



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
21st FEBRUARY 2014 AT 8.00AM		
4th FLOOR ST. STEPHEN'S GREEN HOUSE, EARLSFORT TCE, DUBLIN 2		
Present	Norah Gibbons Gary Joyce Noel Kelly Sylva Langford Rory O'Ferrall Ita Mangan	Chair Deputy Chair Board Member Board Member Board Member Board Member

In Attendance	Gordon Jeyes Pat Smyth Paul Harrison Kay Keilthy	Chief Executive Officer Director of Finance Director of Policy and Strategy Board Secretary
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Apologies	P.J. Fitzpatrick Gary O'Donnachadha Noelle Spring	Board Member Board Member Board Member
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SIGNED: _____ DATE: _____

CHAIRPERSON

1.0	Declarations of Interest	
1.1	No Declarations of Interest were noted	
2.0	Minutes of Board Meeting held on the 17th January 2014	
2.1	The Minutes of the Board Meeting held on the 17 th January 2014 were formally approved by the Board. Proposed by; Ita Mangan; Seconded by; Rory O’Ferrall, signed by the Chairperson	
3.0	Matters Arising	
3.1	None	
	<i>8.05 Pat Smyth Director of Finance joined the meeting. The Chair welcomed Pat Smyth to the meeting.</i>	
4.0	Finance	
4.1	The Director of Finance presented papers on Cost Containment Plans which are required to meet budget allocation for 2014, Financial Out-turn 2013 and Budget Allocation 2014.	
4.2	The Agency projected a reduction in current expenditure by €31 million in 2014 in order to remain within its allocated funding. The Chief Executive Officer stated that the cost containment plan was achievable but not without impact. The main areas of expenditure to be addressed include savings required under the Haddington Road Agreement, Legal Services and budget allocations.	
4.2.1	Cost Containment Plans were noted by the Board	
4.3	The 2013 Financial Out-turn for HSE Children and Family Services was a deficit of €28.3million. FSA and NEWB were broadly in line with budget.	
4.3.1	Financial Out-turn 2013 was noted by the Board	
4.4	The Board congratulated the Executive on the 2014 Budget Allocation Process document presented.	
4.4.1	2014 Budget Allocation Process was noted by the Board	
	<i>8.52 Paul Harrison, Director of Policy and Strategy joined the meeting. The Chair welcomed Paul Harrison to the meeting.</i>	
5.	Performance Monitoring and Reporting	
5.1	The Director of Policy presented the following papers: Business Plan 2014; Performance Management Proposals for 2014; Current Performance.	
5.2	The Chief Executive Officer advised that the Agency was expecting the Minister to sign off on the CFA Business Plan for 2014 shortly.	
5.3	The Board agreed that a performance monitoring mechanism should provide regular updates on the implementation of the Business Plan in the form of a Quarterly Progress report on milestone targets for agreed priority areas.	
5.3.1	The Chief Executive Officer and Gary O’Donnadhha to ensure effective liaison	

	with the Department of Education in relation to Early Childhood Care and Education.	
5.3.2	The Board noted the Business Plan for 2014	
5.4	The Executive agreed to review the proposed methodology for monitoring and reporting progress on the Business Plan and to include narrative and quality agenda.	
5.4.1	The Board noted the Performance Management Proposals for 2014	
5.5	The Board noted the Performance Report within the HSE Children and Family Services from Quarter 4 2013.	
5.6	The Chair thanked Pat Smyth and Paul Harrison for their presentations.	
6.0	Legal Services	
6.1	The Chief Executive Officer presented paper on Legal Services	
6.1.1	The Board agreed that the contract with Arthur Cox and Arthur Cox Consultancy Services Limited be continued for 2 years in order to take advantage of efficiency savings on offer.	
6.1.2	The Chief Executive Officer advised that it is proposed that during this period to seek agreement with the Department of Expenditure and Reform to enable the establishment of an expanded Office of Legal Services to undertake direct work with High Court cases.	
7.	For Noting	
7.1	HIQA Inspection timetable 2013/2014 was presented to and noted by the Board.	
7.1.1	The Board agreed that the Chair and Chief Executive Officer should meet with the Chair of HIQA.	
7.3	Human Resources Report was presented to and noted by the Board.	
8.	Oral Report by Chief Executive	
8.1	The Chief Executive Officer gave an oral report on current issues.	
8.2	The Chief Executive Officer advised that currently there was no child in special care waiting on a bed.	
9.	Board Committees	
9.1	Board agreed to look at terms of reference for Audit Committee prior to next Board meeting.	
9.2	The Chair of the Audit Committee requested a meeting be arranged with the Chief Executive, Pat Smyth, Director of Finance and Michael Flynn Head of	

	Internal Audit before the next Board meeting. The Chief Executive Officer office and Board Secretary to arrange.	
10.	AOB	
10.1	Ita Mangan and Noel Kelly agreed to review the scheme of delegation by the Board to the Chief Executive Officer and revert to Board.	
10.2	A report on the Board's planning/strategy day on the 31 st January was distributed at the meeting. It was agreed to arrange a further meeting of the Board to discuss outstanding issues identified in report.	
10.3	Apologies were noted for Sylva Langford for the March Board meeting and Rory O'Ferrall for April Board Meeting.	