



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY
MINUTES OF BOARD MEETING
17TH JANUARY 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 Rory O'Ferrall Gary O'Donnchadha Ita Mangan Noelle Spring	Chair Board Member Board Member Board Member Board Member Board Member Board Member Board Member
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In Attendance	Gordon Jeyes Pat Smyth Kay Keilthy	Chief Executive Director of Finance Board Secretary
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Apologies	Gary Joyce	Board Member
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1.	Minutes	
1.1	The Minutes of the Board Meeting held on the 13 th of December 2013 were formally approved by the Board with one amendment to clarify that the Board agreed that the matter referred to in 3.2 should be reported to the Gardai. Proposed by : P.J. Fitzpatrick, Seconded : Noel Kelly, Signed by: Chair.	
1.2	The Minutes of the Board Meeting held on the 1 st of January 2014 were formally approved by the Board. Proposed by ; Noelle Spring, Seconded by; Rory O’Ferrall, Signed by; Chair	
2.	Declarations of Interest	
2.1	No declarations of interest recorded	
3.	Matters Arising	
3.1	The Chair informed the meeting that the confidential matter in relation to the FRC discussed at the meeting of the 13 th of December was now in the hands of the local Gardai.	
3.2	The Chair gave an oral report of the meeting held with the Chair and Board members of the NEWB. The NEWB indicated that there were no major issues of concern. The NEWB Handover Paper for the Board of the CFA to be distributed to the Board for discussion at the March Board Meeting.	Board Secretary
3.3	The Board and Chief Executive to agree a practical working relationship framework with the Department of Children and Youth Affairs as part of the Board’s strategy day on the 31 st of January.	CE/Board
4.	Agency Establishment	
4.1	The Chief Executive updated the meeting regarding issues of partnership working, disaggregation and joint protocol. A copy of the signed Memorandum of Understanding between Health Service Executive and CFA was distributed at the meeting. A copy of the agreed Joint Protocol for Inter-Agency Collaboration between HSE and CFA to issue to all Board members.	Secretary

4.2	The Board congratulated the Chief Executive and the staff of the CFA on their work on the successful establishment of the Agency.	Chair
4.3	The Chair of the Board agreed to write formally to thank both the Chief Executive and staff of CFA and the Director General and staff of the HSE for their work to-date.	
<i>The Director of Finance, Pat Smyth joined the meeting. The Chair on behalf of the Board welcomed Pat Smyth to the meeting.</i>		
5. Performance Monitoring and Reporting		
5.1	The Chief Executive informed the meeting that the Business Plan for 2014 had been informed by the letter of Determination and Performance Statement issued to the Board by the Minister, Frances Fitzgerald on the 20 th of December 2013. A 2 nd draft of the Business Plan would issue to the Board on the 24 th of January 2014. Board members were invited to revert to Chief Executive with any comments prior to the 24 th .	CE /Board
5.2	The Director of Finance agreed as part of the future development of Board Reports to include Schedule of Costs, Area Breakdown and Year End Forecasts.	CE/ Director Of Finance
5.3	The Chief Executive advised that the Agency will need to reduce expenditure by circa €30m in 2014. Areas of specific focus include controlling and reducing legal costs, cost containment measures and any time related savings provided for under Haddington Road.	CE
5.4	The Chief Executive agreed to seek clarification in relation to Income (Appropriations in Aid)	
5.5	The Chief Executive expressed his intention of managing within resources	
5.6	The Board welcomed the Chief Executive's statement on getting expenditure in on budget but recognize that it will be a financial challenge.	
5.7	The Board thanked the Director of Finance for his report.	
<i>Director of Finance left the meeting</i>		

6.	Towards a Corporate Plan	
6.1	The Chief Executive informed the meeting that it was proposed to publish a document to facilitate a wide ranging debate regarding Agency priorities and to help inform the CFA's first Corporate Plan.	CE
6.2	A document titled Appendix 2 – <i>projected activity levels</i> was distributed at the meeting.	
6.3	After a lengthy discussion it was agreed that the document should position the Agency in the context of a multi agency environment. The document should outline who we are and what we do and core values expanded to include, responsibility, commitment, accountability, transparency and challenge.	
6.4	The Board agreed with the recommendation that preparations be made for discussion document publication with the text being finalised following the Board meeting of 31 st January 2014.	
7.	Launch Arrangements	
7.1	The official launch of the Agency was confirmed as the 30 th of January 2014 at 10.00am in Dublin Castle.	
8.	Report by Chief Executive – Current Issues	
8.1	The Chief Executive advised that 2 members of staff from the Chief State Solicitors have been identified to transfer to CFA at the end of the month.	Chair
8.2	The Chair agreed to arrange to meet with the Chair of HIQA	
9.	Board Committees	
9.1	The Board approved the following appointments to the CFA audit committee; Rory O'Ferrall (Chair), P.J. Fitzpatrick, Sylva Langford.	

9.2	Audit Committee - Terms of Reference and Internal Audit Charter documents were distributed at the meeting for consideration by the Board.	Chair of Audit CE
9.3	Audit Committee to meet with Chief Executive and Director of Finance	
9.4	Chief Executive named the internal auditor as Michael Flynn (HSE)	
10. Planning/Strategy Day		
10.1	The Chair confirmed that Lucy McCaffrey had been appointed Facilitator for the Board's Strategy Day on the 31 st of January. The Board and Chief Executive will attend on the day.	
11. AOB		
11.1	The next Board Meeting will be held on the 21 st of February 2014 at 8am in St. Stephen's Green House, Earlsfort Tce, Dublin 2,	