
Paul White	Ordinary Board Member	Present
Patricia Doherty	Ordinary Board Member	Present
Charles Watchorn	Ordinary Board Member	Present
Liam Irwin	Ordinary Board Member	Present
Avril McDermott	Ordinary Board Member	Present
Sean Holland	Ordinary Board Member	Present
Sean Quigley	Ordinary Board Member	Apologies received
Susan Bowman	Ordinary Board Member	Present
Teresa McDonnell	Ordinary Board Member	Present
Board Office:		
Kay Keilthy	Board Secretary	Present
Emma Dodrill	Board Administrator	Present

Signed:

Pat Rabbitte

Date: 29 September 2023

1. **Appointment of CEO**

- 1.1 The Board in accordance with section 28 (1) of the Child and Family Agency Act 2013 appointed Kate Duggan as CEO of the Agency as of 21 September 2023. Ms Duggan was recruited in accordance with the Public Service Management (Recruitment and Appointments) Act 2004. Proposed by P. Rabbitte, Seconded by A. McDermott and approved by the Board.

2. **Delegation by the Board to the CEO**

- 2.1 The Board, in accordance with Section 21(5) of the Child and Family Agency Act 2013 formally revoked in whole the delegation by the Board to the outgoing Interim Chief Executive, Ms Kate Duggan (Reference No: C&FA 5/23) and Pursuant to section 21 (4) of the Child and Family Agency Act 2013 Act agreed to delegate to the incoming Chief Executive Officer, Ms Kate Duggan, the functions as detailed in the Delegation by the Board to the CEO (Reference No: C&FA – 74/23). Proposed by P. Rabbitte, Seconded by A. McDermott and approved by the Board.

3. **Authorised to Authenticate the Agency Seal**

- 3.1 The Board resolved that the following employee is authorised to authenticate the Seal of the Child and Family Agency pursuant to paragraph 12(2) (b) of the Child and Family Agency Act 2013.

Ms Kate Duggan as Chief Executive Officer

Individuals acting up in the role of the Chief Executive Officer will have the same authority as the relevant substantive post holders for the duration of the acting period. Proposed by P. Rabbitte, Seconded by A. McDermott and approved by the Board.

End