



**Minutes of Board Meeting No. 68 held on Monday 17 September 2018
at 9:30am, at CCNI Offices, Lurgan**

Present:

Tom McGrath, Chief Commissioner
Geraldine Donaghy, Commissioner
Séamus Magee, 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

Apologies:

Norman Bennett, Commissioner

Meeting preceded by a presentation at 9am on the Commission's risk framework.

The Chair opened the meeting at 9:30am and welcomed the new Board Apprentice Jenny Dougan.

1. Minutes of Meeting 15 June 2018

Following discussion, the minutes of the meeting held on 15 June 2018 were agreed as a true and correct record, as proposed by Geraldine Donaghy and seconded by Seamus Magee.

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

It was noted the Chair and Legal Commissioner were dealing with a complaint and a response was being prepared.

4. Chief Executive's Report

The CEX introduced her report, outlining a number of strategic issues and developments since the last meeting. The Board noted the *Publishing our decisions* policy was being updated to take into account: current practice regarding publication of registration refusals; guidance on naming individuals in a Statutory inquiry report; a number of additions with regard to charity proceedings and orders, and that the Interim Statutory Inquiry Report into DPOANI would also be subject to review. Changes in personnel in the Sponsor Branch were noted and arrangements for the Annual Public Meeting is on 15 October in Mossley Mill, Newtownabbey were agreed.

5. Charity Services Report

The Head of Charity Services introduced the report noting various points including development of the website landing page to improve the accuracy of the charity register and details of organisations called forward for registration were now being published. Commissioners noted that casework applications are outstripping registration applications. The Board also considered the pilot charity tax status information protocol with HMRC and in light of the limited risk it was agreed to end the pilot, as proposed by Steven Cockcroft and seconded by Seamus Magee. Following discussion the Board agreed a number of changes to the Mergers Manual, and agreed the manual as version 2.0 as proposed by Steven Cockcroft and seconded by Seamus Magee.

AP2: Amended Mergers Manual version 2.0 to be implemented.

AP3: Charity tax status information protocol with HMRC to be ended.

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries provided a brief overview of the report and Commissioners raised a number of queries regarding trends in concern handling and measures being taken to close older cases. The Board were briefed on current issues around delays in the submission of church accounts and steps being taken by the Compliance team. It was agreed Geraldine Donaghy would liaise with the Head of Compliance & Enquiries about developing future reporting. Commissioners approved removal of a minor part of the Enquiries manual regarding certification of Statutory Enquiry Reports and agreed the manual as version 6.0 as proposed by Steven Cockcroft and seconded by Seamus Magee.

AP4: Amended Enquiries Manual version 6.0 to be implemented

AP5: Geraldine Donaghy to liaise with HCE regarding developing future reporting

7. Corporate Services Report

The Head of Corporate Services introduced the report and Commissioners discussed a number of issues in relation to GDPR, cyber Security testing, Transformation Plans, and the Budget. Commissioners welcomed the successful in year bids for resource and a significant capital commitment for

Transformation over 2018-2020. Details of Internal Audit fieldwork starting in September was noted. Commissioners agreed to complete conflicts of interest forms.

AP6: Commissioners to complete and return conflict of interest forms

8 Reports from Sub Committees:

A&RA Committee issues

8a. Minutes of A&RA Committee meeting 8 May 2018

Following discussion, the minutes of the meeting held on 8 May 2018 were agreed as a true and correct record, as proposed by Geraldine Donaghy and seconded by Steven Cockcroft. The Board were briefed on the most recent meeting and various items of business which included a Cyber Security briefing.

AP7: A&RA Committee minutes to be published on Commission website.

8b. Risk Register

Following discussion, the Board approved the Risk Register and agreed Risk 5 be reduced in light of in year resourcing being made available by sponsor department, as proposed by Geraldine Donaghy and seconded by Steven Cockcroft.

AP8: Risk Register to be updated

8c. Internal Audit TOR

The Board noted the terms of reference for the first Internal Audit assignment had been agreed and the Board were content with the programme. Séamus Magee outlined details of the committee members' meeting with internal and external auditors without staff present and noted the complimentary assessment of staff in terms of preparation of the audit file and cooperation. The NIAO report to those charged with governance, including one level three good practice recommendation was noted, and Commissioners welcomed the overall satisfactory assurance.

9 Policies & Processes

9a. Monitoring manual Update

The Head of Compliance and Enquiries introduced the paper highlighting the key developments which the Board agreed as version 2.0 as proposed by Séamus Magee and seconded by Steven Cockcroft.

AP9: Amended Monitoring manual version 2.0 to be implemented.

9b. Premises Issues

The Chief Executive outlined the current negotiations on accommodation needs and the Board discussed the pros and cons of the Department's proposals to relocate the Commission. CEx indicated plans had not been finalised yet but the Commission would be arguing for provision of a bespoke office layout and consideration of excess fares. The Trade Union view was noted and it was agreed the Commission would have to look at changes in working practices. Following discussion the Board agreed to write to the Department accepting their proposal to relocate the Commission as proposed by Séamus Magee and Seconded by Geraldine Donaghy.

AP10: CEx to write to sponsor Department indicating the Board agreed to its proposal to relocate the Commission

9c. Media Policy & Protocol

The Chief Executive outlined the paper. During discussion it was agreed to re-circulate the lines to take and include the social media policy and a statement regarding use of Twitter on the website. The Board adopted the Media Policy & Protocol v1.0 as proposed by Steven Cockcroft and seconded by Seamus Magee.

