



***Meeting of  
Children Acts Advisory Board  
Tuesday 1<sup>st</sup> July 2008  
Phoenix House***

**MINUTES**

- Present:** Jacinta Stewart (Chair)  
Cathleen Callanan, Nuala Doherty, Cathal Flynn, Phil Hanna,  
Roger Killeen, Gerry O'Neill, Dermot Stokes,
- Apologies:** Michael Donnellan, Charlie Hardy, Finbarr Murphy  
Michelle Shannon,
- In Attendance:** Aidan Browne, Finbarr O'Leary,  
Jane Craig, Robert Murphy, Clodagh Thorne,
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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 proposed, agreed and subsequently signed by the Chairperson, Jacinta Stewart.

**2) Matters Arising**

- The final draft of the 2007 Annual Report was circulated with a request for any final comments to be sent to Jane Craig as soon as possible.

### 3) Chief Executive Report

The Chief Executive reported on the following topics:

- **Network Events**
- **Family Involvement in Education Research Launch**
- **Submission made to Courts Service on their Statement of Strategy 2009-2012**
- **North/South Meeting**
- **Children Services Committees**
- **CAAB National Conference – 15<sup>th</sup> & 16<sup>th</sup> October 2008.**

Planning is underway for the CAAB National Conference to be held in Malahide on 15<sup>th</sup> & 16 October. The conference title is '*More than Rhetoric: Improving Outcomes for Children and their Families Through Inter-Agency Working*'. Board members were asked to revert with any suggestions or comments regarding speakers or presenters, especially around the area of Education.
- **Evidence to practice seminars**

It was noted that the CAAB is actively involved in follow up activity with the HSE and other stakeholders further to the DRM seminar. The next Evidence to Practice seminar is scheduled for 19<sup>th</sup> November and will be focused on '*Assessment in the Child Care Sector*'

### 4) Subcommittee Reports

#### a) Finance

- The finance report was circulated and it was noted that overall the expenditure is on target. There were no other issues raised.
- As there is no board meeting in July the next meeting of the Finance and HR subcommittee will be held on 26<sup>th</sup> August at 1pm prior to the Board Meeting.

#### b) Audit

The Audit committee also met on Tuesday 17<sup>th</sup> June. The following points were noted

- Deloitte, Internal Auditors to CAAB, presented the report on the Review of Human Resources, Payroll, Pensions & Travel Expenses which was undertaken as part of the ongoing Internal Audit plan. No major issues were reported.
- A draft schedule of matters reserved for the board and executive was circulated. It was suggested that issues of '*General Policy, ethics and standards*' be included in the Matters reserved for Board decision and that the phrase '*Day-to-Day functions rest with the Chief Executive*' be added to the functions reserved for Executive decision, in this document.
- This schedule of matters was proposed by Cathal Flynn and seconded by Dermot Stokes and subsequently adopted by the board, subject to the above changes.

## **5) Report on usage, capacity etc.,**

- A memo and draft report was circulated for discussion outlining one of the Board's functions, s227(f) '*using published sources, report on the level and nature of residential accommodation and support services to children detained in children detention schools and special care units*'. The board were asked to consider the following motion:

***'That the Board receive from the IYJS and the HSE on a six monthly basis a report according to an agreed template that allows the Board to meet it's obligations under s.227(f)'***

- Following a discussion regarding the difficulties in producing a meaningful and timely report under the restrictions of using solely published sources it was agreed that discussions with the HSE and the IYJS should take place with a view to producing an agreed template to deal with this issue.

## **6) Quarterly stats on Special Care**

- The quarterly stats on Special care were circulated, noted and discussed. It was noted that numbers of applications are down on the 2007 applications, and that the trend of younger boys entering special care without any previous interaction with available services, is a worrying one and reasons for these trends need to be investigated.

## **7) GAL Draft Documentation for discussion**

The Draft GAL Guidance document was circulated for discussion. A small number of content and editorial issues were raised. It is proposed that the final document will be available for Board sign-off at the August board meeting.

- A draft advisory memo was tabled for discussion setting out the matters which would require further attention following the publication of the guidance.
- Following detailed consideration the Executive was asked to further consider these issues and prepare a more detailed discussion document for the August meeting.

## **8) AOB**

- A request was received for funding from Young People at Risk initiative (YPAR). A memo setting out the background and the request was circulated to the Board and was considered and discussed. CAAB were asked to consider funding for all or part of the project costs for a three year period. Some of the issues raised by the board were as follows:
  - The board have no legal basis to sanction a service funding request;
  - The CAAB budget would not allow for such funding;

- There could possibly be implications or precedent for future requests;
  - It was acknowledged that the project itself was a good one and that the development and implementation of common codes of practice and protocols would be worthwhile.
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- The request was not favourably considered by the Board.
  - The Board agreed in general terms, that future requests could be considered, providing that an action learning (Research) element was involved that encompassed the objectives of the Board.

**The next Board Meeting will take place in CAAB Offices on 26th<sup>th</sup> August at 2pm. Lunch will be available from 1pm onwards.**