



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
25th APRIL 2014 AT 8.00AM		
4TH FLOOR ST. STEPHEN'S GREEN HOUSE, EARLSFORT TCE, DUBLIN 2		
Present	Norah Gibbons P.J. Fitzpatrick Noel Kelly Gary O'Donnchadha Ita Mangan Noelle Spring	Chair Board Member Board Member Board Member Board Member Board Member

In Attendance	Gordon Jeyes Pat Mc Sitric Fred Mc Bride Eoin Sheridan Colette Walsh Kay Keilthy	Chief Executive Officer Director of Education Welfare Service Chief Operations Officer Finance Department Director of HR Board Secretary
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Apologies	Sylda Langford Gary Joyce Rory O'Ferrall	Board Member Board Member Board Member
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SIGNED: _____ DATE: _____

CHAIRPERSON

1.0	Declarations of Interest	
1.1	None	
1.2	Board Secretary to contact Board Members regarding Register of Interests	
2.0	Minutes of Board Meeting held on the 28th March 2014	
2.1	The Minutes of the Board Meeting held on the 28 th March 2014 were formally approved by the Board; Proposed by Ita Mangan; Seconded by P.J. Fitzpatrick ; Signed by the Chair	
3.0	Matters Arising	
3.1	The Board welcomed the letter issued by Jim Breslin, Secretary General, DCYA to the CEO in relation to the Department's interest in level of performance information and timing of information provision requested from the Agency	
	<i>Pat McSitríc, Director of Education and Welfare Services joined the meeting</i>	
3.2	The Chair on behalf of the Board welcomed Pat McSitríc to the meeting.	
3.3	A brief update on the General Scheme of an Education (Admission to Schools) Bill 2014 was presented to the Board by Gary O'Donnchada.	
3.4	Pat McSitríc reported to the Board on the impact of the legislation on Education Welfare Services within the Agency.	
	<i>Pat Mc Sitríc, Director of Education and Welfare Services left the meeting</i>	
	8.30am Presentation; What do Good Governance structures look like? by KPMG Patrick Farrell and Denis Spilane	
	The Board thanked Patrick Farrell and Denis Spilane for their informative presentation. The separation of risk into Corporate (Audit and Corporate Risk Committee) and Clinical (Clinical, Safety and Welfare Risk Committee) to be considered by the Board at next meeting.	
	<i>Fred McBride, Chief Operations Officer and Eoin Sheridan, Finance Department joined the meeting</i>	
4.	Financial Report	
4.1	Eoin Sheridan presented the following; March 2014 Financial Outturn; Tusla Financial Performance Report.	
4.2	The March 2014 Financial Outturn report showing an overspend of €9.298 million was noted by the Board. The main reasons for the overspend were pay, legal, Private Residential spend, Foster Care and other allowances.	
4.3	The Tusla Financial Performance Report identifying the key drivers for the overspend and the main risks to be addressed regarding the financial reports and reporting process were noted by the Board. The projected full year figure shows an estimated overspend of €32.845 million.	
4.4	The Board noted that the CEO fully accepted the seriousness of the situation and had prepared revised cost containment plans to address the overspend.	
4.5	The CEO informed the meeting that he was scheduled to meet with the Secretary General on the 30 th April 2014.	
5.	Cost Containment	
5.1	The Chief Operations Officer presented the following reports; Cost Containment Plans.	

5.2	The revision and implementation of cost containment plans to the amount of €32.845 million was discussed by the Board. The Board considered the additional measures required as a consequence of cost pressures and acknowledged the risk involved. The Board expressed their concern but supported the cost reduction measures.	
5.3	Chair and CEO to seek to bring forward meeting with Minister and Secretary General to advise that the Agency cannot continue without impacting on service.	
	<i>Eoin Sheridan was thanked for his contribution and left the meeting Colette Walsh, Director of HR, joined the meeting</i>	
6.0	HR Report	
6.1	The Director of HR presented the following reports; HR Report March 2014	
6.2	The Board noted that currently there were 179 approved posts in process through the National Recruitment Service and discussions were on-going with the Health Service Executive National Recruitment Services to review the time frame and process for the recruitment of Child and Family Agency staff.	
6.3	The Board noted that the Agency is involved in on -going discussions with IMPACT regarding the process for filling maternity leave positions and the Intern Scheme. The establishment of a process for the management of maternity leave to be implemented by August 2014.	
	<i>Colette Walsh, Director of HR was thanked for her presentation and left the meeting Claire O’Kelly , Adoption Services, joined the meeting</i>	
7.0	Adoption Report	
7.1	Claire O’Kelly, Adoption Services presented a report outlining developments in Adoption Services.	
7.2	The meeting approved to advance a national management approach to adoption services in order to ensure equity of access and consistency of practice.	
7.3	The Board congratulated Claire O’Kelly on the quality of her paper.	
	<i>Claire O’Kelly was thanked for her presentation and left the meeting.</i>	
8.0	For Noting	
8.1	The Board noted the Monthly National Performance Activity Report – February 2014	
8.2	The Board noted the Report for Employment Control Monitoring – March 2014	
8.4	The Board noted the HIQA Guidance : Monitoring Programme for Regulated Services for Children and agreed that the statement included in the HIQA Guidance report i.e. <i>‘concerns being expressed by the Child and Family Agency should not be interpreted as interfering with the absolute independence of inspection findings’</i> reflected clearly the policy of the Board and the Agency.	
8.4.1	The Chair requested that the HIQA Report be presented as a separate Board report in future.	
8.5	The Board noted the National Review Panel Report	

9.	Report by Chief Executive : Current Issues	
9.1	The CEO advised that HIQA had confirmed that their inspection and assessment approaches in children's services were subject to on-going review. HIQA acknowledged the concerns raised by the Agency and relevant stake holders and agreed to reframe the outcomes of a number of unpublished inspection reports based on issues raised in relation to compliance descriptors.	
9.2	The meeting was informed that HIQA have requested the Agency to provide monthly performance monitoring reports and propose to use the reports to decide on their inspection programme. In addition they have requested management reports on risk. CEO to discuss with Secretary General, DCYA	
9.3	CEO advised meeting that the Chief Operating Officer would attend the May Board meeting in his absence.	
10.	Board Committees	
10.1	The next Audit committee meeting is scheduled for 14 th May 2014	
10.2	Gary Joyce (Chair), Norah Gibbons and Noel Kelly were appointed to the Remuneration & Succession Committee. Appointments approved by; Noelle Spring; Seconded by Gary O'Donnachaha.	
10.3	Risk Committee to be discussed at May Board meeting	
11.0	AOB	
11.1	The Board considered the alternative scenarios presented regarding the development of a Corporate Plan. The Board agreed to adopt scenario 2 which included additional supports in the development of the Child and Family Agency's corporate plan.	
11.2	A Board Member informed meeting that he was a Director of a Childcare Service organisation in receipt of monies from the Child and Family Agency which was currently having serious financial problems.	