



**Minutes of Board Meeting No. 93 held on Monday 18 October 2021 at 10:00am by video conference.**

**Present:**

Nicole Lappin, Chief Charity Commissioner (Chair)  
Gerard McCurdy, Deputy Chief Charity Commissioner  
Kieran Donaghy, Charity Commissioner  
Séamus Magee, Charity Commissioner  
Hugh McKeag, Charity Commissioner (from 11.30 am)  
Carmel Mullan, Charity Commissioner  
Patricia Kelly, Legal Commissioner

**In Attendance:**

Frances McCandless, CEx  
Punam McGookin, Head of Charity Services  
Rossa Keown, Head of Compliance & Enquiries  
Aubrey McCrory, Head of Corporate Services  
Clare McElherron, Minutes  
Maria Curry, Boardroom Apprentice

**Apologies:**

The Chair welcomed everyone to the meeting

**1. Minutes of Board Meeting 92, 27 September 2021**

Following discussion the minutes of the Board Meeting held 27 September 2021 were agreed as a true and correct record, as proposed by Gerard McCurdy and seconded by Kieran Donaghy.

**AP1: Minutes of Board Meeting No 92, 27 September 2021 to be published on CCNI website.**

**2. Conflicts of Interest**

No conflicts were noted however the Chair advised that should a potential conflict arise, it may be declared at an appropriate time during the meeting.

**3. Compensation Claim Legal Advice**

The Chair noted a consultation with Counsel was undertaken and further legal advice had been received. The Board discussed this advice and considered the use of public resources, value for money, potential for further claims and communication requirements, and approval requirements. A number of options were outlined and following detailed discussion the Board agreed to approach sponsor department for their views

and agreement on pursuing option 4 as the preferred way forward in partnership with Department for Communities, as proposed by Patricia Kelly and seconded by Seamus Magee.

The Board agreed if a further letter of response is required Counsel will be engaged in drafting. Following discussion, Commissioners agreed to share the legal advice received with sponsor department as per the powers available under the Charities Act (Northern Ireland) 2008, as proposed by Carmel Mullan and seconded by Kieran Donaghy.

**AP2: Approach sponsor department for their views and agreement on pursuing option 4 as the preferred way forward.**

**AP3: Legal advice to be shared with sponsor department.**

#### **4. Registration Pilot**

The Head of Charity Services highlighted the context to the pilot exercise and outlined a number of high level options aimed at speeding up the registration process and increasing the number of registration decisions that could potentially be made by a Schedule 1 Committee.

Commissioners discussed various risks related to the options, resourcing assumptions and business plan targets. The Schedule 1 Committee Terms of Reference and operating procedure was reviewed at length and a number of changes identified.

The Board agreed to suspend parts of the current registration manual creating a Registration pilot 2021/22 manual v 1.0 to facilitate the pilot approach to the end of March 2022, and to take forward Option 3 if additional resourcing was signed off by sponsor department, and if not then Option 2, as proposed by Carmel Mullan and seconded by Hugh McKeag.

The CEx undertook to amend the Schedule 1 Committee Terms of Reference and operating procedure to reflect the identified changes and circulate to the Board for agreement by correspondence.

It was agreed to review the Board's standing orders at the November meeting.

**AP4: 'Registration pilot manual' version 1.0 to be implemented to facilitate the pilot.**

**AP5: amended Schedule 1 Committee Terms of Reference and operating procedure to be revised and circulated for agreement by correspondence.**

**AP6: Board to review its standing orders at November meeting.**

#### **5. Issues for next meeting (15 November 2021)**

Noted

**6. Agreement to share Board papers with DfC**

Following discussion, Commissioners agreed to share Board meeting papers with sponsor department as per the powers available under the Charities Act (Northern Ireland) 2008, as proposed by Gerard McCurdy and seconded by Patricia Kelly.

**7. AOB**

Commissioners discussed taking forward reporting on the Review by Independent Counsel and follow up communication with those who engaged in the process. It was agreed to share the summary report with participants and that an action plan covering recommendations arising from the review be brought to a future Board meeting. The Chair outlined the next steps in providing further assurances to sponsor department.

Following a review of the decision at the last Board meeting regarding agenda item 6 C (1) Staff Handbook it was clarified that the Commission would implement the child protection policy as originally worded and develop a wider corporate safeguarding approach.

Commissioners discussed future meeting dates and potential for resumption of face to face meetings towards year end.

