



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 26<sup>th</sup> January 2018 at 8.30am</b>
<b>BRUNEL BUILDING,</b>

<b>Present</b>	Norah Gibbons	Chair
<b>Present</b>	Gary Joyce	Deputy Chair
<b>Present</b>	Deirdre Kiely	Board Member
<b>Present</b>	Pat McLoughlin	Board Member
<b>Present</b>	Rory O'Ferrall	Board Member
<b>Present</b>	Paul White	Board Member
<b>Vacancy</b>		
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<b>Vacancy</b>		
		<b>Quorum – 3 Ordinary Members And Chair or Deputy Chair</b>

<b>In Attendance</b>	Fred McBride Jim Gibson Pat Smyth Paul Hayden Kay Keilthy Emma Dodrill	Chief Executive Officer COO Director of Finance Head of Estates Board Secretary Note Taker
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SIGNED: Gary Joyce DATE: 15/03/18

CHAIRPERSON

1.	<b>Declarations of Interest</b>
	None
2.	<b>Minutes of the 18<sup>th</sup> December 2017</b>
2.1	The minutes of the Board meeting held on the 18 <sup>th</sup> December 2017 , subject to a minor change, were approved by the Board and signed by the Chair.
	<b>Minutes of the 9<sup>th</sup> January 2018</b>
2.2	The minutes of the Board meeting held on the 9 <sup>th</sup> January 2018 were approved by the Board and signed by the Chair.
3.	<b>Matters Arising/Action Log</b>
3.1	The Board reviewed the action log as at the 18 <sup>th</sup> December 2017.
3.2	At the Board meeting of the 18 <sup>th</sup> December 2017, the Board requested sight of the scope for the Request for Tender (RFT) Review of Data Protection, Freedom of Information and Parliamentary Affairs Operating Model (including GDPR Compliance Programme). The scope is currently under preparation. The Board requested the final draft RFT be circulated to the Board via email for consideration.
3.3	The Board discussed the legal view provided in relation to the release of protected disclosure reports in the context of Freedom of Information (FOI), Data Protection (DP) and Protected Disclosure (PD) legislation. When considering whether to release a report arising from a protected disclosure the Agency needs to be cognisant of Section 16 of the Protected Disclosures Act 2014 dealing with protecting the identity of the maker of a protected disclosure. The Chair of the Audit Committee will discuss the publication under FOI of the internal audit report which arose from a protected disclosure at the next Audit Committee meeting.
3.4	The Board requested the Quality Assurance policy paper <i>Protected Disclosures: Considerations on Confidentiality and Publication</i> be re-circulated to members of the Board for information.
3.5	The Board requested an assessment of Tusla's current Protected Disclosures process. The QA Director to revert to the Board with the outcome of the assessment.
4.	<b>Corporate Plan 2018 – 2020 Update</b>
4.1	A final draft of the Corporate Plan 2018 -2020 was submitted to DCYA on the 12 <sup>th</sup> of January 2018 and circulated to the Board. The Agency is currently awaiting formal feedback from DCYA.
5.	<b>Business Plan 2018 Update</b>
5.1	A final draft of the Business Plan 2018 was submitted to DCYA on the 22 <sup>nd</sup> December 2017 and circulated to the Board. The Agency is currently awaiting formal feedback from DCYA.
6.	<b>Workforce Plan 2018 update</b>
6.1	A Workforce Plan, inclusive of a recruitment plan, was identified as a key priority for the Agency in its Corporate Plan 2018 -2020. A Workforce Plan for 2018 is scheduled to be submitted to DCYA by the end of January 2018. In order to provide additional support for the development of a full three year Workforce Plan a procurement process is underway. The Board noted the development of the three year Workforce Plan will be completed by the end of Q2.
7.	<b>CEO Report</b>



