



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 25th May 2018
CROKE PARK HOTEL, JONES'S ROAD, DUBLIN 3

Present	Norah Gibbons	Chair
Present	Gary Joyce	Deputy Chair
Present	Teresa Kilmartin	Board Member
Apologies	Liam Irwin	Board Member
Present	Deirdre Kiely	Board Member
Present	Rory O'Ferrall	Board Member
Present	Paul White	Board Member
Present	Sean Holland	Board Member
Vacancy		Board Member
		Quorum – 3 Ordinary Members And Chair or Deputy Chair

In Attendance	Fred McBride Pat Smyth Brian Lee Fergus O'Cuanachain Cormac Quinlan	Chief Executive Officer (via teleconference) Director of Finance Director of Q A Head of ICT Head of Policy & Transformation
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SIGNED: Norah Gibbons DATE: 29/06/2018

CHAIRPERSON

	Board Only
	<p>The Board noted Gary Joyce's resignation from the Board with effect from the 31st May 2018. The Board thanked Ms Joyce for her contribution to the work of the Board and the ODRS committee.</p> <p>The Board requested an update on the leadership development strategy for the September Board meeting.</p> <p>The Board considered the legal advice and the advice of the National Delegations Office in relation to the delegation of the CEO's function under Section 29 and Section 30 of the Child and Family Agency Act 2013. The Board resolved to appoint an acting CEO when the CEO is absent for 3 days or more in accordance with Section 29 of the Child and Family Agency Act 2013.</p>
1	Apologies
1.1	The Board noted apologies from Liam Irwin.
1.2	The Chair welcomed Sean Holland to the Board meeting.
	Declarations of Interest
1.3	None
1.4	Mr Holland disclosed to the meeting, as the Chief Social Worker in the Offices of Social Services N.I. he has a working relationship with members of the Child Policy and Tusla Governance Division of the Department of Children and Youth Affairs.
	Minutes of the 24th April 2018
1.5	The minutes of the Board meeting held on the 24 th April 2018 were approved by the Board and signed by the Deputy Chair.
	Minutes of the 3rd May 2018
1.6	The minutes of the meeting of members of the Board and the SMT on the 3 rd May 2018 were approved and signed by the Deputy Chair
	Matters Arising
1.7	The Board considered the Draft Risk Appetite Statement at the April Board meeting and requested the CEO and EY to feedback Board comments to the SMT. EY will submit a revised Risk Appetite Statement to the Board for discussion at the June Board meeting.
2.	CEO Report <i>F. McBride, CEO, joined the meeting by Teleconference</i>
2.1	The Executive met with the Joint Oireachtas Committee for Children and Youth Affairs on the 9 th of May in Brunel. The meeting provided an opportunity for the Agency to inform the committee of the Agency's key priorities, service improvements and to strengthen engagement with political representatives. The Committee raised a number of issues which were responded to on the day.
2.2	The Board reviewed the Agency's response to HIQA's draft report in respect of its Investigation into the Management of Allegations of Child Sexual Abuse against Adults of Concern. The Board noted the response submitted on the 18 th May 2018 to HIQA. The Board expressed concern that the Agency's response failed to fully reflect the key principles agreed by the Board as a basis of the response to HIQA.

