Minutes of MAC Meeting held on 25th January 2016

Attendance: Secretary General (Fergal Lynch), Liz Canavan, Bernie McNally, Michelle Shannon and Dermot Ryan. Alan Savage reporting.

1. Minutes of Last Meeting

The minutes of the meeting of 18th January were agreed, subject to one amendment.

2. Matters Arising

FL advised of arrangements for follow-up discussions relating to Item 6 of the MAC meeting of 18 January. Dates for Unit business plan meetings with MAC were also discussed.

3. Brief Updates

DR gave updates on: (i) Policy on Single Separation, (ii) Children First, (iii) Foster Care Home [Disabled Children], (iv) Residential Services, (v) HIQA Reports [Residential Centres], (vi) Oral PQs, (vii) Unit Business Plans, (viii) Corporate Risks, (ix) IDG [Local and Community Development], (x) National Traveller Roma Inclusion Strategy, (xi) Tusla [Capital and Profiles], (xii) Foster Care [Insurance], (xiii) Purchase Order System, (xiv) DCYA Accommodation and Staffing, (xv) Tusla Business Plan 2016 [meeting with Minister], (xvi) National Child Care Information System, (xvii) Audit Report [Tusla Governance], (xviii) Training Needs Analysis, (xix) Social Worker Recruitment, (xx) Family Support Worker Review, (xxi) Tusla CEO, (xxii) CDS Recruitment, (xxiii) 'Finite Lives' Report, (xxiv) Gaisce, and (xxv) ISPCC Pensions

- Family Support Worker Review – DR to send paper to FL
- 'Finite Lives' Report – to be tabled for discussion in coming weeks. Note to be provided to FL in advance.

LC gave updates on: (i) Ombudsmen for Children Meeting [Reasonable Chastisement], (ii) UNCRC, (iii) Children First [Guidance and IDG], (iv) Tusla Work Programme, (v) Section 3 Case, (vi) Special Care/Aftercare, (vii) Research, (viii) ABC [Evaluation and Funding], (ix) CES Work Programme, (x) QCBI, and (xi) Child Health Specialist [TENI and DCYA/DOH Business Planning].

- Section 3 Case – LC to draft note for Minister on assessment of risk.

MS gave updates on: (i) Oberstown [Buildings and Recruitment], (ii) Court Cases, (iii) Handover in Oberstown of final unit, (iv) Amalgamation Order, (v) Oberstown Board, (vi) HIQA Inspection Report, (vii) Adoption [Information and Tracing Bill], (viii) Arc Adoption, (ix) Helping Hands, (x) St. Patrick's Guild, (xi) AAI Corporate Plan, and (xii) Commission of Investigation [Mother and Baby Homes].

- Adoption [Information and Tracing] – MS to provide latest version of policy paper to FL.

BM gave updates on: (i) National Quality Standards Framework, (ii) Early Years Unit Staffing, (iii) IDG on DEIS [Meeting], (iv) IDG [Special Needs], (v) Office of the Government Chief Information Officer, (vi) Children's Rights Alliance, (vii) DES Funding [Inclusion Coordinators], (viii) Childcare Service Audit, (ix) Capitation/Early Years Capital Papers, (x) Early Years (Pre-School) Regulations, (xi) Participation [Afterschool Consultations and Early Years Strategy], (xii) Ombudsman for Children [Strategy], and (xiii) Research [Staffing and Open Data].

FL gave updates on: (i) Audit Committee, (ii) Internal Audit Work Plan, and (iii) Annual Report 2014.

4. Risk Management (follow up to Risk Committee meeting of 14/12/15)

MAC revisions to the Corporate Risks sheet were circulated and discussed. A number of additional text and scoring changes were agreed. It was also agreed that the Corporate Risks sheet will now be 'locked down' and will be the version to be further considered when the Risk Committee meets in late-February.

- AS to draft a cover note to the Minister to accompany the revised Corporate Risks sheet, for signature by FL.

5. Civil Service Engagement Survey (Sec Gen Briefing)

FL updated MAC on progress on the drafting and publication of the Survey, which was compiled by the Central Statistics Office and based on a 40% response rate. The report is scheduled for sign-off at this week's meeting of the Civil Service Management Board. Following this it will be made available to staff before being published. Unions will be briefed on the contents, and DPER intends to publish a number of actions. Departments will be given their own read-outs, for discussion at Management Board level. A range of positives and negatives emerging from the survey were discussed, along with comments provided by FL. It was agreed that the Survey should be tabled as an item for discussion within the Department, possibly at a future Town Hall meeting.

6. Corporate Governance Standard for Civil Service & DCYA Governance Framework

DR updated the meeting on requirements to draft the DCYA Governance Framework in line with the current model (the Nov 2015 Corporate Governance Standard for the Civil Service). A senior officials meeting was held on 8 January 2015, followed by an IPA workshop on 14 January. A resource has been identified to assist in drafting the Framework. Chapters 1 and 4 are required to be drafted by the next IPA workshop on 12 February, along with Terms of Reference for Departmental Management Boards. The draft TORs and Board composition will be considered at the next MAC meeting. FL indicated his willingness to chair a group to assist in the process, which will include the longer-term requirement for detailed Compliance Frameworks (following the publication of Governance Frameworks by end-March).

7. For Noting

(ii) FOI Report – 2015/62 has been completed.

8. AOB

CRA Report Card 2016

Confidential Draft material has been circulated around the Department for review. The CRA intends to go to print on Friday 29th January.

9. Next Meeting

The next meeting will take place on Monday 1st February at 10.30a.m.