



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

<b>CHILD AND FAMILY AGENCY</b>
<b>MINUTES OF BOARD MEETING</b> <b>HELD ON THE 24<sup>th</sup> NOVEMBER 2017 at 8.30am</b>
<b>BRUNEL BUILDING,</b>

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

<b>In Attendance</b>	Fred McBride Jim Gibson Fergus Ó Cuanacháin Pat Smyth Helena Hanna Brian Lee Kay Keilthy	Chief Executive Officer COO Director of ICT Director of Finance GM, Finance Director of Quality Assurance Secretary
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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIRPERSON

1.	<b>Declarations of Interest</b>
	None
	<b>Minutes of 26 October 2017</b>
2.	The minutes of the 26 October 2017 were approved by the Board and signed by the Chair
3	<b>Matters Arising/Action Log</b>
3.1	The Board requested a formal written legal statement from the Agency's corporate law service providers in relation to the publication of internal reports considering the protected disclosure, freedom of information and data protection legislation.
3.2	The Board noted the Agency's need to buy in additional capacity in order to fulfil the requirements of the new EU General Data Protection Regulation (GDPR) legislation which will come into effect in May 2018. An overview of the Agency's Data Protection (DP), Freedom of Information (FOI) and Parliamentary Affairs (PA) current operating model, capacity and challenges will be provided at the December Board meeting
3.3	The Board requested to review the Agency's oversight agreement 2018 before its submission to the DCYA.
4	<b>CEO Report</b>
4.1	The CEO's report for November included an update on the Inquiry-Office, Corporate Induction Programme, insurance cover for foster carers and communications activity.
5	<b>Report on HIQA</b>
5.1	The COO updated the Board on the meeting with HIQA on the 2 <sup>nd</sup> of November 2017. The purpose of the meeting was to discuss the findings of the Investigation into the management of allegations for child sexual abuse against adults of concern. The investigation uncovered and escalated to Tusla a series of specific issues related to individual cases, which presented potential and/or actual risks to the safety of children. Tusla provided HIQA with a written overview of the protective measures in response to the identified risks. Of the 300 cases reviewed as part of the HIQA investigation 1% of the cases were escalated to Tusla which presented potential and/or actual risks to the safety of children.
5.2	<b>Update on Readiness for Mandatory Reporting</b>
	Tusla has made the necessary preparations in readiness for mandatory reporting however, the volume of referrals is as yet unknown. A Tusla web portal will be developed as part of the Agency's 2017 – 2019 ICT strategy to support online interaction. The portal will support data submissions including mandatory reporting.
5.3	The COO updated the Board in relation to suicides amongst young people in the care of the Tusl in the Cork area.
6.	<b>ICT Update</b> <i>Fergus Ó'Cuanacháin, Head of ICT, joined the meeting</i>
	The Board noted Tusla's ICT strategy 2017-2019 which set out a roadmap to establish a full ICT function within Tusla and acknowledged the engagement with the HSE, the Office of Government Chief Information Officer and industry leaders in preparing implementation plans to deliver the strategy. The Board welcomed the progress made in the rolling out of NCCIS. <i>Fergus Ó'Cuanacháin, Head of ICT, left the meeting</i>
7.	<b>Amendment to Board Reserved Functions</b> <i>Pat Smyth, Director of Finance and Helena Hanna, GM joined the meeting</i>
7.1	Tusla's Governance Code was updated in line with the Code of Practice for the Governance of State Bodies 2016. As part of this process the Board reviewed its reserved functions and resolved to reserve onto it self the approval of all contracts and tenders for goods and

	services and other arrangements including grants to Section 56,57, 58 and 59 agencies in excess of €1 million. The change in the reserved functions of the Board required the delegation order from the Board to the CEO to be amended accordingly and approved by the Board.
8.	<b>Delegation Order from Board to CEO</b>
8.1	The revised Delegation by the Board of the Child and Family Agency to the CEO was approved by the Board and signed by the Chair.
9.	<b>Governance , Controls &amp; Monitoring of Grant Funded Organisations</b>
9.1	The Board noted the update provided regarding the work completed to date in relation to compliance, governance & oversight of Grant Funded Agencies.
10.	<b>Schedule of Grant Aided Agencies in excess of €1 million</b>
10.1	The Board approved in principle to continue to fund the grant aided agencies proposed to receive in excess of €1 million in 2018 listed in Appendix A. Board approval will be sought for confirmed amounts paid to grant funded agencies in 2018 when the new S56 contract is signed and returned. Signed S56 contracts are due to be signed and returned by the 28 <sup>th</sup> February 2018.
11.	<b>Risk &amp; Assurance Report for November 2017 – December Board Meeting</b> <i>Brian Lee, Director of Quality Assurance joined the meeting</i>
11.1	This report was deferred until January 2018.
11.2	The Operations and Quality Assurance Directorates are working together on a protocol to develop a risk and assurance report.
12.	<b>Risk Performance Data September 2017</b>
12.1	The Board noted the Risk Performance Data for September 2017.
12.2	The Board discussed the introduction of ‘active on duty’ as a new category of cases awaiting allocation for the purpose of providing a more accurate description of the status of a number of unallocated cases. However, the Board requested that this new category should not be used when reporting on the number of cases awaiting allocation in order to maintain the integrity of the unallocated cases data previously reported on.
12.3	The Board noted the number of unapproved relative foster carers and requested improved compliance in relation to Garda vetting.
13.	<b>Service Performance &amp; Activity Report Q3</b>
13.1	The Board reviewed the Service Performance & Activity Report Q3 and noted the increase in referrals. <i>Brian Lee, Director of Quality Assurance left the meeting</i>
14	<b>EWS – SCP Report</b>
14.1	The SCP report was deferred until the December Board meeting.
15	<b>Transfer of Business in the Community Project to Department of Education</b>
15.1	The Business in the Community (BITC) is a programme currently funded under the School Completion Programme budget. The Department of Education and Skills has agreed to the programme coming back under its remit as the BITC has a broader remit than SCP. The Board approved the transfer of Business in the Community Programme including funding to the Department of Education. The transfer will include both management and oversight of funding.
	<b>Sub- Committee Reports</b>
16.	Draft Audit Committee Reports
16.1	The board noted the draft audit committee minutes of the 20 <sup>th</sup> October 2017.
17.	<b>Governance Committee – Revised Code of Governance</b>



17.1	The Board approved the revised Code of Governance for submission to the Minister for approval.
18.	<b>ODRS Committee Meeting – 22<sup>nd</sup> November Report</b>
18.1	The Chair of the ODRS Committee updated the Board on the ODRS meeting held on the 22 <sup>nd</sup> November 2017.
18.2	The Board discussed and agreed in principle to establish an internal audit function that will incorporate practice/clinical audit.
18.3	The ODRS Committee requested a revised organisational structure to be submitted to the Board at the December Board meeting.
19.	<b>Draft Quality Assurance &amp; Risk Committee</b>
19.1	The Board noted the draft Quality Assurance & Risk Committee minutes of the 29 <sup>th</sup> September and requested a number of minor changes.
20.	<b>AOB</b>
20.1	The Board agreed to establish an Interim Transformation Committee. The Interim Transformation Committee will comprise of the Chairs of each of the Sub-Committees and the Chair of the Board. The members of the committee nominated the Chair of the Board as the Chair of the Interim Transformation Committee.
20.2	The Chair of the Board advised the meeting that Mr Pat McLoughlin had tendered his resignation as a member of the Board with the effect from the 31 <sup>st</sup> March 2017. The Chair on behalf of the Board thanked Mr McLoughlin for his commitment and contribution to the work of the Board and the work of the sub-committees.