

Adoption Authority of Ireland
Business Plan
2014

Goals and Objectives set out in the Adoption Authority Corporate Plan

2012-2015

Goal 1: To undertake and promote objective decision-making in adoption services in accordance with national and international law and evidence-based best practice.

Goal 2: To build capacity for excellence in adoption services both internally and externally.

Goal 3: To support, monitor, investigate and, where necessary, to secure quality standards in adoption services.

Goal 4: To provide a comprehensive information, research and communications framework to support the development of adoption policy, service delivery and continuous quality improvement.

Number of employees of the Authority for the period of the Plan

The number of employees of the Authority provided for under the Employment Control Framework (ECF) for the period of this Business Plan is **31** (whole time equivalents), the number of staff required by the Authority to fulfil its statutory obligations.

The AAI is currently operating with **24.85** whole time equivalents.

Kiernan Gildea

Acting CEO

March 2014

Goal 1: To undertake and promote objective decision-making in adoption services in accordance with national and international law and evidence-based best practice.

Tasks	Actions	Date	Person(s) responsible	KPIs / Outputs
Engaging with Hague Convention National Central Authorities in accordance with the Corporate Plan.	Identify candidate states for administrative arrangements (for example Cambodia, Brazil, Kazakhstan, South Africa, Haiti, Poland, and Lithuania).	Q4	Senior Management Team and Manager ICA Unit	Candidates identified and initial field visit taken place where possible
Engaging with non-Hague Convention National Central Authorities in accordance with the Corporate Plan.	<p>(a) Russia – Further discussions regarding a possible Bi-lateral Agreement.</p> <p>(b) Ethiopia – Further consideration of the internal framework and resourcing issues</p>	Q4	Senior Management Team and Manager ICA Unit	Decision as to whether an Agreement is achievable.

Goal 2: To build capacity for excellence in adoption services both internally and externally.

Progress the establishment of the Authority as an independent body	(a) Establish financial independence (b) Establish separate HR functions	Ongoing	Senior Management and staff Accountants DoCYA, DoH	Bank Account functioning. Separate HR functions established.
Develop policies arising from Code of Governance	Bi-monthly reviews	Q4	Board of the Authority	Implementation of Code of Practice for the Governance of State Bodies
Establish the Audit and Risk Committee	Appoint Chair and recruit additional members	Q2	Board of the Authority	Terms of Reference agreed and first quarterly meeting held.
Information Technology system	Review IT system and identify needs with a view to developing a specification	Q2	Head of Operations	Specification for IT system identified

Goal 3: To support, monitor, investigate and, where necessary, to secure quality standards in adoption services.

Tasks	Actions	Dates	Persons Responsible	KPIs Outputs
Standards for Accredited Bodies in ICA facilitation.	Further development of the Standards	Q2	Board subcommittee	Standards approved
Domestic Adoption Standardised Framework	Social Work finalise practice issues. Administration finalise procedures in family adoptions.	Q2	Social Work Team and DAU Administration	Framework Document published and implemented.
Complete final phase of monitoring of Accredited Bodies	Programme of onsite visits to review practice and policies.	Q4	Principal Social Worker and Corporate Services & Accreditation Unit	Reports and Recommendations for Executive and Board. Publication on Authority website.

Goal 4: To provide a comprehensive information, research and communications framework to support the development of adoption policy, service delivery and continuous quality improvement.

Tasks	Actions	Date	Person(s) responsible	KPIs / Outputs
Implications of Children's Referendum 2012	Consider implications	Q1	Senior Management Team and Manager, DAU	Submission to DoCYA to inform proposed legislation
Clarity of communication with the public & stakeholders	Evaluate current oral, written and electronic communication. Prepare a strategy to address deficiencies. Monitor inquiry subsequent to implementation.	Q2	Senior Management Team	Transparent communication strategy providing for standardised responses to the public & stakeholder inquiry.
Raise Awareness of National Adoption Contact Preference Register	Press Statement Advertising campaign	Q2	Senior Management Committee and I+T Manager	Increase in applications, particularly from older birth mothers.