



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 21 <sup>st</sup> SEPTEMBER 2018		
CROKE PARK HOTEL, JONES ROAD, DUBLIN 3		
Present	Norah Gibbons	Chair
Present	Rory O'Ferrall	Deputy Chair
Present	Sean Holland	Board Member
Apologies	Liam Irwin	Board Member
Present	Deirdre Kiely	Board Member
Present	Teresa Kilmartin	Board Member
Apologies	Avril McDermott	Board Member
Present	Paul White	Board Member
Vacancy	Vacancy	Board Member
Quorum – 3 Ordinary Members And Chair or Deputy Chair		

In Attendance	Fred McBride Siobhan Mughan Jim Gibson Pat Smyth P. Hayden Brian Lee  Kay Keilthy	Chief Executive Head of Adoption Services Chief Operations Officer Director of Finance Head of Estates Director of Quality Assurance  Board Secretary
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SIGNED: \_\_\_\_\_

*Norah Gibbons*

DATE: \_\_\_\_\_

*25/10/2018*

CHAIRPERSON

Agenda Item	
	<b>Board Only Discussion</b>
	The Board discussed the internal Interim CEO recruitment process and associated time lines. The competition was confined to members of the Senior Management. Interviews were scheduled for the 27 <sup>th</sup> September. Following the interview process, the successful candidate, will be formally appointed as Interim CEO by the Board at its meeting on Friday, 28 September 2018.
	<b>Expert Assurance Group (EAG)</b>
	Dr Moling Ryan, Chair of the Expert Assurance Group joined the Board meeting. The Chair of the EAG affirmed the purpose of the group was to provide the Board with support and advice on the implementation of the HIQA Plan. The Board was committed to the implementation of the HIQA Plan, however, it did raise a number of points of challenge to implementing the Plan. The meeting discussed the flow, mechanisms and contact point for information between the Board and the EAG.
1.	<b>The Meeting noted the following apologies :</b> L. Irwin and A. McDermott
	<b>Declarations of Interest</b>
1.1	None
	<b>Minutes of the 27<sup>th</sup> July 2018</b>
1.2	The Minutes of the Board meeting held on the 27 <sup>th</sup> July 2018 were approved by the Board and signed by the Chairperson
	<b>Minutes of the 30<sup>th</sup> August 2018</b>
1.3	The Minutes of the Board meeting held on the 30 <sup>th</sup> August 2018 were approved by the Board and signed by the Chairperson.
2.	<b>CEO Report</b>
2.1	It was acknowledged at the meeting that this was the CEO's last Board meeting. The Deputy Chair thanked him on behalf of the Chair and the Board for his contribution to the work of Tusla over the past five years and wished him all the best for the future.  <i>Siobhan Mogan , National Manager of Adoption Services joined the meeting</i>
2.2	The National Manager of Adoption Services apprised the Board of an issue arising in relation to Tusla's Adoption information and Tracing Service. Tusla needs to be able to refer to a legal basis to process personal data for information and tracing services. In order for Tusla to comply with its responsibilities under GDPR the practice of the provision of non-identifying third party information should cease. The Board approved the recommendation to cease/suspend this practice until the necessary legal provisions have been implemented i.e. either a regulation under Section 38 of the Data Protection Act is inserted and/ or the Information and Tracing bill 2016 is enacted.
2.3	The Board acknowledged the information and tracing difficulties presented by the St. Partick's Guild illegal birth registrations. It also recognised that without the legal basis to process personal data the Agency would not be in a position to undertake the sampling exercise as requested by the Minister in relation to the

	St. Patrick's Guild adoption records.
<b>3.</b>	<b>HR Report</b>
3.1	The Board noted the HR Dashboard, Integrated Report and Employment Monitoring Report for July 2018. The Board requested narrative around the HR data sets to help interpret the data more effectively.
<b>4.</b>	<b>HIQA Action Plan</b>
4.1	B. Lee, Director of Quality Assurance was designated as the contact liaison person and will attend the meetings of the EAG. The EAG will meet monthly and report on a quarterly basis to the Minister. A Senior Management Steering Group, Chaired by the CEO will report into the Board through the QA & R Committee. The Board will monitor progress against the plan and hold the CEO and Executive to account in relation to progress against the action plan. The sequencing of progress reporting will be from the SMT Steering Group to the Board, followed by the EAG. The Board agreed to keep the reporting process under review.
4.2	The Board approved Tusla's Strategic (HIQA) Action Plan subject to a number of agreed changes.
<b>5.</b>	<b>Estimates 2019</b>
5.1	The Director of Finance provided an update on the Estimates 2019. Tusla was advised that only ELS could be considered and that additional funding for new developments for 2019 would not be available. D/Per are currently considering the inclusion of the HIQA recommendations as part of ELS. DCYA was advised that in the absence of required funding, Tusla would prioritise its services and look for cost saving efficiencies across the organisation including the use of voluntary agencies.
<b>6.</b>	<b>Finance</b>
6.1	The Board noted the Financial Performance Report for July 2018.  <b>Estates</b>
6.2	The Board approved the recommendation to enter into a lease agreement for 5 years for North Point House, North Point Business Park, New Mallow Road, Co. Cork.
6.3	The Board approved in principle to progress lease acquisitions in respect of five proposed new primary care centres - Buncrana, Donegal Town, Ennis, Limerick and Newcastle West.
6.4	The Board approved the recommendation to award the Enabling Works contract in respect of the approved capital project, in St. Fintan's, Portlaoise, in the revised sum of €834K to Keibuild Ltd.
<b>7.</b>	<b>Risk</b>
4.1	The Board noted the National Performance and Activity Data Dashboard July 2018, Q2 2018 Summary of Performance and Activity
<b>8.</b>	<b>Report from Sub Committees</b>
8.1	The Chair of the Q A & Risk Committee updated the Board on the Q A & R

	Committee meeting held on the 20 <sup>th</sup> September 2018
9.	<b>AOB</b>