



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

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| CHILD AND FAMILY AGENCY | | |
| MINUTES OF BOARD MEETING | | |
| 23rd MAY 2014 AT 8.00AM | | |
| 4TH FLOOR ST. STEPHEN'S GREEN HOUSE, EARLSFORT TCE, DUBLIN 2 | | |
| Present | Norah Gibbons P.J. Fitzpatrick Noel Kelly Sylva Langford Gary O'Donnchadha Rory O'Ferrall Ita Mangan Noelle Spring | Chair Board Member Board Member (until 9.35am) Board Member Board Member Board Member Board Member Board Member |

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| In Attendance | Fred Mc Bride Pat Smyth Paul Harrison Kay Keilthy | Acting Chief Executive Officer Director of Finance Director of Policy & Strategy Board Secretary |
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| Apologies | Gary Joyce | Board Member |
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SIGNED: _____ DATE: _____

CHAIRPERSON

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| 1.0 | Declarations of Interest | |
| 1.1 | None | |
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| 2.0 | Minutes of Board Meeting held on the 25th April 2014 | |
| 2.1 | The Minutes of the Board Meeting held on the 25 th April 2014 were formally approved by the Board subject to minor changes; Proposed by P.J. Fitzpatrick ; Seconded by Ita Mangan ; Signed by the Chair | |
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| 3.0 | Matters Arising | |
| 3.1 | Board updated on legislation governing HIQA | |
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| | <i>Paul Harrison, Director of Policy & Strategy joined the meeting</i> | |
| 4. | Report on Ryan Implementation Plan | |
| 4.1 | The Board accepted the Report on the Ryan Implementation Plan as the final progress report on the Commission to Enquire into Child Abuse 2009 and noted it will be made available to the Department of Children and Youth Affairs. | |
| 4.2 | The Board supported the three recommendations on hold in relation to the Longitudinal Study and Archiving and agreed they should be included in Business Plan and Corporate Plan subject to funding. | |
| 4.3 | Executive agreed to bring Research Strategy Paper to the Board at a later stage. | |
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| 5. | Report on HSE National Service Plan 2013 | |
| 5.1 | The Board accepted as the final progress report on the National Service Plan 2013 of the Health Service Executive and noted it will be made available to the Department of Children and Youth Affairs. | |
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| 6.0 | Report on Business Plan QTR 1 | |
| 6.1 | The Board accepted the first quarter progress report on the Business Plan 2014 for the Child and Family Agency and noted it will be made available to the Department of Children and Youth Affairs. | |
| 6.2 | Executive informed the meeting that they were operating a Dashboard Management Information Reporting system and would present electronically to the Board at a future date. | |
| 6.3 | The Board acknowledged the progress made in QTR 1 of the Business Plan 2014 and congratulated all the staff on their work to date. | |
| 6.4 | Board members who had any specific questions in relation to Rape Crisis Centres were asked to forward questions to Board Secretary. | |
| 6.5 | The Executive agreed to provide a briefing on Children First Legislation | |

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| 7.0 | Atlantic Philanthropies Proposal | |
| 7.1 | The Board supported the application to Atlantic Philanthropies for funding and for the overall Agency approach to developing Prevention, Partnership and Family Support. | |
| | <i>N.Kelly left the meeting</i> | |
| 8.0 | Report on HIQA Monitoring Process | |
| 8.1 | The Board noted the development in relation to the HIQA monitoring process and the update on inspection activity. | |
| 8.2 | The Board supported Tusla's on-going negotiation with HIQA toward the development of improved monitoring and inspection methodologies. | |
| 8.3 | The Executive agreed to submit to the Board for information the Tusla/HIQA Communication Protocol when completed. | |
| 8.4 | The Board agreed to schedule a detailed briefing session on early years inspection services. DCYA to be asked to join this session. | |
| 8.5 | Chair requested sight of final draft of HIQA reports only with Agency comments. | |
| | Paul Harrison, Director of Policy and Strategy left the meeting Pat Smyth, Director of Finance joined the Meeting | |
| 9.0 | Financial Report | |
| | <p>The Director of Finance presented the following reports; Financial Outturn April 2014 ;Tusla Financial Performance Report</p> <p>The Financial outturn to the 30th April 2014 showed an overspend of €11.462million The main reasons for the overspend are Agency Pay, Legal and Private Residential spend and Foster Care and other allowances.</p> <p>The Tusla Financial Performance Report showed a spend for the period of €189.732million against a budget of €178,271 million.</p> <p>The Board were asked to consider the expenditure for the year to date in the context of the number of children in care increasing from 6,353 in January 2013 to 6,504 in March 2014 and the numbers in private residential placements increasing by 7.4% from December 2013 to April 2014.</p> <p>The Board acknowledged the seriousness of the situation and requested a detailed formal cost containment plan to include a risk analysis to be prepared for the June Board meeting and will allocate appropriate length of time for discussion. The cost containment plan is to identify realistic action which can be taken by the Agency and associated risks and areas outside Tusla's control which involve discussion with DCYA.</p> <p>The Chair and Executive to make the Minister and Department aware of the Agency's current financial position. Approved Cost Containment paper to be made available to the Department for consideration and discussion after June Board meeting.</p> | |
| 10.0 | For Noting: | |
| 10.1 | The Board noted the Monthly National Performance Activity Report – March 2014 | |

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| 10.2 | The Board noted the Report for Employment Control Monitoring – April 2014 | |
| 10.3 | The Board noted the Finance Monitoring Report for April 2014 as presented as part of the Financial Reports. | |
| 11.0 | Update on Corporate Plan | |
| 11.1 | The Board noted the consultation process undertaking in preparation for the development of the Corporate plan. | |
| 11.2 | A meeting of the subgroup to be scheduled to progress the development of the Corporate Plan. | |
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| 12.0 | Report by Acting CEO: Current Issues | |
| 12.1 | The Acting CEO informed the meeting of the death of a child in Child and Family Agency Care. The Chair advised that she had not been made aware of it in a timely manner. The Board reiterated the necessity for the Chair to be advised of any serious instances as they occur. The Executive agreed to extend the ‘need to know’ protocols to include the Chair. | |
| 12.2 | The meeting was informed that the Agency would be signing the lease of its new office building shortly. | |
| 13.0 | Board Committees | |
| 13.1 | The Board noted the draft Minutes of the Audit Committee Meeting which took place on the 14 th May 2014. Draft minutes to be presented to the Audit Committee for approval at next Audit Committee meeting scheduled for the 4 th of July 2014. | |
| 13.2 | The following members of the Board agreed to join the Agency’s Risk Committee; Sylva Langford (Chair) ; Noelle Spring; Gary O’Donnchadha; . The Chair agreed to attend the first meeting. | |
| 13.3 | The Board agreed to review the Remuneration and Succession Committee’s terms of reference for the June Board meeting. | |
| 13.4 | The following members of the Board agreed to join the Agency’s Governance Committee Ita Managan (Chair); Norah Gibbons. Ita Mangan agreed to draft terms of reference for the Governance Sub-Committee . | |
| 14.0 | AOB | |
| 14.1 | The Board agreed to accept the invitation of the Ombudsman for Children’s Office to formally present for consideration its “Meta-analysis of Repetitive Root Cause Issues Regarding the Provision of Services for Children in Care”. Date to be agreed. | |