



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY

**MINUTES OF BOARD MEETING
HELD ON THE 29th June 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	Chief Executive Officer Chief Operations Officer Director of Finance Director of Q A
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SIGNED: Norah Gibbons DATE: 27/07/2018

CHAIRPERSON

1	Apologies – None
1.1	The Chair welcomed Ms Avril McDermott to the Board meeting. Ms McDermott was appointed to the Board for a five year period with effect from the 13 June 2018.
	Declarations of Interest
	None
	Minutes of the 25th May 2018
1.2	The minutes of the Board meeting held on the 25 th May 2018 were approved by the Board and signed by the Chair.
	Actions/Matters Arising
1.3	The Board acknowledged the work of the SMT, Communications Team and member's of staff involved in Tusla's media response to the publication of the HIQA Report and attendance in front of the Joint Committee on Children & Youth Affairs.
2.	CEO Report
2.1	Tusla is developing a multi annual estimate proposal to support the implementation of the Corporate Plan 2018- 2020. The Board will be provided with an update on the Estimates 2019 process at the July Board meeting.
2.2	The CEO updated the Board on the key achievements in relation to GDPR compliance since January 2018. The Board restated its commitment to compliance with GDPR and requested the Executive to ensure its full implementation across the Agency.
2.3	The Chair requested additional office space to be reserved for use by the Board as part of Tusla's national office expansion in the Brunel Building.
3.	Internal Audit Update
3.1	The CEO and the Chair of the Quality Assurance and Risk Committee met to discuss progressing the development of a Tusla internal audit function. An organisational workshop was proposed to consider the scope and structure of a practice audit model. Case file auditing is currently taking place as part of service improvement initiatives in various areas across the country.
3.2	The role of the Chief Social Worker was noted as central to the implementation of the HIQA Action Plan and overall performance improvement. The Board requested a presentation by Tusla' Chief Social Worker on how he sees his role in terms of responsibility, governance and leadership and reporting structures
4	Annual Financial Statements 2017
4.1	The Board noted the C & AG had not issued its audit certificate for the 2017 Annual Financial Statements. The Director of Finance advised that the audit certificate is scheduled to issue by close of business on the 29 th June.
4.2	The Board requested a list of Personal Injury (PI) Claims against the Agency. The CEO advised the meeting that there are currently nine PI claims against Tusla. The Chair requested the CEO to provide high level details of claims.

5	Financial Outturn May 2018
5.1	The Director of Finance presented the Financial Outturn for May 2018. The Board noted the draft financial outturn for the year to date and the main financial risks for 2018.
6.	Annual Report 2017
6.1	A copy of the Annual Report 2017 was submitted to the DCYA for the attention of the Minister on the 15 th of June 2018 in accordance with Section 13 of the CFA Act 2013. The report was subsequently amended to take account of changes requested by the DCYA and by the Comptroller & Auditor General. The Board approved the recommended amendments to the Annual Report 2017. The Annual Report 2017 will be formally submitted to the Minister for approval.
7	Quality Assurance and Risk
	National Performance Activity Dashboard
7.1	The Board reviewed the National Performance and Activity Dashboard for April 2018. The dashboard showed an increase in the number of Education Welfare Service referrals month on month since November 2017. The Director of Quality Assurance will review the data to identify the reason for the increase in referrals. The Board requested the inclusion of separate analysis in relation to unaccompanied minors as part of the performance and activity dashboard.
7.2	The Board noted the lack of targets and benchmarks associated with the performance information reported in relation to HR. The CEO advised that a newly developed HR Dashboard will be available at the July Board meeting.
	Integrated Q A & Risk Report April 2018
7.3	The Board reviewed the update of the key quality assurance and risk information provided in the Integrated Risk and Assurance Report for the period 11/05/2018 to 13/06/2018.
	Review of Adequacy 2016
7.4	Pursuant to Section 8 of the Child Care Act 1991 (as amended by the Child and Family Agency Act 2013) the Agency is required to prepare an Annual Review on the Adequacy of Child Care and Family Support Services Available each year. ("Review of Adequacy").
7.5	The Board noted that service developments and improvement initiatives underway and planned will address many of the deficits in service provision identified in the Review of Adequacy Report for 2016. The report will be submitted to the DCYA and published on the Tusla website. <i>Tusla Executive left the meeting.</i>
8.	AOB
	Board Committee Membership
8.1	The Board approved the appointment of Avril McDermott as a member of the Audit Committee.
8.2	The Board approved the appointment of Avril McDermott as a member of the Governance Committee.

8.3	The Board approved the appointment of Liam Irwin as a member of the Organisation Development, Remuneration and Succession Committee.
Board Effectiveness Review	
8.4	The Chair of the Board and the Chair of the Governance Committee met with Betterboards to discuss the Board's effectiveness review. It was agreed to include a review of the terms of reference of the Boards' sub-committees, the Board induction process and Tusla's overall approach to risk as part of the review. The Board effectiveness review will commence in September 2018.
8.5	The Chair of the Special Inquiries Committee provided the Board with a brief update in relation to the protected disclosure relating to child protection practices and other practices within Tusla received in January 2017.

BOARD SESSION ON RISK APPETITIE

	<i>Brian Foley and Colm Devine Ernst & Young (EY) joined the Board</i>
	The Board discussed the draft risk appetite statement presented by EY and requested a number of changes in relation to the risk descriptors and outcomes identified. The Board's comments will be incorporated into the risk appetite statement. The Executive will revert with the updated risk appetite statement on completion.