



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

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| CHILD AND FAMILY AGENCY | | |
| MINUTES OF BOARD MEETING | | |
| 31st October 2014 AT 8.00AM | | |
| 4th Floor, St. Stephen's Green House, Earlsfort Tce, Dublin 2 | | |
| Present | Norah Gibbons P.J. Fitzpatrick Sylda Langford Ita Mangan Gary Ó Donnchadha Rory O'Ferrall Noelle Spring | Chairperson Board Member Board Member Board Member Board Member Board Member Board Member |
| Apologies | Gary Joyce Noel Kelly | Board Member Board Member |

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| In Attendance | Gordon Jeyes Pat Smyth Fred McBride Brian Lee Kay Keilthy | CEO Director of Finance Chief Operations Office Director of Quality & Assurance Board Secretary |
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SIGNED: _____ DATE: _____

CHAIRPERSON

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| 1.0 | Declarations of Interest | 8.00am |
| 1.1 | None | |
| 2.0 | Minutes of Board Meeting held on the 15th October 2014 | |
| 2.1 | The Minutes of the Board Meeting held on the 15 th October 2014 were formally approved by the Board. | |
| 3.0 | Matters Arising | |
| 3.1 | The Chair advised that she had issued an unofficial invite to the Minister, James Reilly to attend the Board Meeting on the 28 th November 2014. | |
| 3.2 | Board Secretary to arrange briefing by Carol Coulter at the Board Meeting scheduled for 28 th November 2014. | |
| 3.3 | Executive advised that discussions were continuing in relation to the implications of the Labour Court Ruling regarding sleep over arrangements for residential staff. | |
| | | 8.10am |
| 4.0 | Corporate Plan | |
| 4.1 | The CEO thanked the Board for the feedback comments into the initial draft of the Corporate Plan. The final draft of the Corporate Plan 2015 – 2017 was distributed at the meeting. | |
| 4.2 | The Board considered and adopted the final draft of the Corporate Plan 2015 – 2017 subject to the inclusion of opening statement by the Chair and some minor amendments. Proposed by Gary O’Donnachadha, seconded by Noelle Spring. | |
| 4.3 | The Corporate Plan 2015 -2017 will be submitted to the Minister, James Reilly as soon as amendments are completed. | |
| 4.4 | The Chair formally thanked the CEO, Senior Management Team and staff for their work on the Corporate Plan. | |
| 5.0 | Budget Strategy 2015 | |
| 5.1 | The Board discussed the initial budget options presented as part of the budget strategy for 2015. The Board accepted the recommendation to explore the budget efficiencies outlined in the Budget Strategy 2015 document. It was agreed to explore efficiencies in the School Completion Programme in terms of a review of the programme. | |
| 6.0 | Financial Reports <i>Pat Smyth, Director of Finance & Fred McBride, COO joined the meeting</i> | |
| 6.1 | The Board noted the September 2014 Financial Outturn showing an overspend of €32.436 million. The main areas of overspend are Legal, Private Residential and Foster Care, Agency Pay, Pension Pay, and Foster Care and other Allowances. | |
| 6.2 | The Tusla Financial Performance Report, September 2014, identifying the key drivers for the overspend and the main risks to be addressed was noted by the Board. The projected full year figure shows an estimated overspend of €32.937 million. | |

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| 6.3 | The Director of Finance advised that the HSE had notified Tusla of payments due in relation pensions/lump sums in the amount of €1.859 million. This expenditure remains an item to be negotiated in 2014 as part of the remaining due diligence work. | |
| 7.0 | NEWB Cessation Accounts | |
| 7.1 | The Board approved the National Education Welfare Board Statement on Internal Financial Control. | |
| 7.2 | The Board approved the National Education Welfare Board Report (NEWB) and Financial Statements (Cessation Accounts) for the year ended 31/12/2013. | |
| 7.3 | It was agreed that the Chairperson and the CEO would sign the NEWB Statement of Internal Financial Control and NEWB Financial Statements for year ended 31/12/2013 to be signed by the Chairperson and CEO. | |
| 8.0 | HR Report | |
| 8.1 | The Director of HR advised that she was currently in discussion with the Union in relation to the Graduate Social Work Initiative. | |
| 8.2 | The Board noted the HR Employment Control Monitoring Report for September. The Board suggested the inclusion in Table 5 of the Employment Control Monitoring the count of days lost by month in each programme and the cost of replacement staff (if any) arising from having to fill in for absent staff in each category of programme by month. | |
| 9.0 | Monthly Reports | |
| 9.1 | The Board noted the Monthly Performance Report for September 2014 | |
| 10.0 | CEO Report | |
| 10.1 | The CEO advised that Tusla staff were scheduled to move to the Brunel building on the 1 st December 2014. The December Board Meeting will be held in Brunel. | |
| 10.2 | The CEO advised that Accenture had commenced working on the operational model and organisation mode of the Agency. | |
| 11.0 | Sub-Committees | |
| 11.1 | The Board noted the draft minutes of the Audit Committee meeting held on the 10 th of October 2014. | |
| 11.2 | The Board agreed to release Internal Audit Reports in six month trenches. Proposed by R. O'Farrell and seconded by I. Managan. | |
| 11.3 | The Chair of the Governance Committee agreed to make available a draft code of governance to Board secretary for distribution to Executive. | |
| 12.0 | Early Years Briefing Brian Lee, Director of Quality Assurance, Tusla and Mary Mc Loughlin, Acting Director, Early Years Services and Child Development, DCYA joined the meeting | |
| 12.1 | The Director of Quality Assurance provided an update on the Early Years Inspectorate. The Acting Director of Early Years Services and Child Development, DCYA provided an update on the Child Care Act, regulations and registration. | |
| 12.2 | The Board thanked the Director of Quality Assurance and the Acting Director, | |

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| | Early Years Services and Child Development for their briefings. | |
| 13.0 | AOB | |
| 13.1 | The Chair gave apologies for November, 28 th Board Meeting. | |