



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 30 th NOVEMBER 2018		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER, DUBLIN 8		
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
Apologies	Teresa Kilmartin	Board Member
Present	Avril McDermott	Board Member
Present	Paul White	Board Member
Present	Anne O'Gara	Board Member

In Attendance	Pat Smyth Jim Gibson Eoin Sheridan Brian Lee Colette Walsh Cormac Quinlan Paul Hayden Kay Keilthy Emma Dodrill	Interim Chief Executive Chief Operations Officer Acting Director of Finance Director of Quality Assurance Director of HR Director of Policy, Strategy & Transformation. Estates Manager Board Secretary
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SIGNED: Norah Gibbons DATE: 17/12/2018

CHAIRPERSON

Agenda Item	The Deputy Chairperson, Rory O'Ferrall, chaired the meeting at the request of the Chairperson, Norah Gibbons.
1.	Legal Services Tender Update
1.1	Deferred until December Board meeting.
2.	Apologies
	None
	Declarations of Interest
	None
2.2	Minutes of the Board Meeting of the 25th October 2018
	The Minutes of the Board meeting held on the 25 th October 2018 were approved by the Board and signed by the Deputy Chairperson
2.3	Action Log
	<p>Betterboards will provide a brief presentation on their Board effectiveness review findings at the December Board meeting.</p> <p>The Board Secretary to follow up on exit interview with former CEO.</p> <p>The Executive submitted Tusla's draft HR Workforce Strategy to the Department of Children and Youth Affairs for feedback/comment. The HR Workforce Strategy, as approved by the SMT, will be submitted to the Board for discussion at the December Board meeting.</p>
2.4	Board Meeting Schedule 2019
	The Board noted the Board meetings scheduled for 2019. The schedule of Board sub-committee meetings will be amended as agreed at the meeting and reissued to Board and Committee members.
3.	Interim CEO (ICEO) Report
3.1	The ICEO presented his Report for November 2018 which including updates on recent Meetings & Events, Correspondence, Child Protection and Welfare Cases and Communications.
3.2	The Board noted the update provided in relation to the Hickson Commission of Investigation and the NRP - Amy Report. The Board discussed the Amy report recommendations which were based on deficits in the HSE Child and Family Services more than 13 years ago. Tusla will only accept summary learning points that reflect current policy and practice. A need for caution was highlighted when reviewing previous standards of professional practice based on current policy and practice procedures. The Board requested the Executive to apply timelines when reporting on cases and to consider adopting a specific communications approach when reporting on legacy cases.
3.3	The Board questioned Tusla's investigation processes into child protection and welfare cases and if the processes were sufficiently robust. The Board will discuss the matter further with the Chief Operations Officer.
3.4	The Chair will issue a detailed response next week to the Minister addressing the Minister's concerns as set out in her letter of 6 November 2018. In relation to the Disclosures Tribunal.

3.5	The Board formally resolved not to seek an order of cost from the Tribunal.
4.	Estates
	<i>P.Hayden Estates Manager joined the meeting</i>
4.1	The Board approved the recommendation to enter into a lease for existing and projected accommodation needs within Grove Court Primary Care Centre, Blanchardstown. Approval was subject to receipt by the Board of the registered owners list of Directors.
4.2	The Board approved the recommendation to enter into a short term lease for accommodation for Social Work Team at 15 Main Street Lucan , Co. Dublin
4.3	The Director of Estates withdrew requests for Board approval in relation to Buncrana Primary Care Centre, Donegal, Donegal Town Primary Care and Newcastle West Primary Care Centre due to issues with methodology used in measuring floor area. <i>P.Hayden, Estates Manager left the meeting</i>
5.	HIQA Action Plan
	<i>B. Lee, Director of Quality Assurance; E. Sheridan, A/Director of Finance; C. Walsh, Director of HR and C. Quinlan, Director of Transformation & Policy joined the meeting.</i>
5.1	The Board noted the update provided in relation to the progress against the HIQA Action Plan and the SMT with the Expert Assurance Group (EAG).
5.2	Following the Board meeting the SMT are scheduled to meet with the EAG to discuss interagency working. The Board noted the Performance and Accountability Framework briefing paper for EAG and the actions underway in respect of the strategic improvement Theme 4-on Inter-agency working.
5.3	The Board discussed Tusla's Strategic Action. The lack of legislation was highlighted as a key challenge to effective multiagency working in relation to retrospective cases. The Executive identified a change in the RAG rating of strategic action 6.4 of the Action Plan from red to amber due to investment in administrative and business support staff to free up front line and social work staff from non-core administrative tasks.
6.	Business Plan 2019
6.1	The Board noted the Minister's Performance Statement 2019 received on the 16 November 2018. The Executive advised the development of the Business Plan 2019 was underway. Services users will identify their 2019 Business Plan commitments in consideration of the Corporate Plan. 2018 – 2020 and the direction provided in the Performance Statement 2019. The 2019 Budget allocation presents a challenge for the Agency to deliver on its Corporate Plan 2018-2020 coupled with the directions outlined in the Performance Statement. The Business Plan 2019 will include impact statements considering delivery of actions against current /new budget allocation and identifying potential delays/risks.

