



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
27th March 2015 AT 8.00AM		
BRUNEL BUILDING, HEUSTON SOUTH QUARTER		
Present	Norah Gibbons Gary Joyce P.J. Fitzpatrick Noel Kelly Sylda Langford Ita Mangan Gary Ó Donnchadha Rory O'Ferrall Noelle Spring	Chair Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member Board Member

In Attendance	Fred Mc Bride Pat Smyth Colette Walsh Gerry McKiernan Brian Lee Kay Keilthy	Chief Operations Officer Director of Finance Director of HR Director of Change & Special Projects Director of Quality & Assurance Board Secretary
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SIGNED: _____ DATE: _____

CHAIRPERSON

1.0	Declarations of Interest	8.00am
1.1	None	
2.0	Minutes of the 27th February 2015	
2.1	The Minutes of the Board Meeting held on the 27 th February 2015 were approved and signed.	
2.1	Board, Audit Committee and Quality and Risk Assurance Committee Minutes to be uploaded on Tusla Website three months in arrears. Minutes for the year 2014 to be uploaded on website as soon as possible.	
3.0	Matters Arising	
3.1	Board members NK and GO'D to receive copy of Draft ESRI SCP report prior to SCP report coming to the Board.	
4.0	Cost Containment <i>Pat Smyth, Director of Finance joined the Meeting</i>	
4.1	Following the February board meeting the Chair and the Executive met with the Minister, Secretary General and Department officials on the 9 th of March to establish the position with regard to the cost containment plans set out in the Business Plan for 2015. The Cost Containment plans were presented in 3 categories: A) Management Efficiencies; B) Introducing Commissioning; C) Cost Reductions. The Minister approved the Management Efficiencies (Category A) and €1.25million under the Introducing Commissioning (Category B). The Minister did not approve any cost containment to the Schools Completion Programme (Category C).	
4.2	The COO updated the Board on the CEO's meeting with the Secretary General, DCYA on the 24 th March 2015. Cost containment plans in relation to the Voluntary & Community Sector (Category C) DSGBV and Counselling (Category B) were not approved. The Minister requested a more detailed explanation for the choice of funding cuts in the above areas and associated communication strategy.	
4.3	Director of Finance highlighted that the delay in the approval of the cost containment plans would make it much more difficult for the Agency to capture a full year cost savings.	
4.4	Revised cost savings plan to come to April Board meeting.	
5.0	Finance	
5.1	The Director of Finance presented the Financial Outturn for February 2015. Based on the February 2015 results the estimated full year projection is an overspend of €14.6 million. This figure is based on assumed savings of €5 million on legal expenses and €4 million savings on Grants.	
5.2	The Financial Performance Report February 2015 outlined the key financial risks for the Agency in 2015 including increases in specialist residential and foster cares services, legal costs, pension costs, State Claims Agency levies and the Labour Court agreement to change the cost of sleepovers in residential homes.	
5.3	The Board were informed that the C & A G had commenced the audit of the Annual Financial Statements (AFS) 2014 on the 6 th of March 2015. The audited AFS for 2014 and Annual Report are due to be signed off by the Board and C & A G by the 31 st May for submission to DCYA in accordance with legislation. A draft set of AFS 2014 to issue to Chair of the Audit Committee.	
5.4	Tusla Financial Regulations to be adopted by the Board at the April Board meeting.	
5.6	Tusla is currently undertaking a national audit of unallocated cases. A full report on unallocated cases will be presented at the April Board meeting.	
5.7	Head of Legal post advertised as part of Tusla's legal reform programme.	

5.8	The Board discussed the need for a communication strategy and additional analysis to feed into the Programme for Government. Access to external resources to be made available if required.	
5.9	The Minister of Children and Youth Affairs will launch the Atlantic Philanthropies Development and Mainstreaming Grant for Prevention, Partnership and Family Support in Tusla on the 13 th April 2015. Outline of programme to issue to the Board.	
5.10	Communication, Collaboration and Accountability protocols between Tusla and DCYA to be signed off by the Senior Management Team. Copy of agreed protocol to issue to the Board.	
	<i>Pat Smyth, Director of Finance left the meeting</i>	
6.0	HR – Recruitment & Selection <i>Colette Walsh, Director of HR joined the meeting</i>	
6.1	Director of HR updated the Board on the existing HR Recruitment and Selection service provided under a service level agreement with the National Recruitment Panel. The target timeline under the SLA for completion of the recruitment process is 16 weeks. The completion of recruitment campaigns is currently taking 80 to 200 days. The Board requested a paper detailing fully costed recruitment options for the next Board meeting whilst cognisant of the Governments Shared Services policy.	
6.2	The Chair of the Quality Assurance and Risk committee highlighted the risk to the agency due to gaps in the front line service.	
6.3	The Board noted the on-going work in relation to Tusla’s People Strategy to Attract, Develop and Retain the best staff as part of the Agency’s overall HR strategy.	
6.4	The Board noted the Employment Monitoring Report for March 2015.	
	<i>Colette Walsh, Director of HR left the meeting</i>	
7.0	Capital Programme <i>Gerard McKiernan, Director of Change and Special Projects joined the meeting</i>	
7.1	The Board noted the Draft Capital Plan for 2015 – 2017. D/Per approval required for rolling capital plan. The Draft Capital Plan 2015- 2017 will be submitted to DCYA for discussion.	
7.2	Board requested an ICT strategy defining and describing ICT requirement.	
7.3	Chair to write on behalf of Board to thank HSE ICT staff for work to-date.	
8.0	Performance Reports <i>Brian Lee, Director of Quality Assurance</i>	
8.1	The Board noted the January Monthly Activity Performance Report.	
8.2	A report on un-allocated cases will be available for the April Board Meeting.	
8.3	The Board noted the Measure The Pressure : A Framework for the Analysis of Service Pressures, Performance and Reporting Social Work Intake, Assessment and Allocation Activity report for Q4 2014.	
8.4	The Board requested information in relation to the allocation of placements to children under 12 in the residential care system.	
9.0	Sub Committee Update	
9.1	The Chair of the Audit Committee provided a verbal report on the Audit Committee meeting held on the 6 th March 2015. Audit Committee minutes will be available at the	

	April Board meeting.	
9.2	The Chair of the Quality Assurance and Risk Committee provided a verbal report on the Quality Assurance and Risk Committee meeting held on the 6 th March 2015.	
9.3	The Chair informed the meeting that new Guidance for the Child and Family Agency had issued on the operation of the National Review Panel. The Chair requested a paper outlining the principles associated with publishing reports and how we disseminate learning for April Board meeting.	
10.0	CEO Report	
10.1	COO updated the meeting on the National Review Panel Event held on the 26th March.	
10.2	The COO thanked all the Staff who assisted with the move to Brunel.	
11.0	AOB	
11.1	None	