



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING		
28th November 2014 AT 8.00AM		
4th Floor, St. Stephen's Green House, Earlsfort Tce, Dublin 2		
Present	Gary Joyce P.J. Fitzpatrick Sylda Langford Ita Mangan Gary Ó Donnchadha Rory O'Ferrall Noel Kelly	Deputy Chair Board Member Board Member Board Member Board Member Board Member Board Member
Apologies	Norah Gibbons Noelle Spring	Chair Board Member

In Attendance	Gordon Jeyes Pat Smyth Fred McBride Paul Harrison Colette Walsh Kay Keilthy	CEO Director of Finance Chief Operations Office Director of Quality & Assurance Director of HR Board Secretary
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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 31st October 2014	
2.1	The Minutes of the Board Meeting held on the 31 st October 2014 were formally approved by the Board.	
3.0	Matters Arising	
3.1	The Chair of the Governance Committee informed the Board that a draft code of governance would be available at the Board meeting scheduled for the 19 th December 2014. It was suggested that the Protected Disclosures Policy be considered and progressed as part of this process.	
3.2	The Governance Sub-Committee agreed to review the delegation by the Board to the CEO in January 2015 and September 2015.	
		8.10am
4.0	Budget Strategy 2015	
4.1	The Board approved the Budget Strategy 2015 in principle. Further details on opening balance sheet resolution to be provided as soon as possible.	
4.2	The Executive agreed to provide a headline budget paper for presentation at the Board meeting scheduled for the 19 th December 2014.	
4.3	The Board was advised that an advisory group would make recommendations regarding the School Completion Programme. It was agreed that Noel Kelly and Gary Ó Donnchadha would be consulted in advance of recommendations being brought to the board on 19 th December 2014.	
4.4	The Board requested a paper on proposals for Tusla Legal Services for the January 2015 Board meeting.	
5.0	Financial Reports <i>Pat Smyth, Director of Finance & Fred McBride, COO joined the meeting</i>	
5.1	The Board noted the October 2014 Financial Outturn showing an overspend of €28.268 million. The projected deficit for the full year based on the run rate for October is projected as €25.054 million.	
5.2	The Financial Performance Report, October 2014 was noted by the Board. The Financial Performance Report identified the key drivers for the overspend as Legal, Private Residential and Foster Care, Agency Pay, Pension Pay and Foster Care and other allowances. The Board noted the main risks to be addressed regarding the financial reports and reporting process including the Opening Balance Sheet figures as at the 1 st January 2014 which are still to be agreed with the HSE.	
5.3	The Director of Finance advised that it was expected that a supplementary estimate for Vote 40 may be sought by the Department of Children & Youth Affairs.	
5.4	The Board requested on a twice yearly basis a landscape paper outlining current issues/changes that impact Tusla's strategic and operating environment.	
6.0	Monthly Reports	

	<i>Paul Harrison, Director of Policy & Strategy, joined the meeting</i>	
6.1	The Board noted the September 2014 Monthly Activity Performance Report.	
6.2	The Board noted the National Performance Activity Report for Quarter 3. The board requested that consideration be given to improving the readability of the monthly activity data so that targets, performance against targets and performance vs previous year were clearly evident on a single dashboard.	
6.3	The Board requested that Foster Care and Residential Care data be benchmarked against other jurisdictions. It was suggested that this benchmark data could also be included on the dashboard.	
6.3	The executive advised the Board that staff vacancies continue to adversely affect performance. The Board requested that the executive prepare proposals to reform the recruitment process and bring a proposal for change to the board as soon as is practicable – no later than the end of Q1 2015.	
7.0	HR Report	
7.1	The Director of HR distributed HR Management Information and Information Analysis report. The purpose of the paper was to provide a commentary on the Employment Monitoring Report for October 2014.	
7.2	The Board noted the Employment Monitoring Report for October 2014. The Board suggested benchmarking employment monitoring data with international data if available.	
7.3	The Director of HR agreed to develop papers on Tusla's proposed Graduate Scheme, Recruitment and Employment Assistance Programme in the context of the organisation's overall HR strategy for presentation to the Board in the 1 st Quarter of 2015.	
8.0	Procurement Arrangements	
8.1	The Board approved the inter budget transfer between the revised Capital Plan DCU Glasnevin Project and the Brunel Project.	
9.0	CEO Report	
9.1	The CEO advised that the Agency's plan to move into the Brunel Building on the 1st of December was now postponed due to a number of landlord issues until the 5 th of December.	
9.2	The CEO informed the meeting that the interim director of the Education Welfare Services was retiring on the 19 th December and the Director of Policy and Strategy was scheduled to retire in June 2015.	
9.3	The Remuneration & Succession Committee suggested that Accenture be invited to attend the next Remuneration & Succession Committee meeting to review work-in-progress on organisational structure.	
9.4	The CEO agreed to keep the Board informed in relation to any issues raised by DCYA regarding the Corporate Plan 2015 -2017.	
10.0	Briefing by Carol Coulter, Director, Child Care Law Reporting Project	
10.1	Carol Coulter provided the Board with a briefing on the Child Care Law Reporting	

	Project.	
10.2	The Board thanked Carol Coulter for her presentation.	
11.0	AOB	
11.1	The Board agreed to consider further at its next meeting the time frame for uploading of the Board minutes on the Tusla website.	