7.1	The CEO's report provided the Board with an update on Mandatory Reporting, Psychology Services, Brunel Expansion and Communications Activity.
7.2	The Board welcomed progress in respect of Psychology Services and noted the proposed division of the current €7 million for services between the HSE and Tusla.
7.3	The Board noted the update on mandatory reporting and requested a report to come to the next Board meeting.
7.4	The Board requested an update on retrospective cases.
<b>8.</b>	<b>Position Paper on the Development of Child Sexual Abuse Service in Ireland</b>
8.1	The Board noted the position paper outlining the critical issues associated with the development of a national service model for child sexual abuse services in Ireland. The Executive, following attendance at the European Promise Project, will make a presentation to the Board on the development of sexual abuse services.
<b>9.</b>	<b>Communications Strategy - <i>Deferred</i></b>
9.1	A final draft of the communications strategy will be submitted in the first instance to the ODRS committee for review and recommendation to the Board at the February Board meeting. The next ODRS committee meeting to be scheduled in early February.
<b>10.</b>	<b>Accommodation Strategy Update</b>
10.1	The Head of Estates provided the Board with an outline of the scope, approach and timeline in relation to the development of an accommodation strategy. A draft accommodation strategy will be available for consideration by the Board at the July Board meeting.
10.2	The Head of Estates advised the final sign off of the legal transaction to acquire the lease on floors 6 -11 of Brunel is intended will take place at the end of January/start February 2018. However, this is subject to confirmation relating to landlord consent and the transfer for renewal rights as part of the assignment.
<b>11.</b>	<b>Property Acquisitions</b>
11.1	The Board having considered the licence proposal submitted approved the recommendation to enter into a licence agreement with Dublin City Council in relation to the <b>School on Stilts (NYP1), Rutland Street, Dublin.</b>
11.2	The Board approved the recommendation to enter into a 10 year lease re <b>Carysfort House, Carysfort Avenue, Blackrock, Co Dublin</b> on the 31 <sup>st</sup> March 2017. The Board noted the matter which arose as part of the Agency's due diligence process and approved the recommendation to increase the term of the lease to 12 years.
11.3	The Board having considered the lease proposal approved the recommendation to enter into lease of part of the first floor of the <b>Trinity Building, IDA Business Park, Southern Cross, Bray, Co Wicklow</b> together with forty parking spaces.
11.4	The Board having considered the licence proposal submitted approved the recommendation to enter into a license agreement with <b>Vita Building, Beesborough Centre Ltd, Blackrock, Cork.</b>
<b>12.</b>	<b>Finance Report</b>

12.1	The Board noted the Financial Performance Report for November 2017. The Director of Finance forecast a breakeven position for year end. Year-end figures will be available for the February Board meeting.
12.2	The Director of Finance will present the Budget for 2018 at the February Board meeting.
12.3	In accordance with the Code of Practice for the Governance of State Bodies the Board noted the vehicle disposals in 2017. All vehicles were deemed to be un-roadworthy /unsafe for continued use and too costly to repair.
13.	<b>Risk Report</b>
13.1	The Board noted the national performance and activity data dashboard as at November 2017.
13.2	The Board noted the risk report for the period under review (17.11. 2017 – 10.10/2018) and the separate assurance report. The Board requested that QA and Operations move towards the development of an integrated risk and assurance report.
14.	<b>HR Integrated Report</b>
14.1	The Board noted the HR report and requested a dashboard presentation of the data with comparative analysis.
15.	<b>Audit Committee Report</b>
15.1	The Board noted the Draft Audit Committee minutes as at the 8 <sup>th</sup> December 2017
16.	<b>ODRS Committee Report</b>
16.1	The Board noted the draft ODRS Committee minutes of the 22 <sup>nd</sup> November 2017
16.2	The ODRS Committee as part of its annual work plan will monitor the agency's workforce planning.
17.	<b>Quality Assurance Committee Report - deferred</b>
18.	<b>AOB</b>
18.1	The Board requested the CEO to ensure that Board papers were submitted to the Board in a timely manner.
18.2	The Board approved the appointment of Paul White as the Chair of the Governance Committee.
18.3	Correspondence addressed to the CEO and cc'd to members of the Board was distributed at the meeting. The Board noted the issues raised in the correspondence. The CEO will respond and address issues raised.
18.4	The Chair and CEO advised they had received a protected disclosure. The CEO will arrange to have issues raised investigated in line with the Agency's Protected Disclosure policy.