



**Minutes of Board Meeting No. 69 held on Thursday 01 November 2018  
at 9:30am, at CCNI Offices, Lurgan**

**Present:**

Tom McGrath, Chief Commissioner  
Geraldine Donaghy, Commissioner  
Séamus Magee, Commissioner  
Norman Bennett, Commissioner  
Steven Cockcroft, Commissioner (Legal)

**In Attendance:**

Frances McCandless, Chief Executive  
Punam McGookin, Head of Charity Services  
Myles McKeown, Head of Compliance and Enquiries  
Aubrey McCrory, Head of Corporate Services  
Jenny Dougan, Board Apprentice  
David McGurk, Finance & Admin Officer

Meeting preceded by a presentation at 9am on Serious Incident Reporting and Safeguarding.

**1. Minutes of Meeting 17 September 2018**

Following discussion, the minutes of the meeting held on 17 September 2018 were agreed as a true and correct record as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

**AP1: Board minutes to be published on CCNI website.**

**2. Conflicts of Interest**

No conflicts of interest were declared at the outset.

**3. Chair's Business, Correspondence and Meetings**

Board noted correspondence related to ongoing litigation and that the Chair expected a response from DfC within a week. It was agreed the Department's response would be shared with Commissioners and they will decide whether a further meeting is required to consider next steps.

The Head of Corporate Services provided an overview of the recent Department for Communities planning event for Arm's Length Bodies attended by senior staff and the Chair.

**4. Chief Executive's Report**

The CEx introduced her report and highlighted recent correspondence with NIPSO and ongoing discussions with sponsor Department in relation to premises. The Board noted the Chief Executive had been contacted by the NIAO regarding a matter related to an investigation. Various planned work in relation to publication of inquiry related reports was noted by the Board.

**5. Charity Services Report**

The Head of Charity Services introduced the report highlighting various key challenges and developments in policy. Following discussion, the Board approved amendments to the Trustee Anonymity process and a number of other minor updates to the registration manual, to be incorporated along with the streamlining changes agreed in September 2018, creating version 12.0 as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

The Board also considered a review of the Decision Review manual and approved the recommendation to maintain the current manual scope and enhance the complaints manual, as proposed by Steven Cockcroft and seconded by Geraldine Donaghy. The Board also discussed high profile cases and a series of queries were addressed by the Head of Charity Services.

**AP2: Registration manual process to be updated, creating version 12.0 for implementation.**

**AP3: Complaints process to be amended.**

**6. Compliance & Enquiries Report**

The Head of Compliance & Enquiries provided an overview of the report noting the number of annual return defaulters was lower than expected at the end of October. Details of high profile and closed cases were discussed. A briefing was provided on the Action Renewables enquiry and action taken by the charity's trustees. It was noted a new format of Enquiries reporting would be brought to the Board in January.

**AP4: New format of Enquiry report to be brought to January Board meeting.**

**7. Corporate Services Report**

The Head of Corporate Services introduced the report and, following discussion, Commissioners confirmed they were content with the wording of the draft 2018/19 Business Plan previously submitted to sponsor department. Board also noted progress in terms of budget spend, and that all KPIs were on track at mid-year. Following discussion of Business Plan implementation the Board indicated it was content that actions marked as behind and unlikely to be achieved by year end were de-prioritised in the

second half of the year. The high volume of complaints and FOIs during July and August was noted.

## **8 Policies & Processes**

### **8a. Publishing our decisions internal policy**

The Head of Charity Services introduced the revised policy and summarised the key changes. Following discussion the Board approved the Publishing our decisions internal policy, subject to minor amendment, creating version 3.0 as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

**AP5: Publishing our decisions internal policy version 3.0 to be implemented.**

### **8b. Amended Statutory Inquiry Report Section of Enquiries Manual**

The Head of Monitoring & Compliance introduced the paper recommending amendments to the Enquiries Manual covering certification of reports and clarifying the circumstances under which the Commission will share its findings in advance of publication. Following discussion the Board agreed the amended Enquiry Manual creating version 7.0, as proposed by Geraldine Donaghy and seconded by Séamus Magee.

**AP6: Enquiry Manual version 7.0 to be implemented.**

### **8c. First Draft Strategic Plan**

The Chief Executive introduced the draft strategic plan and the Board noted the approach Senior Management Team were recommending in terms of priorities for the next three years. Feedback from stakeholders at the September public meeting and other comments received to date were outlined and following discussion the Board agreed at this time to submit an indicative budget for 2019/10 to sponsor branch based on option 1 as proposed by Séamus Magee and seconded by Geraldine Donaghy.

A number of amendments were discussed and it was agreed a revised draft Strategic Plan 2019/22 and a draft Business Plan 2019/20 based on option 1 will be presented at the December Board meeting.

**AP7: revised draft Strategic Plan 2019/22 and draft Business Plan 2019/20 to be presented at December Board Meeting.**

## **10. Issues for next meeting**

It was noted that the next meeting would take place on 17 December 2018 in CCNI offices at 9:30am.

## **12. AOB**

The format of the annual public meeting was raised and suggestions for next year noted for future discussion.

Meeting ended at 11:40am.

### Register of Outstanding Action Points

<b>Board Meeting and Action Point Number</b>	<b>Date Raised</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Owners</b>	<b>Status</b>
69(AP1)	01/11/2018	1	Board minutes to be published on CCNI website.	HCorpS	Completed
69(AP2)	01/11/2018	5	Amendments to the registration manual process, creating version 12.0	HCS	Underway
69(AP3)	01/11/2018	5	Amendment to complaints process	HCorpS	Underway
69(AP4)	01/11/2018	6	The new format of the Enquiry List to be brought to Board by January.	HC&E	Underway
69(AP5)	01/11/2018	8a	Amendments to Publishing our decisions policy, internal guidance	HCS	Underway
69(AP6)	01/11/2018	8b	Amendments to be made to the Statutory Enquiries Report, 1 <sup>st</sup> draft to be brought to Board in December	HC&E	Underway
69(AP7)	01/11/2018	8c	Revised Strategic Plan and 1 <sup>st</sup> draft Business Plan to be presented at December Board Meeting	HCorpS	Underway
68 (AP2)	17/09/18	5	Mergers Manual v1.0 to be implemented.	HCS	Underway
68 (AP5)	17/09/18	6	Geraldine Donaghy to liaise with HC&E regarding developing future reporting	GD	Underway
68 (AP6)	17/09/18	8a	Commissioners to complete and return conflict of interest forms	HCorpS	Underway
68 (AP11)	17/09/18	9c	Media lines to take to be circulated	HCorpS	Underway

68 (AP17)	17/09/18	12	Changes to Registration Manual v12.0 to be signed off by CEx	CEx	Underway
68 (AP18)	17/09/18	12	Appraisal forms to be circulated and dates for Commissioner appraisals to be set asap.	CEx Board	Underway
56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway
54-5	19/9/2016	3	Arrange enhanced vetting for all Commissioners.	HCorpS	Underway