



*The main object for which the Company is established is to promote safeguarding of adults who may be vulnerable, protect them from all forms of abuse by persons, organisations and institutions and develop a national plan for promoting their welfare. This will be achieved by promoting inter-sectoral collaboration, developing public and professional awareness and education, and undertaking research to inform policy, practice and legislation in the Republic of Ireland.*

*Subsidiary Objects*

*As objects incidental and ancillary to the attainment of the Main Object, the Company shall have the following subsidiary objects: -*

*To do the following for the benefit of adults in the Republic of Ireland who may be vulnerable:*

- (a) To raise public understanding of attitudes, behaviours, circumstances and systems that create vulnerability that may result in abuse and that may require a safeguarding response.*
- (b) To promote the protection and rights of people who may be vulnerable by encouraging organisations and services to recognise, prevent and deal with exploitation and abuse effectively*
- (c) To inform and influence Government policy and legislation to safeguard the rights of people who may be vulnerable.*

**Safeguarding Ireland.**

**Board Meeting**

**By VideoConference – Zoom**

**On**

**18<sup>th</sup> January, 2022.**

NAME	PRESENT	APOLOGIES	INITIALS
Patricia Rickard Clarke.	X		PRTC
David Byrne.	X		DB
Colm Nolan	X		CN
Annmarie O'Connor	X		AMOC
Louise O'Mahony	X		LOM
Nora Owen.	X		NO
Amanda Phelan.		X	AP
Phelim Quinn.	X		PQ
Mervyn Taylor.	X		MT

**IN ATTENDANCE:**

NAME	POSITION	PRESENT	APOLOGIES	INITIALS
Tim Hanly.	GM, HSE NSO	X		TH
Geraldine Sutton.	PSW, HSE	X		GS
Ronan Cavanagh	Cavanagh Communications.	X		RC
Paschal Moynihan.	Safeguarding Ireland.	X		PM

## ISSUED IN ADVANCE:

- **Board Documents.**
  - Agenda.
  - Draft Minutes of meeting 2<sup>nd</sup> Nov., 2021.
  - Final approved Minutes Board Meeting 14<sup>th</sup> Sept., 2021.
  - Final approved Minutes Board Meeting 19<sup>th</sup> October, 2021.
  - Activities Nov. 1<sup>st</sup> to Jan. 11<sup>th</sup>.
  - S.I. Financial Report to Board Jan., 2022.
  - Financial Report to Board PPP.
  - Risk Register July, 2021.
  - Draft S.I. Strategy 2022 – 2025.
  - S.I. Submission on draft DSS Codes.
  - Draft Trustee Handbook V3.
  - Compliance Record Form Oct., 2021.
  - Additional Hearings under Part 5 ADMCA.
  - Draft ToR State Payments Group.
  - S.I. Draft Oireachtas submission on ADMCA.
  
- **Policies.**
  - Conflicts of Interest.
  - Communications.
  - Data Policy.
  - Risk.
  
- **Publications.**
  - CRA changes to Annual Reporting.
  
- **Correspondence.**
  - CBI letter to S.I. re Home Reversion Schemes dated 29<sup>th</sup> Nov.
  - S.I. Letter to Minister for Health Sept 21<sup>st</sup> 2021.
  - Letter to CBI 18 Nov 2021.
  - Letter re M.H.C. Dec., 2021 and supporting docs.
  - Letter to IBCB &BPFI Dec3 2022
  - Letter from IBCB 10th Dec., 2021.
  - Letter to JP Nolan HSE re Safeguarding Day Dec 21, 2021.
  - Copy of email from JP Nolan HSE Dec 22 2022
  - Letter from Ulster ban 23 Dec, 2021.
  - Letter to DOH re MHC Jan 7 2022.

## Actions from Meeting of 2nd November, 2021.

### Actions from meeting.

No.	Action	Status	Responsible
1	Follow up with the Dept. of Justice on the Domestic Violence Act.	Complete & Ongoing	PTRC & PM.
2.	Circulate copies of TCD Research to Minister for Health, HSE and others.	Complete	PTRC & PM
3.	Finalise minutes of meeting 14 <sup>th</sup> September.	Complete	PM
4.	Amend and finalise mins of meeting 19 <sup>th</sup> Oct.,	Complete	PM
5.	Political engagement re legislation and Safeguarding Day.	Complete & Ongoing.	DB
6.	Amend the Activites document to reflect radio interviews on Oct. 11 <sup>th</sup> had not taken place.	Complete.	PM
7.	Consider advance media purchase for 2022.	Ongoing.	RC
8.	Develop Draft Workplan.	Complete & ongoing.	PTRC, CN, PM
9.	Apply for HSE funding for 2022.	Ongoing.	PM
10.	Carry out risk assessment and draft update of Detailed Internal Financial Controls Document based on risk assessment.	Ongoing.	PTRC & PM.
11.	Change password to S.I. members section of website.	Complete	RC and All.
12.	Review updated Compliance Document and suggest amendments to PM	Ongoing.	All.
13.	Circulate Draft strategy 2021-2025 to Board members.	Complete & Ongoing	PM
14.	Review Policies.	Ongoing	All.
15.	Consider approach to Draft Charter launch and consultation.	Complete & Ongoing	PTRC, PM, RC.
16.	Circulate Draft Trustee Handbook/Induction Pack.	Complete	PM

#### 1. Welcome.

- The Chair welcomed all to the meeting and noted apologies from AP. She noted that GS would have to leave at approx. 5.30 pm.
- The Chair suggested a 5-10 minute break at about 5 pm and this was agreed.