7.	Finance
7.1	The Board noted the Financial Performance Report October 2018 forecasting an estimated overspend of €1.128 million. DCYA have been informed of the on-going demand led issues which may cause the Agency to overrun on non-pay expenditure.
8.	Quality Assurance
8.1	The Board noted the Q3 2018 Performance and Activity Data Trend Analysis showing positive trends and areas for improvement. The number of retrospective cases of abuse awaiting allocation have increased by 108% in the last 12 months, however the number of referrals has also doubled. The Board requested a figure on mandatory reporting referrals.
8.2	The Board noted the Chief Risk Officer Report providing an update on the Corporate Risk Register (CRR) and key risks and emerging risk to Agency for the period 10/10/2018 – 15/11/2018.
8.3	The Board approved the proposed new risk reporting processes comprising of a monthly brief risk report on serious or emerging risks identified in the period under review. The CRR will be presented to the Board on a quarterly basis with a service based risk and assurance tracking report submitted to the Quality Assurance and Risk Committee.
8.4	The Draft Risk Appetite Statement will revert to the QA & Risk Committee for recommendation/ approval to the Board in January 2019.
8.5	The Board noted the risk to the safe and effective delivery of front line services due to the scale and complexity of the change management programme being implemented and the risk to the safety, welfare and wellbeing of children in foster care, due to inadequate capacity/resources/systems to ensure compliance with national standards for safe guarding. Both risks were added to the November 2018 CRR.
9.	HR
9.1	The Board noted the status of Employment monitoring as of October 2018. The Director of HR will submit a new reporting format to the Board in January 2019. The new reporting format will include targets and will be linked to Tusla's workforce plan.
10.	COO Update
10.1	The Board noted the update on the progress on the implementation of the recommendations of the external review – Transitioning in and out of Special Care.
10.2	The Board noted the paper providing an update on the payment to the HSE for psychology services. The Board approved the payment to the HSE in the amount of €7.045 million subject to the payment being made by year end.
10.3	The Chief Operations Officer apprised the Board of a procurement issue in

	<p>relation to private residential services. In 2014 the Agency entered a procurement arrangement with a number of private residential providers, contracts were extended for a further two years in line with the original procurement rules up to the 31 August 2018. A new tendering process was commenced in April 2018. As the new procurement process would not be completed until January 2019 a bridging extension to the private residential contracts which reflected the proposed new costs was put in place. A letter of extension was issued to each of the private residential providers.</p>
11	Board Sub Committee Reports
11.1	The Chair of the Audit Committee updated the Board on the Audit Committee meeting held on the 19 th October 2018. A copy of the draft minutes will be made available on the Board Portal.
11.2	<p>The Chair of the Governance Committee updated the Board on the Governance Committee held on the 16th November 2018. A copy of the draft minutes will be made available on the Board Portal.</p> <p><i>P. Smyth, ICEO; B. Lee, Director of Quality Assurance; E. Sheridan, A/Director of Finance; C. Quinlan, Director of Transformation & Policy and J. Gibson Chief Operations Officer left the meeting</i></p>
12.	Board Only
	<p>The Director of HR updated the Board in relation to the recruitment process for the new CEO.</p> <p><i>C. Walsh, Director of HR left the meeting</i></p>
12.1	The Chair of the Special Inquiries Committee updated the Board on an issue arising under FOI in relation to a protected disclosure submitted to the Minister for Children and Youth Affairs.
12.2	The Chair of the Governance Committee updated the Board on the anonymous Protected Disclosure received by both the CEO and the Chair.
12.3	A. O’Gara advised the Board that she had attended one meeting of the SCP task group. She understood from the meeting that the intention of the task group was to review the Education Welfare Act and address attendant educational welfare matters
13	AOB
13.1	<i>None</i>