

**Meeting of**  
**Children Acts Advisory Board**  
**Wednesday 30<sup>th</sup> June, 2010**  
**Hawkins House**

**Minutes**

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

**Apologies:** Nuala Doherty, Philomena Hanna, Finbarr Murphy, Gerry O'Neill.

**In Attendance:** Aidan Browne, Jane Craig.

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**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) Chief Executive Report**

The Chief Executive report included updates on:

- The current status of the legislation;
- Staff: Arrangements for the transfer of all staff are virtually finalised. Three staff have moved to the Adoption Board; four staff to the HSE, National Childcare Directorate; 1 person has moved to the Garda Síochána; one person has moved to Revenue and 5 staff have been assigned roles in the DOHC. Three of those staff continue to provide support for the ongoing functioning of the CAAB;
- Update on the lease on Phoenix House: This lease has now expired however there are some cost for which we are liable, the arrears of a rent increase of €19,000 and Rates for the full year of 2010 which came to €29,800.
- As reported at the last Board meeting the executive responded in detail to a preliminary report from the Ombudsman for Children which contained negative findings towards the CAAB. The final report on that issue has now been published in which the role of the CAAB has been appropriately represented with no negative findings.
- An update on the launch of the remaining three publications.

#### **4) Annual Financial Statements 2009**

The Annual Financial Statements 2009 were presented to the Board who considered them. The Annual Financial Statements were proposed by Dermot Stokes and Seconded by Roger Killeen and subsequently approved by the Board.

The question arose about the funding of the Children Acts Advisory Board for 2010. It was explained that a budget was drawn up for the first 6 months in anticipation of the Board being wound down by the 30<sup>th</sup> of June. Expenditure is still within this original budget mainly due to recoument of salaries for staff seconded to the Department of Health and Children. It was agreed that a further allocation be agreed with the Department of Health and Children to cover the remaining period to the 31<sup>st</sup> of December 2010 or until the legislation is enacted. The point was made that the main items of expenditure would be salaries and that most other expenditure has ceased, apart from mobile phone, accountancy and audit fees.

#### **5) Tracing and Tracking of Children Subject to a Special Care Application**

The final draft report was presented to the Board and it was noted that while the printed copies would be available shortly the publication was available on the CAAB website. It was agreed that a launch following the same format as previous report launches would be appropriate with relevant people being asked to consider the report and respond at the launch. The report is to be circulated as soon as the hard copy is available.

#### **6) Management Accounts Jan-Mar 2010**

The management accounts report for the first quarter was circulated and it was explained that due to the declining activity in the accounts it had been decided to have the accountants prepare the management accounts on a quarterly basis during 2010. The accounts are on target and there was no significant variance on budget. Allowance has been made for committed expenditure on arrears of the increase on the rent for Phoenix house, and rates due to Dublin City council.

#### **7) Data Protection Issues**

The Children Acts Advisory Board continues to hold records a) relating to the cases of children who were before the courts on charges and on whose case the Board gave a recommendation to the courts for placement and b) special care applications, where the Board gave a view on whether the child in question met the criteria for special care. The question was asked regarding retention of the above files following the dissolution of the CAAB. The Board agreed that the files should be retained indefinitely and on the dissolution of the CAAB responsibility for the files should pass to the OMCYA.

#### **8) AOB**

- No other business was raised.

**The next Board Meeting will be convened in October, on a date to be decided, for an update on the status of the legislation or beforehand if required.**