



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
28th MARCH 2014 AT 8.00AM		
4th FLOOR ST. STEPHEN'S GREEN HOUSE, EARLSFORT TCE, DUBLIN 2		
Present	Norah Gibbons Gary Joyce P.J. Fitzpatrick Noel Kelly Gary O'Donnchadha Rory O'Ferrall Ita Mangan Noelle Spring	Chair Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member

In Attendance	Gordon Jeyes Pat Smyth Fred Mc Bride Kay Keilthy	Chief Executive Officer Director of Finance Director of Board Secretary
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Apologies	Sylda Langford	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 21st February 2014	
2.1	The Minutes of the Board Meeting held on the 21 st February 2014 were formally approved by the Board. Proposed by; Noel Kelly; Seconded by; Ita Mangan, signed by the Chairperson	
3.0	Matters Arising	
3.1	Ita Mangan and Noel Kelly reported that they had discussed the review of the Delegation by the Board to the CEO and proposed that a full review of the Delegation should take place in September 2014. The Board agreed that the Delegation by the Board to the Chief Executive Officer should be reviewed for the September Board meeting.	
3.2	The CEO confirmed that Appropriation in Aid income could be invested in Early Years	
3.3	HIQA has been contacted to arrange a meeting.	
3.4	Board Secretary to create a Board Register of Interests.	
	<i>The Chair welcomed Pat Smyth, Finance Director and Fred McBride, Chief Operations Officer to the meeting.</i>	
4.0	Business Plan 2014	
4.1	The Chief Executive Officer provided an update of the Business Plan 2014 which was approved by the Minister on the 28 th February 2014.	
4.2	A letter from the CEO dated 26 th March, addressed to Secretary General, DCYA was distributed at the Board meeting.	
4.3	Discussion took place in relation to the background correspondence leading to the approval of the Business Plan 2014.	
4.4	The Chair briefed the Board on the meeting which took place on the 27 th of March with the Minister, DCYA ,Secretary General, DCYA and CEO at which the Department outlined the need for consistent and timely reporting.	
4.5	The meeting discussed the Department's requirement in relation to reporting with the Agency's capacity to provide the appropriate data within the timeline required.	
4.6	The Board discussed issues arising from the suggested dissemination of reports in advance of Board Meetings.	
4.7	The Board agreed that the Chair and CEO should issue a letter to the Department outlining the issues raised at the meeting in relation to governance, lines of reporting and monitoring and reporting timelines.	

5.	Financial Reports	
5.1	The Director of Finance presented the following; February 2014 Financial Outturn; Tusla Financial Performance Report February 2014; 2014 Budget	
5.2	The February 2014 Financial Outturn report showing a an overspend of €5.380 million was noted by the Board. The main reasons for the overspend were Pay (Haddington Road Agreement), Legal and Private Residential placements.	
5.3	The Tusla Financial Performance Report February 2014 identifying the main risks to be addressed was noted by the Board.	
5.4	The 2014 Budget showing a gross revenue expenditure position of €602.283 million within which the Agency is mandated to deliver services in line with the Business Plan for 2014 was noted by Board.	
5.5	The Board were advised that Section 79 (1) of the Child and Family Agency Act provided that the Agency was required to submit a final annual report for the Family Support Agency and the NEWB no later than six months after establishment date. It was agreed on foot of discussion with the C & AG's office to request an extension in relation to submission date of final annual reports for both of these Agencies.	
5.6	The Draft Report and Financial Statements of the National Educational Welfare Board for the year ended the 31 st December 2013 were noted by the Board and subject to some minor amendments.	
5.7	The Draft Report and Financial Statements of the Family Support Agency for the year ended the 31 st December were noted by the Board.	
5.8	The Board congratulated the Director of Finance on the quality of the reports presented at the meeting.	
6.0	Performance Monitoring and Reporting	
6.1	The Chief Operations Officer presented the following reports; Progress Report on the Implementation of Service; Performance Information on Selected Operational Targets.	
6.2	The Progress Report on the Implementation of Service Delivery Framework and Associated Projects was noted by the Board. It was agreed to arrange for an Area Manager to make a presentation to the Board on Service Delivery .	
6.3	The Performance Information on Selected Operational Targets was noted by the Board.	
6.4	The Board congratulated the Chief Operating Officer on the quality of the papers and data presented.	

7.	For Noting	
7.1	The following reports were noted by the Board: <ul style="list-style-type: none"> • Report by the Ombudsman for Children 2013-14 • HIQA Inspections 2013-2014 • Monthly National Performance Activity Report – January 2014 	
8.	Oral Report by Chief Executive	
8.1	The CEO gave an oral report on current issues.	
9.	Board Committees	
9.1	The Chair of the Audit Committee gave an oral report on the Child and Family Agency's first Audit Committee Meeting	
9.2	The Board noted the Draft Minutes of the Audit Committee held on the 14 th March 2014.	
9.3	The Board approved the Audit Committee Charter and Terms of Reference; proposed by Rory O'Ferrall; seconded by Noelle Spring	
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10.	AOB	
10.1	The Board welcomed the advertising of Post of Director of Educational Welfare Services and the Director of Quality Assurance.	
10.2	It was agreed that Paul Harrison, Director of Policy and Strategy would do a paper on adoption for the next Board meeting	

FOLLOWING ON FROM BOARD MEETING

PLANNING / STRATEGY MEETING		
1.0	The Board agreed to set up a Strategic Planning Steering Group involving the Chair, Deputy Chair and members of the Executive to manage the process of developing the Corporate Plan.	