2.3	The Board's attention was drawn to the inclusion of a draft Governance Report undertaken by HIQA in 2016 as an appendix to HIQA's investigation report. The draft governance report is titled "A Review of the child protection and welfare service provided by the Child and Family Agency and the governance arrangements in place to ensure an effective, timely and safe service" and was never published. The CEO raised this matter with HIQA in his response under fair process and right to reply.
2.4	The Board reviewed the communications strategy and action plan developed to respond to the publication of the HIQA Report. The Board stated the importance of the communications content aligning with agreed Board messaging and requested details of key and stakeholder messaging. To ensure timely delivery of the communications strategy the action plan should be activated with immediate effect.
2.5	The Board requested additional external communication support to assist with the Board's preparedness and oversight of the Agency's communications strategy and action plan in response to the publication of the HIQA support.
2.6	As previously agreed the Crisis Management Team will include a member of the Board. The Chair of the Board will attend the next meeting of the Crisis Management Team.
2.7	The CEO updated the Board on the establishing of an 'interim' internal audit function. S. Holland, in his new role as Chair of the Quality Assurance and Risk Committee agreed to explore the establishment of an internal audit function with the CEO and revert to the Board on his views as to how it might be progressed.
3	Draft Annual Financial Statements <i>Pat Smyth, Director of Finance, joined the Meeting</i>
3.1	The Board approved the Draft Annual Financial Statements subject to any changes by the C & AG and approval by the Chair of the Audit Committee.
3.2	The Board noted the financial outturn for April 2018 and emerging cost pressures.
3.3	The Board discussed the area of private provision. Private provision includes expenditure on children with disabilities. Tusla is continuing to pay for private placement arrangements for young adults who were in the care of Tusla up to 18 years of age and who are now adults and the responsibility of HSE Disability Services. The Board expressed concern at the HSE's failure to comply with the Interagency Joint Protocol in relation to this matter and the impact this is having on young adults with disabilities. This issue was raised with the Department of Children & Youth Affairs. <i>The Director of Finance left the meeting</i>
4	Draft Annual Report 2017 <i>Brian Lee, Director of QA joined the meeting</i>
4.1	The Board adopted the Draft Annual Report 2017 subject to a review by the CEO and the Director of Quality Assurance of the priorities and key achievements

	identified under the five short term outputs articulated in the Corporate Plan 2015 – 2017. Material changes will be brought to the attention of the Board.
4.2	In accordance with Section 13 of the Child and Family Agency Act 2013 the Annual Report for 2017 must be submitted to the Minister on or before the 15 th June 2018. <i>Director of QA left the meeting</i>
5	Activity Performance Dashboard
5.1	The Board noted the Activity Performance Dashboard for March 2018. The Board questioned the level of nonresponse in relation to a number of the performance metrics for some areas. The NCCIS system will support a more timely response rate.
	Q1 2018 Performance Report
5.2	The Board noted the Q1 2018 Performance Report.
	Integrated QA & R Report – March 2018
5.3	The Board noted the Integrated QA & R Report for March 2018
6	ICT Strategy and Budget 2017 – 2019 <i>Fergus O’Cuanachain, Head of ICT joined the meeting</i>
6.1	The Board welcomed the ICT strategy key progress to date in relation to Applications, Infrastructure, Data management & Analytics, Service Delivery and Service Strategy and Design.
6.2	The Board approved the ICT 2017 -2019 Implementation Capital Budget estimated at 10.1 million over a 3 year period.
6.3	The Board welcomed the new Board site that provides an online and secure portal where all Board and sub-committee papers can be accessed. The Board approved the following: <ul style="list-style-type: none"> • The secure Board Site should be the only mechanism to distribute Board papers and as such replace the previous practices of emailing papers. • The Board welcomed the enhanced security aspect that can be added to the new Board site and requested that the Board papers should be restricted and controlled such that the papers cannot be copied to other computers or forwarded as emails. <p>The ICT Director invited the Board members to contact his office if they require any assistance with using the Site and also advised that Board members can access the site securely from their own devices or Tusla ICT can provide a dedicated tablet device to Board members if required.</p>
7	NCCIS Budget
7.1	The Board noted the NCCIS Capital Expenditure and noted the correspondence from D/Per and Department of Children and Youth Affairs in relation to retrospective approvals in 2017 <i>Head of ICT left the meeting</i>
8	Business Performance Q1 2018
8.1	The Board noted the update on the implementation of the Business Plan 2018 set

	out against the seven strategic objectives as outlined in the plan as of Q1. The report will issue to the Department of Children and Youth Affairs.
9	Adoption – Information and Tracing
9.1	The Board discussed the examination of the historical records transferred from St Patrick Guild to Tusla which identified a number of “incorrect registrations”. The Board noted the significance of these incorrect registrations for the persons affected and for the State. The Agency are working closely with the Adoption Authority of Ireland and have advised An Garda Síochána of a potential crime in relation to these matters.
10	AOB
10.1	The Board approved the appointment of Teresa Kilmartin as the Chair of the Organisation Development, Remunerations and Succession Committee.
10.2	The Board approved the appointment of Sean Holland as the Chair of the Quality Assurance & Risk Committee.