

Minutes of Management Board Meeting held on 25th April 2016

Attendance: Secretary General (Fergal Lynch), Liz Canavan, Michelle Shannon and Dermot Ryan.

Apologies: Bernie McNally. Clare Rudden reporting.

1. Minutes of Last Meeting

The minutes of the meeting of 18th April 2016 were agreed with one amendment.

2. Matters Arising

MS advised a note was provided to FL on the Remission Practice Case.

LC advised she will provide a note to FL on Homelessness to clarify the appropriate role for the DCYA and Tusla.

FL advised that he had written to the CEO of Tusla on Integrated Reporting as agreed at last week's MB meeting.

3. Brief Updates

DR gave updates on: (i) DCYA Relocation [Note circulated to staff], (ii) Finance Unit Audits, (iii) Tusla Capital Plan, (iv) Tusla CEO [Correspondence re integrated reporting], (v) Internal Audit Committee's Annual Report, (vi) Draft Audit Report [Tusla Governance], (vii) Tusla Monthly Reporting Meetings (Reminder re standing invite for MB members to attend), (viii) DCYA Governance Framework, (ix) DCYA Freedom of Information Publication Scheme on Website, (x) DCYA Recruitment, (xi) Temporary Clerical Officers [Expressions of Interest] and, (xi) Communications Strategy [Childcare Issues].

- Communications Strategy [Childcare Issues] – DR provided a paper to FL on this.

FL gave an update on: (i) Internal Audit Committee's Annual Report – A letter to the Chair would be finalised shortly.

MS gave updates on: (i) Adoption [Amendment] Bill, (ii) Commission of Investigation [Mother and Baby Homes], (iii) Oberstown [Meeting with BAM and Staffing], (iv) Commencement Order (v) IYJS Research Project and, (vi) Proposed seminar on Justice Welfare Issues.

LC gave updates on: (i) ABC, (ii) QCBI, (iii) Meeting re Children First with Tusla, (iv) Preparing for Life [Visit and FL speaking at event in August], (v) DPER Case Studies on Reform [IPA] and, (vi) Nepalese Surrogacy case.

4. Key Priorities – Draft for Incoming Minister

FL circulated a note to MB members prior to the meeting outlining a draft list of key items which should be recommended to the incoming Minister for prioritisation over the next 12-18 months. It was noted that the incoming Minister will also be given advice on priorities over a longer period when the preparation on the new Departmental *Statement of Strategy* begins. This must be finalised within six months of the Minister's appointment. The priorities were discussed and it was agreed that it would be useful to add the Estimates Process and Communications to the list. FL advised that he would revise the priority list as part of wider introductory material for the Minister, and recirculate for consideration at the next MB meeting.

5. EU Senior Officials Group

FL circulated a letter, including a set of recommendations on the structure and working methods of the Group, from Mr Rory Montgomery, Second Secretary General in the Department of the Taoiseach prior to the MB meeting. The most appropriate way for the Department to engage with this Group was discussed. FL advised he would discuss this further with BM.

6. Items for MB Strategic Discussion

FL circulated a paper for this item to MB members in advance of the meeting. The list of items discussed since the original paper of 8 February was noted. MB members agreed that this has been a useful process and should be continued. A list of possible future items was outlined in the paper and LC advised she also has some additional topics. It was agreed that CR should schedule these items on the Agenda in conjunction with the relevant MB member in the coming months. The timing will be reviewed regularly to judge when an item is ready for consideration.

7. Commissioning – Prep for discussion with Tusla

Conor Rowley circulated papers in advance of the meeting and Denis O’Sullivan and Peter Szlovak attended for the discussion. The MB noted details of the project on commissioning being led by DPER with the collaboration of a number of Departments including DCYA. LC summarised the main elements of the work, which is focused on developing a framework that could apply to selected social care services. The MB also noted the work being done by Tusla on developing a commissioning model for a selected range of its services.

It was agreed that the forthcoming meeting with Tusla (26 April) offered a useful opportunity to update all involved on progress in both the Tusla and DPER initiatives, and to ensure that the two were appropriately aligned.

8. AOB

- CES Work Plan – review of 2015 and plan for 2016 – As the Department’s funding relationship with the CES is coming to an end in 2016, it is intended to commission an independent review of the work of the CES as it relates to the DCYA, so that this can inform any possible further funding engagement with the organisation. It was agreed that this will be brought to the MB Board for a fuller discussion in the coming weeks.
- Meeting/welcoming new arrivals to DCYA – FL asked MB members to consider the best way to do this.
- Civil Service Engagement Survey – FL will write to PO forum to request feedback and divisional meetings will be held to inform staff and get feedback.
- DCYA Annual Report – FL asked MB members to expedite their returns to Communications and Corporate Governance so that this can be finalised as soon as possible.
- Tusla Corporate Risk Register – DR provided this to FL. He suggested it could be discussed at FL’s monthly meeting with the Tusla CEO and circulated to MB members.

9. Next Meeting

The next meeting will take place on Tuesday 3 May at 10:30am.