



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 18 <sup>th</sup> December 2017 at 8.30am
BRUNEL BUILDING,

Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	P.J. Fitzpatrick	Board Member
Present	Áine Hyland	Board Member
Present	Deirdre Kiely	Board Member
Present	Pat McLoughlin	Board Member
Present	Rory O'Ferrall	Board Member
Apologies	Tony Rodgers	Board Member
Present	Paul White	Board Member

In Attendance	Fred McBride Jim Gibson Caroline Cullen Suzanne McDonald PWC & Team Alan Breen Martin Macken & Team Noel Kelly Kay Keilthy Emma Dodrill	Chief Executive Officer COO Interim Head of Strategy & Business Planning PWC Head of Communications Q4 Director of Education Welfare Services Board Secretary Note Taker
---------------	---	--

SIGNED: Norah Gibbons DATE: 26/1/2018

CHAIRPERSON

1.	<b>Declarations of Interest</b>
	None
2.	<b>Minutes of 24<sup>th</sup> November 2017</b>
2.1	The Minutes of the 24 <sup>th</sup> November were approved by the Board and signed by the Chair.
2.2	The Board noted Mr McLoughlin's date of resignation as the 28 <sup>th</sup> of February 2018.
2.3	The Chair advised the Board that Tony Rodgers, due to personal reasons, had decided to step down as a member of the Board with immediate effect. The Board acknowledged and thanked Mr Rodgers for his work on the Board and his contribution to the work of the Quality Assurance and Risk Committee.
3.	<b>Matters Arising/Action Log</b>
3.1	The Board noted the Action log as of the 24 <sup>th</sup> November 2017
4.	<b>Draft Corporate Plan 2018 -2020</b> <b>C. Cullen (Tusla), and Suzanne McDonald, PWC and Team joined the meeting</b>
4.1	The Board reviewed the draft Corporate Plan 2018 – 2020 in detail. The Board approved the Agency's revised vision, mission and values. Following a discussion the Board requested amendments to the Corporate Plan to reflect Tusla's key challenges, progress to date and key Corporate Plan outputs when delivered. A revised draft of the Corporate Plan 2018 -2020 to come back to the Board on the 9 <sup>th</sup> January 2018 prior to submission to the Minister.
5.	<b>Draft Business Plan 2018</b>
5.1	The Board reviewed and discussed the draft Business Plan 2018. The Board approved the submission of the revised draft Business Plan 2018 to the Minister for approval. A copy of the revised Business Plan 2018 to issue to the Board on or before 22 <sup>nd</sup> of December 2017.
6.	<b>Internal Audit</b>
6.1	A presentation on an expanded Internal Audit Function & Internal Quality System Functions(s) was provided by PWC. The Board discussed the role of the Internal Audit Function from the perspective of a social care setting and a practice audit function. The Board agreed to discuss further.
	<b>CEO Report</b>
6.2	The CEO provided a high level review of 2017 looking at both challenges and achievements and a look ahead at 2018.
6.3	The CEO advised that the HIQA investigation Report was due to issue in April 2018.
6.4	The Board was apprised of a Change Control Request for the Corporate Plan Project supported by PWC. The Board approved the additional 39.5 days resulting from the extensive stakeholder engagements that PWC carried out on Tusla's behalf and required to ensure sufficient capacity to complete the Corporate Plan 2018 – 2020 within the agreed timeframe and to the necessary standard.
7.	<b>Organisational Structure</b>
7.1	The Board discussed the proposed further augmentation to Tusla's corporate organisation structure based on a Chief Governance Officer position and the addition of a Chief Finance Officer position. The Board approved the proposed leadership structure.
7.2	Board member, A. Hyland, expressed concern that Education did not feature as part of the organisational structure agenda at a sufficiently senior level.
8	<b>Financial Outturn</b>
8.1	The Board agreed to defer agenda item 8 until the January Board meeting.

9	<b>Psychology Services</b>
9.1	The Board approved the payment of €7.045 million to the HSE for psychology services in relation to 2017. The Board requested a report with recommendations on psychology services for the future to be submitted to the Board by June 2018.
10	<b>Tusla Financial Regulation – Travel &amp; Subsistence</b>
10.1	The Board noted Tusla's Financial Regulation on Travel and Subsistence.
11	<b>Communications Crisis Management Plan</b> <i>A. Breen (Head of Communications), Martin Macken, Paraic Gallagher (Q4) joined the meeting</i>
11.1	A presentation of a detailed Crisis Management Plan was presented by Q4 for consideration by the Board. The Board approved the Communications Crisis Management Plan. The Board requested a soft copy of the Q4 presentation on the Crisis Management Plan to be circulated to Board members.
11.2	The Board requested Tusla's communications strategy to be submitted to the Board for approval in January 2018.  <i>A. Breen (Head of Communications), Martin Macken, Paraic Gallagher (Q4) left the meeting</i>
12	<b>Business Plan Tracker</b>
12.1	The Board requested the submission of the 2017 Business Tracker for both Q3 and Q4 for the February 2018 Board meeting.
13	<b>Review of Data Protection, FOI and Parliamentary Affairs Operation Model</b> <i>L.Slevin, Director of Corporate Services, joined the meeting</i>
13.1	The Head of Corporate Affairs provided an overview of the Agency's Data Protection, Freedom of Information and Parliamentary Affairs current operating model, capacity and challenges and recommended an approach to mitigate the challenges presenting in the short, interim and long term.
13.2	The Board approved the approach to reviewing the Agency's Data Protection, Freedom of Information and Parliamentary Affairs Operating Model incorporating the General Data Protection Regulation readiness through a request for tender (RFT). The Board requested the Director of Corporate Services to revert with the scope of the tender in January 2018.  <i>L. Slevin, Director of Corporate Services left the meeting</i>
14	<b>School Completion Programme</b>
	<i>N. Kelly, Director of Education Welfare Services joined the meeting</i>
14.1	Ms Hyland spoke to her paper which had been distributed with the December Board papers in advance of the Board meeting. The papers set out her views regarding the EWS reform. Mr Kelly addressed each of the issues raised by Ms Hyland and circulated a paper setting out the recommendation of the Expert Panel and the Executive position. However, the board did not resile from its decision to approve the recommendation of the Expert Panel.
14.3	Ms Hyland accepted the board's position and asked for her dissension from the recommendation to be noted.
14.4	The Board requested a report on SCP reform to come to the Board in April 2018.  <i>N. Kelly, Director of Education Welfare Services left the meeting</i>
15	<b>AOB</b>



15.1	The Board noted the retirement of Mr P.J. Fitzpatrick as of the 31 <sup>st</sup> December 2017. The Board thanked Mr. Fitzpatrick for his time and commitment as a Board member and wished him well for the future.
15.2	Mr. Fitzpatrick thanked his colleagues and requested his thanks be conveyed to the Board Secretary for the support and assistance provided during his term of office.