AP11: media lines to take to be circulated.

AP12: Social Media Policy and statement on use of Twitter to be added to website.

AP13: Media Policy & Protocol v1.0 to be implemented.

9d. Strategic Plan Consultation

The Chief Executive introduced the consultation paper and the Board reviewed the proposed priorities and emerging risks, which included Safeguarding as a major challenge to public trust and confidence in the sector. After discussion the Board agreed to issue the document for comment, subject to minor amendment, as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

AP14: Strategic Plan comment document to be issued following amendment.

9e. Customer Charter

Head of Charity Services introduced the paper identifying a series of additions and amendments. Following discussion the Board agreed to adopt the updated Customer Charter as proposed by Geraldine Donaghy and seconded by Steven Cockcroft.

AP15: Updated Customer Charter to be published.

9f. Transformation update and Phase II – registration changes

The Head of Corporate Services outlined progress and information on NI Direct call handling arrangements and monitoring. Further information on call handling and access numbers was requested. The Head of Charity Services outlined a series of proposed changes to the registration manual based on the Board taking a higher risk appetite and to streamline the process. After discussing the changes the Board agreed the manual as version 12.0 as proposed by Steven Cockcroft and seconded by Séamus Magee. It was agreed the Chief Executive would sign off the registration manual once it had been changed to reflect the Board's decision.

AP16: Further information on call handling and access numbers to be circulated.

AP17: Registration Manual v12.0 to be signed off by CEx

9g. Review Scheme of Responsibilities

Scheme of Responsibilities was discussed and Board noted no amendments were needed at this time.

9h. MSFM Review

CEX reminded the Board a review exercise was undertaken every six months and no breaches of the MSFM had been identified at this time.

9i. Legal update

The Board noted the update.

9j. Re-publication of LNR report

The Chief Executive introduced the paper and outlined her considerations in relation to re-publishing the report. These were endorsed by the Board.

9k. Hospitality Register

Board reviewed the register and were content.

10. Issues for next meeting – 1 November 2018.

It was noted that the next meeting would take place on 1 November 2018 in CCNI offices at 9:30am.

12. AOB

The Equality Scheme Progress Report was introduced and Board agreed to review and agree by correspondence. It was noted Tracey Meharg would be the new Permanent Secretary in the sponsor Department. It was agreed to circulate forms for the annual appraisal process and to set dates asap.

AP 18: Commissioners to review Equality Scheme Progress Report and agree by correspondence.

AP 19: Appraisal forms to be circulated and dates for Commissioner appraisals to be set asap.

Meeting ended at 12:20pm.

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
68 (AP1)	17/09/18	1	Board minutes to be published on CCNI website	HCorpS	Completed
68 (AP2)	17/09/18	5	Mergers Manual v1.0 to be implemented.	HCS	Underway
68 (AP3)	17/09/18	5	Charity tax status information protocol with HMRC to be ended.	HCS	Completed
68 (AP4)	17/09/18	6	Amended Enquiries Manual v 6.0 to be implemented	HC&E	Completed
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 (AP7)	17/09/18	8b	A&RA Committee minutes to be published on Commission website.	HCorpS	Completed
68 (AP8)	17/09/18	9a	Risk Register to be updated	HCorpS	Completed
68 (AP9)	17/09/18	9b	Amended Monitoring manual v2.0 to be implemented	HC&E	Completed
68 (AP10)	17/09/18	9c	CEx to write to sponsor Department indicating the Board agreed to its proposal to relocate the Commission	CEx	Completed
68 (AP11)	17/09/18	9c	Media lines to take to be circulated	HCorpS	Underway

68 (AP12)	17/09/18	9d	Social Media Policy and statement on use of Twitter to be added to website	HCorpS	Completed
68 (AP13)	17/09/18	9e	Media Policy & Protocol v1.0 to be implemented	HCorpS	Completed
68 (AP14)	17/09/18	9f	Strategic Plan comment document to be issued following amendment	HCorpS	Completed
68 (AP15)	17/09/18	9f	Updated Customer Charter v2.0 to be published.	HCorpS	Completed
68 (AP16)	17/09/18	9f	Further information on call handling and access numbers to be circulated.	HCorpS	Completed
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	Commissioners to review Equality Scheme Progress Report and agree by correspondence	Board	Completed
68 (AP18)	17/09/18	12	Appraisal forms to be circulated and dates for Commissioner appraisals to be set asap.	CEX Board	Underway
66 (AP5)	14/5/2018	8(c)	Commissioners to forward comments to CEX on Annual Report	CEX	Completed
66 (AP8)	14/5/2018	9(g)	Revised Consultation Timetable to be Developed	HCorpS	Completed
65 (AP5)	20/3/2018	9(a)	Further presentation on Risk Pillars to June 18 meeting	HCorpS	Completed
65 (AP7)	20/3/2018	10	Style/Format of next Public Meeting suggestions to be sent to CEX	CEX	Completed
60(AP3)	26/06/2017	5	Task and Finish group to be set up for Schemes and Orders manual development	HCS	Underway
59(AP11)	15/05/2017	9d	Head of Compliance & Enquiries to update Board on the granting of AMR dispensations in June 2018	HC&E	Completed

58 (AP21)	15/03/2017	11	Reconsider Commission values as part of strategic plan	HCorpS	Completed
58 (AP22)	15/03/2017	12	Share lessons learned on Waiver Decision with CCEW and OSCR	CEX	Completed
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