

Minutes of Management Board Meeting held on 6th February 2017

Attendance: Secretary General (Fergal Lynch), Bernie McNally, Michelle Shannon and Éimear Fisher. Apologies: Dermot Ryan. Clare Rudden reporting.

1. Minutes of Last Meeting

The minutes of the meeting of 30th January 2016 were agreed.

2. Matters Arising

All matters arising were discussed as part of brief updates.

3. Brief Updates

BM gave updates on: (i) Equality proofing of Budget 2017, (ii) Management response to CCS/Mazars Report, (iii) Country Specific Recommendations for European Semester, (iv) Pre-legislative scrutiny of ACS, (v) Publication of School Age Childcare Report, (vi) ETB audit issue, (vii) Memo on youth funding, and (viii) Impact and School Completion Programme.

MS gave updates on: (i) Oberstown [Health and Safety Report and Operational Review], (ii) Meeting with Ursula Kilkelly [7 Feb], (iii) Adoption (Amendment) Bill, (iv) Adoption (Information and Tracing) Bill, (vi) Helping Hands, (vii) Inter-country Adoption [Haiti] (viii) AAI, and (ix) Commission of Investigation [Mother and Baby Homes].

- Adoption (Amendment) Bill – MS to provide summary note to FL.
- Inter-country Adoption [Haiti] - MS to provide briefing to FL.

EF gave updates on: (i) Children First [Oversight Group and Tusla training], (ii) SOG on Social Policy and Public Sector Reform [31 Jan], (iii) PAC, (iv) GAL, (v) Staffing Issues, (vi) Disability Protocol [Ministerial Meeting], (vii) BOBF Sponsors Group Meeting [6 Feb], (viii) ABC Showcase [14 Feb], (ix) Children and Young People's Policy Consortium Meeting [16 Feb], (x) New AP [Policy Innovation Unit], (xi) QCBI, (xii) Draft Review of CES, (xiii) Meeting with Carol Coulter [10 Feb], and (xiv) Louise O'Keeffe case.

- Disability Protocol [Ministerial Meeting] – EF has sent a briefing note to FL
- Louise O'Keeffe case – Meeting to be scheduled with FL.

4. Review of MB/PO Meeting

A note of the MB/PO meeting held on 25 January was circulated in advance of the meeting along with the results of a short survey taken at the meeting. A further discussion has been organised for 22 February and a draft approach to the discussion was agreed for that day. The papers circulated at MB will be circulated to POs in advance of this meeting. The MB discussed mechanisms for involving the PO Forum in strategic issues for the Department and options included a sub-group of the PO Forum to consider the structure of the Department. EF advised that Policy Committees are in place in some Departments and advised she will research this approach further and report back to the MB. It was agreed to consider the matter further in advance of the meeting of 22 February.

5. Internal Audit Plan 2017

The Internal Audit Plan for 2017 and the Revised Audit Plan for 2016 were circulated to MB members in advance of the meeting along with an explanatory note. These have been approved by the Secretary General. The MB noted that items 1 and 2 listed on the Internal Audit Plan for 2017, relating to Youth Affairs Programmes and ECCE respectively, will be of high priority for the Audit Unit in the coming year, and would be the most substantial of the audits to be undertaken during 2017.

6. For mention

(i) Business Plan Discussions

The dates of the upcoming Business Plan discussions were noted by the MB and it was agreed that the format of the meetings will be a review of 2016, and 2017 priorities.

(ii) Proposal for training from Legal Unit

The MB noted the correspondence received from the AG's Office in relation to a "Legal Lecture Series for Departments". It was agreed that this will be offered to staff.

7. For noting

- (i) Government Memos – MS to update.

8. AOB

- The MB formally approved an office notice regarding additional staffing to be recruited, following the MB's discussion of HR issues on 25 January.
- A Tusla Quarterly meeting was held on 2 February. FL circulated documents from the meeting to MB members for information.
- FL reminded MB members of the tight deadline for completion of Oral PQ responses with regard to the Minister taking Oral PQs on the 14 February.
- FL updated the MB members on developments regarding Miesian Plaza.

9. Next Meeting

The next meeting will take place on Monday 13th February at 10:30pm.