



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
25th July 2014 AT 8.00AM		
Envisioning Centre, Block 3, Blackthorn Road, Sandyford		
Present	Norah Gibbons Gary Joyce P.J. Fitzpatrick Sylda Langford Gary O'Donnchadha Rory O'Ferrall Ita Mangan Noelle Spring	Chairperson Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member

In Attendance	Gordon Jeyes Fred Mc Bride Pat Smyth Colette Walsh Tom Finn Paul Harrison Kay Keilthy	CEO Chief Operations Officer Director of Finance Director of Human Resources Director of ICT/Procurement/Estates Director of Policy & Strategy Board Secretary
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Apologies	Noel Kelly	Board Member
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SIGNED: _____ DATE: _____

CHAIRPERSON

1.0	Declarations of Interest	8.00am
1.1	None	
2.0	Minutes of Board Meeting held on the 27th June 2014	
2.1	The Minutes of the Board Meeting held on the 27 th June 2014 were formally approved by the Board subject to agreed changes.	
3.0	Matters Arising	
3.1	Matters arising covered under agenda	
4.0	Financial Report	
4.1	The Board noted the paper on the Financial Outturn for June 2014 showing an overspend of €20.375million. The main area of overspend continued to be legal, private residential and foster care, agency pay and foster care and other allowances.	
4.2	The Board noted the Financial Performance Report showing a spend for the period June year to date of €291,798 million against a budget of €271,423 million considered in the context of the number of children in care increasing by 2.6% from January to May 2014 and the numbers in private residential placement increasing by 11.2% from December 2013 to June 2014.	
4.3	The Agency and the HSE have resumed the due diligence process to finalise outstanding Vote issues including the Agency's share of budget from 2013 in relation to insurance and pension costs. If the Agency is unable to recoup the funding due from the HSE this could become an issue in relation to the budget for 2015. The Financial Director as Chair of the Due Diligence Committee informed the meeting that he had written to the Secretary General, DCYA to progress the due diligence process.	
5.0	Cost Containment	
5.1	The CEO advised the Board that the DCYA had not requested at this time that the Agency implement the projects identified as high risk in the Cost Containment paper submitted to the Secretary General on the 30 th June 2014.	
5.2	The Chief Operations Officer (COO) outlined a number of cost containment actions which have taken place. The Board requested to be informed of feedback from NGO sector in relation to reductions in funding in the 2 nd half of 2014. In addition to the cost containment actions outlined the COO advised that out of state placements must be based on a recommendation of a service director and approval by the COO.	
5.3	The Board requested further clarification on the impact on the Letter of Determination of an overspend by the Agency in 2014.	
6.0	Maternity Leave Scheme	
6.1	The Board noted the proposal for Maternity Leave Cover involving 100 whole time staff at an additional budget requirement of €3,459,079. The Director of Human Resources confirmed that the scheme had been agreed with the Unions. The Board congratulated the executive on the progress made.	
7.0	Graduate Scheme	

7.1	The Board noted the proposal for the Graduate Social Work Initiative. The Director of Human Resources advised that the Agency was still in negotiations with the Unions in relation to the initiative. The Meeting proposed that the executive engage with the social work professional body, CORU and other stakeholders including 3 rd level colleges in relation to the Graduate Social Work Initiative.	
8.0	ICT Proposal for a Managed Service	
8.1	The Board agreed in principle that the Agency should establish its own infrastructure utilizing enterprise licensing agreements and managed service arrangements.	
8.2	The Board proposed that the Business Plan should also reference the potential negatives in relation to outsourcing eg loss of expertise to provide a more fully balanced business plan.	
8.3	The Director of ICT/Procurement/Estates informed the meeting that the Business Plan was supported by the Department of Public Expenditure and Reform.	
8.4	The revenue to support the Business Plan was part of the due diligence process	
9.0	Capital Expenditure	
9.1	The Board approved the inter -project transfers as detailed in Agenda Item 9.1, Table 1. Proposed by PJ Fitzpatrick and seconded by I. Mangan.	
9.2	The Board approved the Revised Capital Plan 2014 . Proposed by G. O'Donnchadha and seconded by PJ Fitzpatrick	
9.3	The CEO advised that the Secretary General, DCYA informed the Agency that DCYA would be engaging with the Department of Health and the Department of Public Expenditure and Reform in order to address the revised capital requirement for 2014 in addition to exploring other options from within the DCYA vote.	
10.0	New World of Work – Presentation	
11.0	Business Plan 2014	
11.1	The Board noted the update on the Implementation Plan for 2014 of the Child and Family Agency with respect to the priority outputs set out in the Business Plan for 2014 and reflected on how the Agency can measure effectiveness. The Board congratulated the executive on the work completed to date.	
11.2	The meeting was advised that the Quality Assurance Director was scheduled to commence work on the 18 th of August 2014.	
11.3	The Board thanked the Director of Policy & Strategy, Paul Harrison for covering	

	the Quality Assurance brief.	
12.0	HIQA	
12.1	The Chair and CEO had met with HIQA. The meeting was concluded satisfactorily. HIQA agreed to use new judgement descriptors for future reports. However, the two reports (Donegal and Kilkenny) scheduled to be published by the end of July will be presented in the original format.	
12.2	The Board suggested that a review of cases involving a child death where the agency was not centrally involved would be likely to yield important learning.	
13.0	Monthly Reports	
13.1	The Board congratulated the Director of Policy and Strategy and the CEO in relation to media engagements in relation to the National Review Panel Reports.	
13.2	The Board requested the executive to identify trends in relation to the monthly National Performance Report and the Employment Monitoring Report.	
14.0	CEO Report	
14.1	The CEO advised the Board that a comprehensive review is currently underway in relation to DSGBV services. This will result in significant changes in services delivery.	
14.2	In relation to the Corporate Plan it was agreed that the Board should be notified when a Consultant had been appointed and provided with milestones and project plans as soon as available.	
14.3	It was agreed that the Corporate Plan sub-group should be involved in process outside of Board Meetings.	
14.4	The Board agreed to develop a clear communication strategy and resource it as part of the corporate plan. CEO agreed to forward executive communication papers to G. Joyce. The CEO and G.Joyce to discuss communication paper.	
15.0	Sub- Committee Reports	
15.1	The Governance sub -committee terms of reference were approved by the Board subject to agreed changes. Proposed by G. O'Donnachadha and seconded by N. Spring.	
15.2	The Board noted the draft audit committee minutes of the 4 th July . The Board approved the appointment of Richard George as a member of the Audit Committee. Proposed by R.O'Ferrall and seconded by PJ Fitzpatrick.	
16.0	OCO Meta-Analysis Report – Presentation	
16.1	The Board thanked Dr. Niall Muldoon, OCO for his informative and helpful Meta-Analysis Report presentation.	
17.0	AOB	

17.1	The Board agreed to formally congratulate Emily Logan, Ombudsman on her new appointment as Chief Commissioner of the Irish Human Rights Equality Commissioner.	
17.2	S.Langford on behalf of the Board of the Detention Centre thanked the Board of the Child and Family Agency and Executive for assistance given in relation to provision of service provided by ACTS and expressed concern that the child psychiatrist service component of ACTS was missing from what was planned to be a holistic service for the most vulnerable children in State care and had to continue to be purchased privately for those children by the Children Detention Centre and possibly also by TUSLA. The Board agreed with the concerns raised.	
17.3	The Board were advised that Board Meeting Minutes would be available on the Tusla Website shortly.	