



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

<b>CHILD AND FAMILY AGENCY</b>		
<b>MINUTES OF BOARD MEETING</b>		
<b>30<sup>th</sup> January 2015 AT 8.00AM</b>		
<b>4<sup>th</sup> Floor, St. Stephen's Green House, Earlsfort Tce, Dublin 2</b>		
<b>Present</b>	Norah Gibbons Gary Joyce P.J. Fitzpatrick Sylda Langford Ita Mangan Gary Ó Donnchadha Rory O'Ferrall <a href="#">Noel Kelly</a> Noelle Spring	Chair Deputy Chair Board Member (left at 10.45am) Board Member Board Member Board Member Board Member Board Member Board Member

<b>In Attendance</b>	Gordon Jeyes Pat Smyth Paul Harrison  Kay Keilthy	CEO Director of Finance Director of Policy & Strategy  Board Secretary
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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIRPERSON

1.0	<b>Declarations of Interest</b>	8.00am
1.1	None	
1.0	<b>Minutes of Board Meeting held on the 28<sup>th</sup> November 2014</b>	
1.1	The Minutes of the Board Meeting held on the 19 <sup>th</sup> December 2014 were formally approved by the Board.	
2.0	<b>Matters Arising</b>	
2.1	The CEO advised that the Agency received the Minister's Performance Statement for 2015 on the 24 <sup>th</sup> December 2014.	
2.2	The CEO updated the Board on his meeting with the Director General of the HSE. He advised that there were still a number of outstanding issues in relation to the due diligence process. The outstanding issues included the State Claims Agency costs, Pensions, Capital Budgets and Shared Services.	
2.3	The Board agreed to sign off the letter to the Standards in Public Office which was circulated to the Board for consideration prior to the board meeting.	
3.0	<b>Finance</b> <i>Pat Smyth, Director of Finance joined the meeting</i>	
3.1	The Director of Finance presented the November and December 2014 Financial Outturn. The December 2014 Financial Outturn paper showed an overspend in the amount of €23.752 million based on the initial budget allocation for 2014. The main areas of overspend included legal, private residential and foster care, agency pay, foster care and other allowances, pension pay and staff travel. The Director of Finance informed the Meeting that the HSE had not yet finalised the opening balance sheet figures and amendments continue to be received which may affect the final outturn for 2014.	
3.2	The Board noted the Employment Monitoring Reports for November and December 2014.	
3.3	The absenteeism rate is 8.07% in residential services and has been identified as major area for reform in 2015. The Board requested that long term illness figures be shown separately under the monthly employment monitoring report absenteeism figure.	
3.4	The Board expressed concern about the difficulties being experienced in relation to Meitheal. The Board requested that the Chief Operations Officer provide a paper outlining the issues raised by Public Health Nurses in relation to the rolling out of the Meitheal assessment model.	
4.0	<b>2015</b>	
4.1	The CEO highlighted changes to the role of the Finance Function, requested by the Minister in his Performance Statement 2015 letter. The letter stipulated that "complete financial management and control rests with the National Office Function". The Director of Finance prepared a briefing note showing the current financial accountability arrangements and the implications of the changes as requested by the Minister. The Board expressed confidence in the Executive's reporting processes in 2014 and reliability of financial reporting. The Chair agreed	

	<p>to write to the Minister articulating the Agency's financial controls, delegations, monitoring and support for the Agency's current financial operating model.</p> <p><i>Paul Harrison, Director of Quality and Assurance joined the meeting.</i></p>	
4.2	The Board approved the Business Plan 2015 in principle subject to final editorial checks between the CEO and the Secretary General.	
4.3	The Board noted the Department's requirement for an early warning system to highlight any particular significant adverse event involving service issues or cost pressures within the Agency.	
4.4	The CEO advised he was scheduled to meet with the Minister in relation to the proposed cuts outlined in the Business Plan 2015.	
4.5	The CEO advised that the Budget for 2015 will be presented at the February Board meeting.	
4.6	The Board congratulated the Executive on the Business Plan 2015.	
4.7	The Board approved the tender submitted by Townlink Construction for capital works at Ballydowd Special Care Unit. Assurance was provided by the CEO that the tender process complied with EU Directives and national procurement guidelines. HSE Estates to provide compliance report outlining procurement undertaken, submitted tenders and evaluation procedure.	
	<i>PJ Fitzpatrick left the meeting.</i>	
5.0	<b>Tusla Operating Model</b>	
5.1	The Board approved the Tusla High Level Operating Model Review as a basis for a consultation strategy.	
5.2	A detailed Tusla Operating Model Review Project report was distributed for consideration at the Board meeting.	
5.3	The Board requested that Tusla Services be given dominance within the Tusla organisational structure.	
6.0	<b>Legal Services Review</b>	
6.1	The Board welcomed the Reform of Legal Services paper and granted permission to the CEO to submit the Business Case for the Development of Legal Services to DCYA and D/Per.	
7.0	<b>CEO's Report</b>	
7.1	The CEO updated the Board on a recent review by Pobail on the Education Welfare Service (EWS).	
7.2	The CEO advised of Governance, Financial and Secondment issues in relation to the School Completion Programme.	
7.3	The CEO advised that an update on the Education Welfare Service would be available for the next Board meeting.	

7.4	The CEO updated the Board on draft HIQA report for 2013 on how the Agency works with children from specific ethnic minority families.	
8.0	<b>Update on Brunel</b>	
8.1	The CEO advised that the HSE and the Landlord had agreed to accept the findings of an independent fire officer.	
8.2	Tusla received 3 month's rebate in relation to the rental of Brunel.	
8.3	The date for the migration to Brunel was put back to the 2 <sup>nd</sup> of March 2015.	
9.0	<b>Delegations</b>	
9.1	The Board approved the amendments to the Delegations by the CEO to the SMT for 2015 and noted the allocation of additional functions as a result of changes to the SMT.	
10.0	<b>Reports</b>	
10.1	The Board noted the Business Plan 2014 Update on Priority Outputs.	
10.2	The Board noted the November Monthly Activity Performance Report.	
11.0	<b>Sub-Committees</b>	
11.0	No updates	
12.0	<b>AOB</b>	
12.0	The next Board meeting will be held in Waterford and will include presentations on service delivery from local service managers.	