#### 2. Conflicts of Interest.

- The Chair asked if Board members had any conflicts of interest to declare.
- MT said that he was involved in work with Hospice Friendly Hospitals but didn't think it constituted a conflict of interest, a view agreed by the Board.

**National Safeguarding Ireland (trading as Safeguarding Ireland) (a company limited by guarantee) CRO #612163.**

RCN #20204851 Contact: [paschal@safeguardingireland.org](mailto:paschal@safeguardingireland.org)

**Directors:** David Byrne, Colm Nolan, Louise O'Mahony, Annmarie O'Connor, Nora Owen, Amanda Phelan, Phelim Quinn, Patricia T Rickard-Clarke (Chair), Mervyn Taylor.

### 3. Compliance Report.

- The Chair drew the Board's attention to the Compliance Report noting that this was a requirement of the CRA. She asked if there were any suggested amendments since the last meeting and there were none. PM did say that the Compliance Report will require updating when policies are reviewed and new strategy agreed.

### 4. Risk Register.

- The Chair asked if there were any suggested amendments to the Risk Register and there were none. PM stated it will need to be updated when OptiNet has reviewed the data security arrangements in relation to the laptops and computers held by PTRC, CN, RC & PM.

### 5. Minutes of Meeting of 2nd November.

- The Chair asked if there were any proposed amendments to the minutes of the meeting on the 2<sup>nd</sup>. November. There were no proposed amendments.

### 6. Matters Arising.

- The Chair noted that the HSE, through JP Nolan's office, has agreed to support the administration of the 5 Nations Seminar series for 2022 and she expressed her gratitude to the HSE on this issue.
- The Chair said that that number of meetings had been arranged with David Cullinane, the Sinn Féin spokesperson on health, but had been deferred. A meeting has now been arranged for 26<sup>th</sup> January at which PTRC and PM will attend.
- The Chair confirmed that S.I. will be making a submission to An Garda Síochána on the *Inspection into the effectiveness and efficiency of the Garda Síochána response to domestic abuse*.

### 7. Actions from Meeting of 2<sup>nd</sup>. November.

- Completed actions outlined above, with some ongoing actions on the agenda for today's meeting as outlined in the agenda.

### 8. Activities.

- The Chair referred to the Activities Update and referred to some specific elements.
- S.I. had nominated both PQ and AP to the Board of the Mental Health Commission. The Chair noted that S.I. had been invited to nominate two people, one female and one male.
- The Chair said that S.I. had drafted a submission on the ***Draft Heads General Scheme and Heads of Bill for the Assisted Decision-Making (Capacity) (Amendment) Bill 2021***. The draft had been circulated to the Board but the Chair brought the attention of the meeting to an additional issue added to the draft – namely to the need for Credit Union legislation to be amended to reflect the provisions of the ADMCA and the UNCRPD.

- The Chair said that S.I. had arranged a meeting with the BPF and IBCB in relation to changes to banking arrangements and expressed her gratitude to both the BPF and the IBCB.
- The Chair also noted that the initial draft Codes of Conduct had been published by the Decision Support Service and a submission was made by S.I. in relation to each of the draft Codes. The Chair thanked AMOC and PM for their input into this. She also noted that an additional eight draft Codes had just been published and S.I. will be making a submission in relation to these also.
- The Chair also informed the meeting that the research being conducted by Dr. Michael Browne is progressing very well and a number of the draft chapters had been circulated to the Board for review. The Chair confirmed that there are ongoing review meetings between Dr. Browne, Niamh Ni Leathlobhar, PTRC and PM in relation to the research.
- PQ queried if there has been any update in relation to the HSE revised safeguarding policy, particularly in light of some recent events such as the partial publication of the Brandon report. The Chair noted that the AG had advised against publishing the Brandon report in full. GS said that she is unaware at this time of the current situation with the revised HSE policy. PQ suggested that a letter should issue from S.I. to the HSE as there are specific vulnerabilities for people in health and social care settings.

#### **9. Finance.**

- CN updated the meeting in relation to the financial position. He outlined the current position in a detailed power point presentation which had been circulated to the Board.
- CN said a huge volume of work had been undertaken by S.I. during the course of 2021 which had, no doubt, elevated the issue of adult safeguarding. However, this had also had the effect of increasing S.I.'s expenditure for the year.
- There followed some discussion in relation to activities, workplan and funding for 2022.
- CN thanked all for the discussion.

