



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING 28 TH SEPTEMBER 2018 AT 12.30PM		
Hilton Hotel, Kilmainham, Dublin 8		
Via Conference Call Present Present Via Conference Call Via Conference Call Via Conference Call Present Present Vacancy	Norah Gibbons Rory O'Ferrall Sean Holland Liam Irwin Deirdre Kiely Teresa Kilmartin Avril McDermott Paul White Vacancy	Chair Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member Board Member Quorum – 3 Ordinary Members And Chair or Deputy Chair

In Attendance	Kay Keilthy	Board Secretary
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SIGNED: Norah Gibbons DATE: 25/10/2018

CHAIRPERSON

	Rory O’Ferrall, Deputy Chair, Chaired the Board meeting.
1	Appointment of Interim CEO
1.1	Following the completion of the recruitment process the Board approved the appointment of the successful candidate, Pat Smyth, as the Interim CEO as of the 1 st October 2018 for an initial period of 3 months. Proposed : P. White Seconded : S. Holland
2	Approval of Delegation by the Board to the Interim CEO
2.1	The Board approved the delegation by the Board to the Interim CEO with effect from the 1 st October 2018
3.	Other Business
3.1	The Board discussed the organisational structure and took the view that the Agency should consider the creation of a Deputy CEO position.
3.2	Candidates will be offered the opportunity to meet with T. Kilmartin, a member of the Interview panel, to discuss their interview performance.
3.3	An exit interview will be undertaken with the outgoing CEO as agreed.
4.	Communications
4.1	The Board agreed its internal and external communication plan around the appointment of the Interim CEO .
5.	Recruitment Process for New CEO
5.1	The Board requested a draft CEO job profile to be distributed for consideration and review by the Board.
6.	Appointment of New Board Member
6.1	The Board welcomed the appointment of Anne O’Gara as a member of the Board.