

Document 205	Board Induction & Orientation	
What is this?	<p>This is:</p> <ol style="list-style-type: none"> 1. The contents list of Carriglea Cáirde Services' Board Induction Resource Pack 2. Carriglea Cáirde Services current Board Induction Booklet 	
Governance Code Sections:	Board Induction Folder:	4.1 (a) 4.3 (c) 5.2 (d)
	Board Orientation Handbook:	4.1 (a) 4.1 (b) 5.1 (b) 5.3 (a) – (c)
Notes:	<p>Contents List for Board Resource Pack: This is Carriglea Cáirde Services list of 'need to know' information for all Board members. The new member gets access to of this within their first 2 weeks as a Board member. The CEO holds a 2-hour induction meeting with them within their first 3 months. It comprises an informal Q&A session based on the induction resource pack.</p> <p>Board Induction Handbook: This is a collection of information that all new Board members receive.</p>	

Carriglea Cáirde Services

Induction Folder for New Board Members (September 2016)

GOVERNANCE DOCUMENTATION

Board Documentation

1. Memorandum & Articles of Association
2. Governance Code
3. Board Member Induction Booklet
4. Reserved Functions of the Board
5. Role of Chairperson
6. Role of the Company Secretary
7. Terms of Reference of Board Committees
 - a. Audit & Finance
 - b. Strategic
 - c. Risk /Services/ Quality
 - d. Remuneration
 - e. Nominations
8. Board Performance Framework
9. Board Member Code of Conduct
10. Organisation Structure

Carriglea Cáirde Services' Reports

1. Board Reports & Minutes Circulated to Directors & Filed in Company Secretary Office
2. Annual Reports Years 2015,2014,2013,2012,2011,2010
3. Strategic Plan - 5 Year 2016- 2020 & 5 Year 2010-2015
4. Operational Plan 5 Year 2016-2020
5. Annual Audited Accounts 2015, 2014, 2013,2012,2011,2010
6. Annual Budget 2015, 2014
7. Service Locations Induction

Carriglea Cáirde Services Key Policies & Strategies

1. Safeguarding Vulnerable Persons at Risk of Abuse – National Policy
2. How to make Complaints
3. Protected Disclosures
4. Confidential Recipient
5. Safety Statement
6. Risk Management
7. Risk Registrar
8. Health & Safety
9. Clinical Guidelines
10. Information Communication Strategy
11. Communication Strategy

Health Information & Quality Authority

1. Health Act (2007) – (Registration of Designated Centres for Persons (Children and Adults) with disabilities) Regulations 2013
2. Health Act (2007) (Care & Support of Residents in Designated Centres for Persons (Children & Adults) with disabilities) Regulations 2013
3. National Standards for Residential Services for Children & Adults with Disabilities

4. Annual Review of Quality and Safety of Care & Support in the Designated Centre
 - a. Carriglea Residential Services
 - b. White Strand Respite Services
 - c. Dungarvan Residential Services
 - d. Commeragh View Residential Services
 - e. Deise Residential Services
 - f. Cove Residential Services

HSE

1. Health Act 2007
2. Annual Service Level Arrangement
3. Service Review Meetings
4. Annual Report of the National Intellectual Disability Database
5. Time to Move on from Congregated Settings – A Strategy For Community Inclusion
6. New Directions Personal Supports Services for Adults with Disabilities
7. Value for Money

Families & Next of Kin

1. Service Satisfaction Surveys families
2. Service Satisfaction Surveys residents
3. Advocacy Meetings with Board

Other Documents

1. Media Policy
2. Review of Governance
3. Schedule of Internal Audits
4. Internal Audits