

**Meeting of
Children Acts Advisory Board
Friday 19th November, 2010
Hawkins House**

Minutes

Present: Jacinta Stewart (Chair), Nuala Doherty, Michael Donnellan, Cathal Flynn, Roger Killeen, Denis O'Sullivan, Michelle Shannon, Dermot Stokes.

Apologies: Philomena Hanna, Finbarr Murphy.

In Attendance: Finbarr O'Leary, Jane Craig.

Declaration of Interest in agenda items, by Board Members

- No conflict of interests declared.

1) Minutes

- The minutes of the previous meeting were agreed, proposed, adopted and subsequently signed by the Chair, Ms. Jacinta Stewart.

2) Matters Arising

- Any matters arising were dealt with under agenda items.

3) Appointment of Acting Chief Executive

- A proposal was made by Jacinta Stewart for Finbarr O' Leary, to be the Acting Chief Executive. This was seconded by Roger Killeen.

4) Chief Executive Report

The Chief Executive report included updates on:

- The current status of the legislation;
- Staff: eight staff have been assigned roles in the DOHC (one member of staff is on sick leave following Maternity Leave and has not been assigned to a unit as yet). One person remains with the Garda Síochána; one person remains with Revenue and one staff member currently assigned to the DoHC will transfer to the Revenue Commissioners on the 29th of November to take up an IT-related post. Four staff remain on secondment to the HSE, and efforts are ongoing to effect the transfer.

Three members of those staff continue to provide support for the ongoing functioning of the CAAB;

- A short report was made on the official launch (1st October 2010) of the research 'Tracing and Tracking of Children Subject to a Special Care Application' by Minister Andrews at the DOHC.

5) Audit Committee Report

- It was reported that the C&AG audit for 2009 was completed and that the Financial Statements would be laid before the Oireachtas shortly.
- The website is expected to transfer to the OMCYA on the dissolution of the CAAB. Jane Craig is currently investigating the technical issues involved in this transfer.
- Fixed Assets which are not required by the DoHC are in the process of being disposed of by sale or donation. Records of disposal are being kept on the fixed asset register.
- Childrens case files and special care application files have been amalgamated onto the DoHC record management system CRAFTS, and have all been moved offsite to secure storage.

6) Management Accounts

- The accounts for July, August and September were circulated. It was reported that the expenditure has decreased significantly and apart from some small invoices the expenditure is mainly payroll. Payroll costs for the staff seconded to the DoHC are being recouped monthly from the DOHC. One large invoice remains to be paid, this is in relation to a billing error for a photocopier which has been undercharged since we bought the machine and will be in the region of €17,000 - €20,000, Jane Craig is negotiating with the company to ensure charges are correct.
- Expenditure and drawdown for the year to date is broadly in line with estimates.
- Mainly due to reduced expenditure and recoupment of salaries for staff seconded to the DoHC, we have not applied for any further allocation for the CAAB. The situation is being monitored weekly.

7) AOB

- A copy of the Annual Report was circulated to Board Members. Jane Craig will send a soft copy to all Board Members for consideration. It was requested that any comments or amendments be addressed to Jane Craig within one week.
- The Board Members noted that Gerry O'Neill declined to be re-appointed due to work commitments. This left a vacancy on the Finance Committee it was suggested that Roger Killeen be appointed to the Finance Committee for the remainder of the life of the Board. This was unanimously agreed by the Board.

Next Meeting

The next Board Meeting will be convened on 14th of February at 3pm, preceded by Audit and Finance Committees