



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 27th JULY 2018
CROKE PARK HOTEL, JONES'S ROAD, DUBLIN 3

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

In Attendance	Fred McBride Jim Gibson Pat Smyth Brian Lee Colette Walsh Paul Hayden	Chief Executive Officer Chief Operations Officer Director of Finance Director of Q A Director of HR Head of Estates
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SIGNED:

Norah Gibbons

CHAIRPERSON

DATE: 21/09/2018

	Board Only
	The Chair updated the Board in relation to the quarterly meeting with the Minister held on 16 July 2018 and Board vacancies.
1	Apologies
1.1	None
	Declarations of Interest
1.2	None
	Minutes of the 29th June 2018
1.3	The Minutes of the Board meeting held on the 29 th June 2018 were approved by the Board and signed by the Chair.
	Matters Arising
1.4	The CEO updated the Board in relation to Tusla's GDPR programme. Following a successful procurement process, PWC, had commenced working on the implementation of the GDPR programme. A progress report on the GDPR programme will be provided at the September Board meeting.
1.5	The Chair apprised the meeting of correspondence received from the Minister in relation to the School Completion Programme (SCP). The Minister's letter was in response to a letter issued by the Chair's dated 26 April 2018 outlining proposals for the reform and future governance of the SCP. The Board Secretary will issue a copy of the Minister's letter along with the Chair's draft response to members of the Board for comment.
2	CEO Report <i>Fred McBride Chief Executive and Brian Lee, Director of Quality Assurance joined the meeting</i>
2.1	The CEO updated the Board on the HIQA Action Plan. The SMT and the Project Management Office met with the Secretary General and members of the DCYA to progress the HIQA Action and Implementation Plan on 16 July 2018. Following on from the meeting a high level Action Plan, based on six agreed themes, identifying the high level findings for each theme and associated smart actions was prepared and issued to the Board. The high level Action Plan following consideration by DCYA will be forwarded to the Expert Assurance Group (EAG) and HIQA for comment. The final version of the high level action plan will be submitted to the Board for formal approval in September.
2.2	A letter from the Minister, dated 24 July, in relation to the membership of the Expert Assurance Group (EAG) along with a draft copy of the group's terms of reference was distributed at the meeting. The Board welcomed the Minister's letter clarifying the function of the Expert Assurance Group. Members of the Board expressed some concern that the TOR's could be interpreted as very wide ranging but felt they provided a good basis for the discussions and clarifications that will be necessary with HIQA and the EAG. The Chair requested the CEO to draft a letter in response to the Minister requesting an indication as to how long the EAG was intended to remain in place.
2.3	The CEO will act as the contact liaison person and will attend the meetings of the EAG

2.4	<p>The CEO informed the Board that the National Childcare Information System (NCCIS) was now available across all 17 areas of the country. The Board congratulated the CEO and all the staff involved in the project on their success in rolling out the system.</p> <p><i>Brian Lee, Director of Quality Assurance left the meeting</i></p>
3	Organisational Structure
3.1	The Board discussed the CEO's update in respect of the proposed organisational structure and considered the key observations made by the DCYA. The Board was of the view, that decisions regarding restructuring should not be made until the appointment of the new Chairperson of the Board in January 2019 and the review of the Boards sub –committee's structure was completed.
3.2	In interim the ODRS Committee will review the current proposed organisational structure as part of its work-plan for 2018.
4	<p>Finance</p> <p><i>Jim Gibson Chief Operations Officer and Pat Smyth Director of Finance joined the meeting</i></p>
4.1	The Director of Finance provided the Board with an update on the financial outturn for the period June 2018 and on the financial outturn for the year to date showing a projected overspend. Continuing demand led cost pressures may cause the Agency to overspend against budget. Areas of concern include Private Provision, Children with Disabilities, IRPP Programme and legal expenditure. DCYA have indicated that it will not be in a position to provide any funding to address any overspends in 2018. The Agency will write to the DCYA to advise of the year end projected overspend and its potential impact on services, HIQA Action Plan and performance improvements.
5	<p>Estates Strategy</p> <p><i>Paul Hayden, Estates Manager joined the meeting</i></p>
5.1	The Board welcomed the interim report and progress update on the proposed Tusla Estates Strategy. Work will continue on the development of the estates strategy during the coming months. A draft of the final document will be available for consideration by Board at the end of October 2018.
6	Estates – Recommended Leases
6.1	The Board approved the recommendation to enter into a Licence agreement for the 3 rd Floor, of Connacht House, Sligo for a period of two years to facilitate interim accommodation of Tusla staff based in Sligo town.
6.2	The Board approved the recommendation to enter into a Licence agreement for multiple rooms for a period of 24 months for Family Support Services in Athenry Primary Care Centre, Athenry, Co. Galway.