**AP7: Staff Handbook Child Protection Policy to be implemented.**  
**AP8: Organisational approach to safeguarding to be developed.**

Meeting ended at 12.15am

<b>Register of Outstanding Action Points</b>					
93(1)	18/10/21	1	Minutes of Board Meeting No 92, 27 September 2021 to be published on CCNI website.	HCorpS	Complete
93(2)	18/10/21	3	Approach sponsor department for their views and agreement on pursuing option 4 as the preferred way forward	CEx	Underway
93(3)	18/10/21	3	Legal advice to be shared with sponsor department	CEx	Complete
93(4)	18/10/21	4	Registration pilot manual' version 1.0 to be implemented to facilitate the pilot.	HCS	Underway
93(5)	18/10/21	4	amended Schedule 1 Committee Terms of Reference and operating procedure to be revised and circulated for agreement by correspondence.	CEx	Complete
93(6)	18/10/21	4	Board to review its standing orders at November meeting.	CEx	Underway
93(7)	18/10/21	7	Staff Handbook Child Protection Policy to be implemented.	HoCS	Underway
93(8)	18/10/21	7	Organisational approach to safeguarding to be developed.	CEx	Underway
92(2)	27/09/21	3	Chair to write to sponsor department to clarify next steps pre-publication of report and fact checking opportunities in review of Charity regulation.	Chair	Completed
92(4)	27/09/21	5a	Additional Board meeting agenda item to include legal advice on compensation claim.	CEx/ HCorpS	Complete
92(6)	27/09/21	5b	Existing MOUs to be reviewed.	HChS	Underway
92(7)	27/09/21	5d	Executive summary in redacted form to be shared with Ministerial Review panel.	CEx	Complete

92(8)	27/09/21	5d	Chair to liaise with Counsel re provision of a high level summary of Section 7 of their report for sharing with others.	Chair	Complete
92(9)	27/09/21	5d	CEx to liaise with sponsor department about plans to publish aspects of the report and develop of a communications plan for Board agreement.	CEx	Complete
92(10)	27/09/21	5g	Future stakeholder forum meetings to be scheduled in advance of Board meetings.	HChS	Complete
92(11)	27/09/21	6a	Minutes of HR Committee 17 February 2021 to be published.	HCorpS	Complete
92(12)	27/09/21	6b	Revised terms of reference to be published.	HCorpS	Complete
92(13)	27/09/21	6c	HR policies on Child & Vulnerable Adults Protection, Inefficiency Sickness and Inefficiency Performance to be implemented.	HCorpS	Underway
92(14)	27/09/21	6d	Office recovery plan to be implemented.	HCorpS	Underway
92(15)	27/09/21	6e	Minutes of A&RA Committee 11 May 2021 to be published.	HCorpS	Complete
92(16)	27/09/21	6g	Revised Business Continuity Plan to be circulated to Commissioners.	HCorpS	Complete
92(17)	27/09/21	6h	Statement to be amended and submitted to sponsor department with Chair's electronic signature.	CEx	Complete
92(18)	27/09/21	7	Charity Tribunal to be informed of change to Commission's Decision Review Process and timeframes.	HChS	Underway
92(19)	27/09/21	7	Revised Decision Review process to be implemented and information to be published on the Commission's website.	HChS	Underway

92(20)	27/09/21	8	2021/22 Business Plan to be amended and changes submitted to sponsor department.	HCE/ HCorpS	Underway
92(21)	27/09/21	9	Letter of apology to be issued as per NIPSO advice.	Chair/ HCorpS	Complete
90(8)	17/05/21	5d	Impact of the Stakeholder Forum to be measured via the Research Strategy.	HChS	Underway
90(10)	17/05/21	6b	Information on other regulators' risk register approaches to be collated for Board risk workshop.	HCorpS	Underway
89(3)	22/03/21	4	A session on the transformation project and organisational risks to be organised and independent member of A&RAC Committee to be invited to attend.	HCorpS	Underway
89(12)	22/03/21	6l	People strategy action plan to be updated and brought to the June Board meeting.	HCorpS	Postponed to November
89(14)	22/03/21	7	Version 2.0 of the Casework Manual to be implemented.	HChS	Completed
88(3)	25/01/2021	4	Demo of risk assessment framework to be arranged for Commissioners.	HCorpS	Underway
86(2)	14/12/2020	3	Commissioners to be booked to attend the 2021 Leadership and Governance conference.	HCorpS	Underway
86(18)	14/12/2020	9	Paper to February HR Committee on remote working.	HCorpS	Postponed
85(3)	09/11/20	3	Commissioners are to join in on staff welfare events.	HCorpS	Underway
85(5)	09/11/20	4b	New enquiries 'concerns about charities' on line form to be implemented	HCE	Underway
84(10)	28/09/2020	8d	Chief Commissioner to nominate a Board member to undertake the oversight role.	Chief Comm	Underway

83 (6)	22/06/2020	7	Séamus Magee to raise, through the A&RA Chairs' forum, the need for those using the NICS shared ICT services to have software to effectively support remote working.	S Magee	Underway
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