



**Minutes of Board Meeting No. 70 held on Monday 17 December 2018
at 9:30am, at CCNI Offices, Lurgan**

Present:

Tom McGrath, Chief 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

Apologies: Geraldine Donaghy, Commissioner

1. Minutes of Meeting 69 - 01 November 2018

Following discussion, the minutes of the meeting held on 01 November 2018 were agreed as a true and correct record as proposed by Séamus Magee and seconded by Norman Bennett.

AP1: Board minutes to be published on CCNI website.

2. Conflicts of Interest

Steven Cockcroft declared a conflict in relation to his employer, Johns Elliott, being instructed in relation to Maureen Boal Trust, Causeway School, and the Odyssey trust. The Chair indicated the Commissioner would have to leave the meeting if any discussion arose.

No other conflicts of interest were declared.

3. Chair's Business, Correspondence and Meetings

The Chair highlighted recent correspondence in relation to Victoria Housing Estates (VHE). The Head of Monitoring and Compliance gave an update on developments the charity was considering and ongoing litigation in relation to former Trustees. It was confirmed an interim report into VHE had been

published. The Chair indicated the agenda would be taken out of order to ensure items requiring a decision were dealt with while the meeting was quorate.

4. Chief Executive's Report

The CEx introduced her report and highlighted issues in relation to premises. The CEx briefed on a number of high profile cases in depth and made the Board aware of a minor IT issue arising from the web site switch over which resulted in delays in responding to a number of emails. Various differences in registration regulations between Northern Ireland and Ireland and the grounds for requiring registration were discussed and noted by the Board.

5. Charity Services Report

The Head of Charity Services introduced the report highlighting various key challenges and developments in policy, including a consultation on SORP governance. The Board noted that amendments to the Trustee Anonymity process will be brought to Board in Jan 2019 following consideration of privacy implications. The Board took note of various resourcing issues highlighted by the Head of Charity Services. The Board also discussed high profile registration cases and a series of queries were addressed by the Head of Charity Services.

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries provided an overview of the report. Details of high profile and closed cases were discussed. It was noted a new format of Enquiries reporting would be brought to the Board in January. The Board approved the recommendation for an amendment, following the outcome of consultation, on how accounts are displayed on the register after checking, as proposed by Steven Cockcroft and seconded by Norman Bennett.

AP2: Amendments to be made to the register

7. Corporate Services Report

The Head of Corporate Services introduced the report and, following in-depth discussion, the Board noted aspects relating to resourcing, budget spend, recruitment exercises in January and that all KPIs were on track.

8. Reports from Sub-Committees

8a. Minutes of A&RA Committee meeting 4 September 2018

Following discussion, the minutes of the meeting held on 4 September 2018 were agreed as a true and correct record, as proposed by Séamus Magee and seconded by Norman Bennett.

AP3: A&RA Committee minutes to be published on Commission website.

8b. Risk Register

Following discussion, the Board approved the Risk Register, as proposed by Séamus Magee and seconded by Norman Bennett.

8c. NIAO Audit Strategy

Following discussion, the Board approved the NIAO Audit Strategy with revised dates, as proposed by Séamus Magee and seconded by Norman Bennett.

8d. Review of Finance Procedures

Following discussion of review findings and highlighting of minor amendments, the Board approved changes to the Finance Procedures, as proposed by Séamus Magee and seconded by Norman Bennett.

AP4: Amendments to Finance Procedures to be implemented.

8e. Review of Business Continuity Plan

Following discussion of review findings and highlighting minor amendments, the Board approved the updated Business Continuity Plan, as proposed by Séamus Magee and seconded by Norman Bennett.

AP5: Amended Business Continuity Plan to be implemented.

9 Policies & Processes

9a. Business and Strategic Plan

The Head of Corporate Services introduced the revised draft Business and Strategic Plans. A number of amendments were highlighted following a staff planning session held after the last Board meeting. It was agreed the Board notify any further amendments to be incorporated into the plan by Thursday 20 December 2018 before submission to the sponsor Department, as proposed by Tom McGrath & seconded by Norman Bennett.

AP6: Any further amendments to Business & Strategic Plans to be notified by Thursday 20 December 2018, before submission to sponsor Department.

9b. Data sharing agreement with Land and Property Services

The Head of Compliance & Enquiries introduced the proposed agreement noting the areas covered were useful to the Commission's regulatory work. Following discussion the agreement was adopted, to be signed by the Chief Executive on behalf of the Commission, as proposed by Séamus Magee and seconded by Steven Cockcroft.

9c. IT MOU with CCEW

The Head of Corporate Services introduced the proposed IT MOU and briefed Commissioners on possible changes to the Charity Commission for England & Wales's ICT agenda. Following discussion the need to co-opt external IT

expertise to the A&RA Committee was approved and the Board agreed to the updated MOU as proposed by Séamus Magee and seconded by Steven Cockcroft.

AP7: Amended MOU to be signed and implemented

AP8: HoCS to identify external IT expertise to join the A&RA Committee.

9d. Legal Update

The Board noted the update.

Norman Bennett left the Meeting at 11.25am

10. Issues for next meeting

These include options for Board Assessment.

It was noted that the next meeting would take place on 29 January 2019 in CCNI offices at 9:30am.

11. AOB

The Board agreed to set up a meeting with the acting Grade 3 in sponsor Department.

AP9: CEX to arrange meeting with G3 in sponsor Department

Meeting ended at 12pm.

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
70(AP1)	17/12/2018	1	Board minutes to be published on CCNI website.	HCorpS	Completed
70(AP2)	17/12/2018	6	Minor amendments to be made to the register	HC&E	Underway
70(AP3)	17/12/2018	8a	A&RA Committee minutes to be published on Commission website.	Comms	Completed
70(AP4)	17/12/2018	8d	Amendments to Finance Procedures to be implemented.	HoCS	Underway
70(AP5)	17/12/2018	8e	Amended Business Continuity Plan to be implemented.	HoCS	Underway
70(AP6)	17/12/2018	9a	Any further amendments to Business & Strategic Plans to be notified by Thursday 20 December 2018, before submission to Sponsor Department.	HoCS	Underway
70(AP7)	17/12/2018	9c	Amended MOU to be signed and implemented	HoCS	Underway
70(AP8)	17/12/2018	9c	HoCS to identify external IT expertise to join the A&RA Committee.	HoCS	Underway
70(AP9)	17/12/2018	11	CEX to arrange meeting with G3 in sponsor Department	CEX	Underway
69(AP2)	01/11/2018	5	Amendments to the registration manual process, creating version 12.0	HCS	Underway

69(AP4)	01/11/2018	6	The new format of the Enquiry List to be brought to Board by January.	HC&E	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