

**MINUTES OF THE BOARD MEETING OF THE CHILD AND FAMILY
AGENCY HELD ON THE 1ST OF JANUARY 2014 AT 11.00AM BY AUDIO
CONFERENCE**

Recorded Participation:

Board Members

Norah Gibbons (Chairperson), Gary Joyce (Deputy Chairperson)
P.J. Fitzpatrick, Noel Kelly, Sylva Langford, Rory O’Ferrall, Gary O’Donnchadha,
Noelle Spring

Apologies: Ita Mangan

In Attendance:

Gordon Jeyes (CEO)

Kay Keilthy (Board Secretary)

1.0	Letters of Appointment	
1.1	<ul style="list-style-type: none"> • The Chair acknowledged the appointment of the Board and congratulated Gary Joyce on her appointment as Deputy Chair. The Board congratulated Gordon Jeyes on his appointment as CEO of the Child and Family Agency (CFA). 	
2.0	Approval of existing Terms and Conditions of employment of CEO	
2.1	<ul style="list-style-type: none"> • The Board approved the existing terms and conditions of employment of the CEO. 	
3.0	Delegation by Board of the CFA to the CEO	
3.1	<ul style="list-style-type: none"> • Pursuant to section 21 (4) of the 2013 Act the Board agreed to delegate to the CEO the functions as detailed in the Delegation Document (Reference C & FS 1/14) 	
3.2	<ul style="list-style-type: none"> • Signed Delegation Document to be sent to HSE, National Delegation Office. 	Board Secretary
3.3	<ul style="list-style-type: none"> • The Board agreed to review the delegation on the 25th April 2014 	
3.4	<ul style="list-style-type: none"> • The appointment of legal advisors, level of limit regarding consultancy and gifts to Agency will all form part of the review. 	
3.5	<ul style="list-style-type: none"> • The CEO confirmed that protocols were currently in place in relation to gifts. 	
3.6	<ul style="list-style-type: none"> • The renewal of legal contract to be discussed at February Board Meeting 	

4.0	<p>Child and Family Agency Framework and Governance Arrangements</p>	
4.1	<ul style="list-style-type: none"> The Board approved the Delegation Policy Framework & Governance Arrangements document. 	
5.0	<p>Designation of Panel to act as Deputy CEO</p>	
5.1	<ul style="list-style-type: none"> The Board agreed to designate the following panel list to act as Deputy Chief Executive Officer (as and when designated as such in accordance with the resolution as presented to the Board) <p>Panel list designated to act as CEO Chief Operations Officer Director of Finance Director of Policy and Strategy</p>	
5.2	<ul style="list-style-type: none"> Signed Delegation of Panel to act as Deputy CEO to be sent to HSE, National Delegations Office. 	Board Secretary
5.3	<p>Nomination to act as CEO fro period 1 January – 5 January inclusive.</p>	
5.4	<ul style="list-style-type: none"> The Board agreed to approve arrangements for Pat Smyth, Director of Finance to act as Deputy Chief Executive Officer during the CEO’s absence from the 1st January to the 5th of January inclusive. 	
5.5	<ul style="list-style-type: none"> Signed memorandum approving above arrangements to be sent to HSE, National Delegations Office. 	Board Secretary
6.0	<p>Letter of Determination and Performance Statement 2014</p>	
6.1	<p>The Meeting noted the following:</p>	
6.2	<ul style="list-style-type: none"> Board required to submit a Business Plan to the Minister for consideration within 30 days from the Agency’s establishment date which takes account of both the Performance Statement and the approved determination of non capital expenditure 	
6.3	<ul style="list-style-type: none"> CEO agreed to have a draft business plan available for the next Board Meeting. 	CEO
6.4	<ul style="list-style-type: none"> Pat Smyth, Director of Finance to provide detailed financial Statement 	CEO
6.5	<ul style="list-style-type: none"> Business Plan to be discussed further at the CFA’s Planning day on the 31st of January. 	

6.6	<ul style="list-style-type: none"> Board noted Ministerial and D/Per approval required for all Grade 8 posts and above. CEO confirmed all appointments to-date had been sanctioned. 	
7.0	AOB	
7.1	<ul style="list-style-type: none"> The Chair congratulated all and wished the Agency every success going forward. 	
8.0	Date and Time of Next Meeting	
8.1	<ul style="list-style-type: none"> The next meeting will be held on the 17th January 2014 at 8am in St. Stephen's Green House, Earlsfort Tce, Dublin 2. 	