6.3	<p>The Board approved the recommendation to provide the property Deepdales in Bray, Co. Wicklow as a step down facility for young adults coming out of residential services to the Peter McVery Trust on a Licence agreement for 3 years.</p> <p><i>Paul Hayden left the meeting</i></p>
7	Estimates 2019 – Overview
7.1	<p>The Board noted the overview provided of the development of Tusla's estimates submission for 2019/20. The high level estimates document and prioritisation was reviewed by the SMT on the 18th July. The final deliverables will be submitted to the DCYA on the 3rd August 2018.</p>
8	Business Performance Plan Q2
8.1	<p>The Board noted the update on the implementation of the Business Plan 2018 as of Q2 as set out against the seven strategic objectives outlined in the 2018 Business Plan.</p> <p><i>Pat Smyth, Director of Finance left the meeting</i></p>
9	<p>HR</p> <p><i>Colette Walsh, Director of HR joined the meeting</i></p>
9.1	<p>The Director of HR provided the Board with an update on the Strategic HR Programme progress as of June 2018. The Board noted the HR Integrated Report for June 2018 and HR dashboards with Employment and Recruitment data. In line with Tusla's workforce planning activities the HR function is developing a range of HR Dashboards to enable monitoring against the Corporate and Business Plan key performance indicators. Recruitment was ahead of target in June 2018 with the recruitment of social workers remaining a priority. Staff retention showed continued improvement with a further decrease in turnover. A staff retention survey conducted in late 2017 to understand the retention issues and drivers across the Agency and within and across the different categories of staff will be distributed to members of the Board for information. HR is continuing to work on its three year workforce strategy which is anticipated will be available for presentation at the September Board meeting.</p> <p><i>Colette Walsh, Director of HR left the meeting</i></p>
10	<p>Quality Assurance & Risk</p> <p><i>Brian Lee, Director of Quality Assurance joined the meeting</i></p>
	Activity Performance Dashboard
10.1	<p>The Board noted the national performance and activity dashboard as of May 2018</p>
	Integrated QA & Risk Report May 2018
10.2	<p>The Board noted the Integrated Q A & Risk Committee Report as of July 2018.</p>

	Corporate Risk Register
10.3	The Board noted the Corporate Risk Register as of July 2018. The merging of risk 2 and risk 3 of the Corporate Risk Register under the primary risk category of reputational damage was recommended by the Chair QA & R Committee and approved by the Board. The CRR will be impacted by the outcome of the estimates process and the Agency's ability to implement the HIQA Action Plan.
	Special Care Report
10.4	The Board noted the Report on Special Care commissioned by the Chief Operations officer and accepted the findings and recommendations of the external review.
	Risk Appetite Statement
10.5	<p>The CEO advised that work had concluded with EY in relation to the development of a Risk Appetite Statement. The Chief Risk Officer, B. Lee will continue to work on the risk appetite model and will revert to the Board with a revised Risk Appetite Statement for consideration.</p> <p><i>Brian Lee, Director of Quality Assurance left the meeting</i></p>
11.	AOB
11.1	The Chair of the Audit Committee provided a verbal update on the Audit Committee meeting held on 16 July 2018.
11.2	The Chair of the Quality Assurance Committee provided a verbal update on an informal Quality Assurance Committee meeting held on the 25 th July 2018.