



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING HELD ON THE 29th MARCH 2018
BRUNEL BUILDING , Heuston Square, Dublin 8

Apologies Present Present Present Present Vacancy Vacancy Vacancy Vacancy	Norah Gibbons Gary Joyce Deirdre Kiely Rory O'Ferrall Paul White	Chair Deputy Chair Board Member Board Member Board Member Board Member Quorum – 3 Ordinary Members And Chair or Deputy Chair
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In Attendance	Fred McBride Jason Flaherty Laura Slevin Pat Smyth Brian Lee Alan Breen	Chief Executive Officer Chief Information Officer Director of Corporate Affairs Director of Finance Director of Quality & Assurance Head of Communications
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SIGNED:  DATE: 24-4-18

CHAIRPERSON

	Board Only
	<p>The Board discussed the provision under section 29 (3) of the Child and Family Agency Act 2013 to appoint an acting CEO if the CEO is absent or the position is vacant. Under section 29 of the Act the acting CEO is assigned the same authority as the CEO.</p> <p>The Board considered legal opinion regarding the delegation of function by the CEO under section 30 of the Child and Family Agency Act 2013 and its application when the CEO is absent but contactable.</p> <p>The Board requested a review of the delegation of functions by the CEO under section 30 of the CFA Act 2013 with a view to clarifying, as a matter of urgency, Tusla's policy in this matter.</p> <p>The Board agreed to commence the Board Evaluation process and to commission a senior management team evaluation.</p>
1.	Apologies
1.1	Apologies received from Norah Gibbons. In the absence of the Chair, the meeting was chaired by the Deputy Chair, Gary Joyce.
1.2	Declarations of Interest
	None
1.3	Minutes of the 15th March 2018
	The minutes of the Board meeting held on the 15 th March 2018, were approved by the Board and signed by the Chair.
1.4	Matters Arising
	None
2	CEO Report
2.1	The CEO updated the Board on the proposed organisational structure and the consultation process with the senior management team. The role of the Chief Information Officer will be researched further following on from the Data Commissioner's Report. A detailed business case will be submitted to the DCYA identifying the additional posts required under the proposed organisational structure. All additional posts will be brought to the attention of the Board.
2.2	The Board welcomed the launch of Tusla's Business Plan 2018 and Corporate Plan 2018 - 2020 by the Minister on the 28 th of March 2018.
3	Multi-Annual Estimates Planning Proposal
3.1	The Board noted the procurement of a service provider to support the development of a detailed multi-annual estimates proposal and approved the approach outlined.
4.	Data Protection/FOI/PQ <i>Jason Finnerty, DPO and Laura Slevin, Director of Corporate Services joined the meeting.</i>
4.1	The Board noted the statutory basis of the Data Protection Officer's (DPO) role and responsibilities and approved the DPO's functional reporting arrangement to the Board via the Governance Committee.
4.2	The Board approved in principle, subject to legal opinion and agreed amendments, the Charter of the Data Protection Officer and the Draft Tusla GDPR Privacy Policy.
4.3	The Board noted the GDPR + Programme Request for Tender Scope and gave approval to proceed with the tender. The Board requested a GDPR + Programme milestone agenda to be available for the July Board meeting.

4.4	The Board requested the Executive to engage in dialogue with the DCYA with a view to securing funding to support the implementation of EU GDPR.
5.	Budget 2018
5.1	The Board approved the Agency's budget allocation for 2018.
5.1	Private placements for children with disabilities was identified as a funding issue for 2018. It was noted that a joint protocol for Inter Agency Working between the Minister for Health and Minister for Children and Youth Affairs was signed off and due to come into effect in January 2018. The HSE wrote to the Agency advising that it is not in a position to implement the Joint Protocol as it does not have a budget allocation for the disability measures required in 2018. The Board expressed concern that the Protocol was not being implemented and requested a letter to issue to the Minister seeking structures be put in place to resolve the issue. This matter goes to the heart of Tusla's values and needs urgent resolution. It was agreed that the issue would be raised at the quarterly meeting with the Minister in April
5.2	The funding of unaccompanied minors was also identified as an unresolved issue for 2018. No additional funding was allocated to this service in 2018 despite commitments. This matter is to be raised with the Minister at the next quarterly meeting in April.
6.	Financial Outturn February 2018
6.1	The Board noted the financial outturn for February 2018.
7.	Financial Outturn December 2017
7.1	The Board noted the financial outturn for the period to December 2017 showing an under spend of €3.286 million. The higher than expected under spend is principally related to time related savings.
7.2	The Agency fully drew down its Capital allocation for 2017
8.	Financial Outturn January 2018
8.1	The Board noted the financial outturn for January 2018.
9.	Joint Risk Report – January 2018 – Deferred until April 2018
10.	Corporate Risk Register
10.1	The Board noted the outcome of the review and amendments to the Corporate Risk Register in February 2018. All risks are now aligned to Tusla's Corporate Plan 2018-2020.
11.	Activity Performance Dashboard – January 2018
11.1	The Board noted the National Performance and Activity Dashboard (January 2018) and commentary on key metrics. The Board requested a report on the longer term trends in relation to referrals and requested a report on the proportion of mandated reports to be included and separately identified in referrals numbers.
12.	Q4 Service Performance & Activity Report
12.1	The Board noted the high level summary of performance and activity for Q4 2017 and the Quarterly Service Performance and Activity Report. A paper showing high level data for 2017 will be available at the next Board meeting.
13.	Activity Performance Dashboard – December 2017
13.1	The Board noted the Activity Performance Dashboard for December 2017.
14.	Communications Strategy
14.1	The Board approved the Communications Strategy 2018 -2020 subject to a number of agreed changes.
15.	Audit Committee Update
15.1	The Chair of the Audit Committee provided an update on the Audit Committee meeting held on the 23 rd March 2018 and advised that the Agency is expecting a clear audit certificate in relation to the 2017 audit subject to final confirmation by the C & AG.

15.2	The Board noted the draft minutes of the joint Audit Committee and Quality Assurance & Risk Committee meeting held on the 22 nd February 2018.
16.	AOB
16.1	The Board noted the prior approval by the Board to appoint Jim Gibson, COO as Acting CEO for the period 26 th February until the 12 th March 2018. The Board decision was made via email on the 22 nd February 2018 and in accordance with Board Protocol and Standing Orders.
16.2	<p>Committee Appointments</p> <p>The Board approved the appointment of Ms. G. Joyce as Chair of the Special Inquiries Committee.</p> <p>The Board approved the appointment of Mr. P. White as a member of the Special Inquiries Committee.</p> <p>The Board approved Ms D. Kiely as an interim member of the ODRS Committee</p>
16.3	The Board agreed to commence the Board evaluation process.