#### **10. Engagement with Government.**

- The Chair said that she had met with the Minister for Justice as part of the lead into Safeguarding Day and had briefly raised a number of issues with her in relation to safeguarding and legislation. The Minister had suggested to the chair that she would arrange a meeting with her in the coming weeks. The Chair will follow up in relation to this.
- The Chair also said that S.I. would use the research paper currently being prepared to engage with government.

- The Chair also said that the finalisation of the safeguarding Charter might provide an opportunity for engagement. PQ said that a panel had been established to review the draft Charter and proposals and suggestions that have been made in relation to it. He said that the intention is that a final draft will be brought to the Board in March for sign-off.

#### **11. Draft S.I. Strategy 2022-2025.**

- PM gave an update in relation to the draft S.I. Strategy 2022 to 2025. He said that, initially a number of members of the National Safeguarding Advisory Committee had met with him in relation to proposing suggestions for a new S.I. strategy. Subsequently PQ, MT and PTRC had inputted into the draft to bring it to the stage where it is now. PM suggested that it would be important, in light of earlier discussions in relation to finance, and in order to provide direction to S.I. over the coming years that the strategy be finalised in the coming weeks.
- It was agreed by the Board that Board members would review the current draft of the strategy and submit any proposed changes or amendments back to PM within the coming two to three weeks. PM then to draft a final draft for review by the Board at its meeting in March.

#### **12. State Payments Group.**

- The Chair said that the State Payments Group was established in 2016 and that she had chaired this Group since then. The initial terms of reference were established in 2016 and the Group has expanded quite a bit over the years and now includes representatives from ESB networks, the Shared Services Office and Irish Rural Link among others. She said that the plan now is to develop a work plan for the State Payments Group for 2022 and to revise its terms of reference.
- The Chair referred to the draft revised ToR and sought approval from the Board for the revised ToR. NO suggested changing the word 'opportunities' to 'risk' and this was agreed. The Chair confirmed that these draft terms of reference will now be discussed at the State Payments Group meeting in February.
- The Chair informed the Board that she had asked AMOC to chair the State Payments Group into the future and asked the Board for its approval. The Board agreed.

#### **13. Draft Trustee Handbook.**

- PM stated that the Charities Regulatory Authority requires that charities have a staff handbook/ induction document. He referred to the draft document circulated in advance of this Board meeting. He said that the format of the draft staff handbook was in line with the format suggested by the Charities Regulatory Authority and he said the content outlines the requirements of Board members. He indicated that it is important that an agreed handbook be adopted in order to meet with the CRA requirements.

- The Chair suggested that all members review the draft handbook and revert to PM with any suggested amendments within the coming two to three weeks. She suggested that any amendments be incorporated into a final draft to be signed off by the Board at its meeting in March.

#### 14. Policies Review.

- PM said that there are a number of policies that are due for review by the Board in Q1, 2022. The policies that he is suggesting that the Board review now are Communications; Conflict of Interest; Data Policy; Risk Management.
- The Chair suggested that the Board reviewed these policies with any suggested amendments to be incorporated and reviewed and signed off at the board meeting in March.

#### Actions from meeting.

No.	Action	Timeframe	Resp.
1	Follow up with the Dept. of Justice on the Domestic Violence Act.	March.	PTRC & PM
2.	Political engagement re legislation and Safeguarding Day.	Ongoing.	DB
3.	Consider advance media purchase for 2022.	March.	RC
4.	Compliance Report to be updated following review of policies and Strategy agree.	End March.	PM
5.	Risk Register to be updated following report from OptiNet.	March.	PM
6.	Letter to HSE from S.I. re status of new safeguarding policy	March	PTRC & PM
7.	SI expenditure to be approved in advance by Chair and Treasurer.	Ongoing.	ALL
8.	Develop Draft Workplan in line with budget.	End Jan.	PTRC, CN, PM
9.	Seek meeting with JP Nolan.	Immediate.	PM
10.	Update of Detailed Internal Financial Controls Document based on risk assessment.	March.	PM.
11.	Finalise draft Safeguarding Charter.	End Feb.	PQ & PM
12.	Commission a follow-up poll on awareness of safeguarding	?March	PTRC & RC
13.	Suggestions on Draft strategy 2022-2025 to PM.	End Jan.	All.
14.	Review Policies.	End Jan.	All.
16.	Suggestions re Trustee Handbook/Induction Pack to PM	End Jan.	All



**Meeting Concluded at 18.30**

**Next Meeting: 8<sup>th</sup> March.**

**Note meeting dates for 2022.**

**18 January**

**08 March**

**26 April**

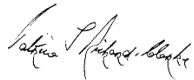
**07 June**

**26 July**

**13 September**

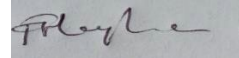
**01 November**

**Signed: Patricia Rickard-Clarke.**



**Chair.**

**Paschal Moynihan.**



**Secretary.**