

**Stakeholder forum – online meeting note
Wednesday 12 March 2025 - 10:00am – 12:30**

Attendees:

Charlene Brooks	Belfast Healthy Cities
Aoife Hamilton	Deputy Chief Commissioner
Andrea Brown	Disability Action
Denise Copeland	NICVA
Michele Crilly	Special Olympics
Lorraine Griffin	COSTA
Denise Hayward	Volunteer Now
Clare Jenner	Parentkind
Louise Little	North Down Community Network
Valerie McConville	C03
Bill Megraw	County Down Rural Community Network
Diarmuid Moore	Early Years
Derek Powell	CRUN
Ann Breslin	CCNI – PDM, Notetaker.

Arrived later: Ian Simpson, NIPSCBF

Apologies: Michael Briggs (EBCDA) Tony Clarke (Start 60), Mary T Conway (Omagh Forum for Rural Associations), Conor Flanagan (Supporting Communities), Lisa Keys (Boys Brigade NI), Brenda McMullan (Halifax Foundation), Sophie Nelson (HEReNI).

Ref	Item	Action point/Decision	Update
1	Welcome – discussion re use of Firefly and other programmes to take note of meetings.	AP 1: ToR to be updated to state that as standard stakeholder forum meeting will not be recorded or digital programmes used for note taking at this point.	Not yet begun
2	Commission update	<ul style="list-style-type: none"> - Recruitment of new Chairperson and extension of terms for relevant members of forum. <p>AP 2: Members to be informed when this is confirmed.</p> <p>AP 3: Email form Commission to relevant forum members asking them to extend their term of membership for another three years.</p> <p>AP 4: recruitment of funder, accountant and legal person.</p> <ul style="list-style-type: none"> - Scheme of delegation - Registration Threshold - Draft Strategic plan 2026/29 - The draft strategic plan will be consulted on between June and September 2025. <p>AP 5: – Let sector know when the procedures are back in place for staff to make decisions and any change to timelines.</p>	<p>Completed</p> <p>Completed</p> <p>Not yet begun</p> <p>Note explaining Scheme on Commission website – no further information about timescales, may have better idea when manuals have been updated. This work is underway.</p>
3	Apologies	Noted	

4	Members update (moved up the agenda as representative had to leave the meeting early).	Update from NDCN	
5	Notes of previous meeting.	<p>Roles of the Stakeholder forum, Helper groups and Critical friends – clarification of these roles was welcomed.</p> <p>Draft key work themes – Discussion and suggestions from forum.</p> <p>AP 6: To be collated into a more structured workplan.</p> <p>AP 7: Forum also agreed to have this as a standing item at meetings to look at it on a rolling basis to keep it fresh and relevant.</p> <p>AP 8: Note of Commissioners response to review of forum to be amended to clarify Commission staff would attend meetings where their participation would meaningfully support specific agenda items.</p> <p>Decision: Note of meeting accepted with amendments.</p>	<p>Draft completed</p> <p>Completed</p> <p>Completed</p>
6	Members agenda items	<p>Two items from Volunteer Now representative: (i) Developing Governance group is providing a lunchtime series of seminars to promote the Code of Good governance. Members were asked to promote this.</p> <p>(ii) Request to share Commission contact details with Dept of education link who will be engaging with</p>	Added to Commission ezine.

		charity trustees for the youth work sector. AP 9: Agreed to introduce Commission's Policy development manager by email.	Completed
7	AOB	Any update from DfC re Threshold – Commission is hoping to hear the results of consultation in Spring.	

Next meeting:

Date: Wednesday 11 June 2025

Time: 10:00am – 12:30, followed by light lunch.

Venue: Marlborough House, Central Way, Craigavon, BT64 1AD.