



**Minutes of Board Meeting No. 71 held on Tuesday 29 January 2019
at 9:00am, 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
Aubrey McCrory, Head of Corporate Services
Jenny Dougan, Board Apprentice
David McGurk, Finance & Admin Officer

Apologies: Myles McKeown, Head of Compliance and Enquiries

1. Minutes of Meeting 70 – 17 December 2018

Following discussion the minutes of the meeting held on 17 December 2018 were agreed as a true and correct record as proposed by Séamus Magee and seconded by Steven Cockcroft. It was agreed vetting for Commissioners would be re-activated when new commissioners were appointed.

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 Causeway School. The Chair indicated as no related decisions were being made the Board member could continue to participate in the meeting.

No other conflicts of interest were declared.

3. Chair's Business, Correspondence and Meetings

It was noted the Board passed their condolences onto a member of staff after a family bereavement. The Chair highlighted he was awaiting a meeting date to be confirmed with the new Grade 3 in the sponsor Department.

4. Chief Executive's Report

The CEx introduced her report and highlighted developments in relation to a number of high profile cases. The Chair requested the legal team provide the Board with an update in relation to an ongoing litigation case. Details were provided on CCEW plans for fundamental changes to their IT systems and timescale for the Commission to look at a number of options for its future provision. Board noted CEx recently attended a Regulatory & Oversight Forum and it was extremely useful. In light the appointment of several Board members ending in the coming months the format of a Commissioner Exit Meeting was discussed, and a location and date was agreed.

AP2: Legal team to provide the Board with an update in relation to an ongoing litigation case.

5. Charity Services Report

The Head of Charity Services introduced the report highlighting various aspects including a reduction in volume of organisations called forward for registration in quarter 4 to facilitate the Transformation project. The Board noted a briefing session on 19 & 20 February for Commissioners and staff on a range of charity law issues. Various resourcing issues and changes in staffing within the legal team were highlighted. The Board also discussed high profile registration cases and a series of queries were addressed by the Head of Charity Services. Board requested a minor change to the heading of one report for clarification.

AP3: Head of Charity Services to amend heading of one registration report for clarification

6. Compliance & Enquiries Report

The Chief Executive provided an overview of the report in the Head of Compliance & Enquiries' absence. Details of high profile and closed cases were discussed. In terms of reporting it was agreed going forward to exclude those concerns received which turned out to be outside the Commission's powers and jurisdiction. Commissioners welcomed the launch of a new online Annual Monitoring Return tutorial which has been viewed many times. Following queries the CEx undertook to review acknowledgement and response letters to ensure the risk based approach and resourcing priorities were reflected.

AP4: Minor amendments to be made to the Enquiries Report

AP5: CEx to review letters to those submitting concerns to ensure the risk based approach and resourcing priorities were reflected.

7. Corporate Services Report

The Head of Corporate Services introduced the report and highlighted forthcoming internal and external audit fieldwork. A series of queries in relation to ICT, HR and Communications work were responded to, with the Board noting the need to prioritise dealing with Freedom of Information

requests given statutory timescales. An update on the budget position and business plan progress was noted. Following feedback from sponsor department the draft 2018/19 Business Plan was discussed again and a minor wording change was agreed as proposed by Séamus Magee and seconded by Norman Bennett.

AP6: Minor wording change to the draft 2018/19 Business Plan to be finalised and resubmitted to sponsor department.

8. Policies and Processes

8a. Communications 3 year strategy 2019-22

The Head of Corporate Services introduced the proposed strategy and, following in-depth discussion, the Board agreed there was a need to significantly increase the existing communications budget to £30k to enable an advertising campaign around the charity register. The strategy was adopted, subject to minor amendment, as proposed by Séamus Magee and seconded by Geraldine Donaghy

AP7: Minor changes to be made to communication strategy 2019/22.

AP8: Arrangements to be made for an advertising campaign in 2019/20.

8b. Transformation update

The Head of Corporate Services introduced the report which detailed the proposed future state for Registration and Casework processes. Following detailed discussion, the Board agreed to broadly adopt the future state processes set out in Annex 1 and 2, after further consideration and prioritisation by SMT, as proposed by Geraldine Donaghy and seconded by Norman Bennett. The Board also agreed a detailed action plan setting out systems and procedural changes would be brought to subsequent Board meetings, and Officers taking forward amendments to manuals to reflect the relevant future states agreed by the Board.

AP9: Future state Registration and casework processes to be implemented after consideration by SMT

AP 10: Detailed action plan setting out systems and procedural changes to be brought to March Board meeting.

8c. Minor amendments to the Compliance manual regarding closures

Following discussion, the Board approved deleting the 'Removing a charity from the register of charities' section from the Monitoring Manual creating version 3.0 and making a number of minor amendments regarding closures to the Compliance Manual creating version 5.0, as proposed by Séamus Magee and seconded by Geraldine Donaghy.

AP11: Amended Monitoring and the Compliance manuals to be implemented.

8d. Review of Trustee anonymity process

Following discussion, the Board approved changes to the Registration manual concerning the Trustee anonymity process creating version 12.0, as proposed by Steven Cockcroft and seconded by Séamus Magee.

AP12: Amended Trustee anonymity process to be implemented.

8e. ICT Strategy options paper

The Board noted the paper.

8f. Discussion of Board self-assessment options for this year

Board noted Commissioners would discuss this at the Commissioner Exit meeting on 13th February 2019.

AP13: CEx to forward forms to Commissioners.

8g. GDPR update

The Head of Corporate Services introduced the report outlining various aspects of GDPR. The Board noted that GDPR progress is satisfactory to date.

10. Issues for next meeting

Issues noted.

11. AOB

None.

Meeting ended at 11.20am.

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
71(AP1)	29/01/2019	1	Board minutes to be published on CCNI website	HCorpS	Completed
71(AP2)	29/01/2019	4	Legal team to provide additional information on ongoing litigation	Legal	Underway
71(AP3)	29/01/2019	5	Minor re-wording of one Charity report appendices	HCS	Underway
71(AP4)	29/01/2019	6	Minor amendments to be made to the Enquiries list	HC&E	Underway
71(AP5)	29/01/2019	6	CEx to review the response letter to those submitting concerns about Charities	CEx	Completed
71(AP6)	29/01/2019	7	Minor wording change to the 2018/19 Plan	HCorpS	Completed
71(AP7)	29/01/2019	8a	Minor wording change to communication strategy 2019/22	Comms	Underway
71(AP8)	29/01/2019	8b	Minor amendments to process of Registration	HCorpS	Underway
71(AP9)	29/01/2019	8c	Minor amendments to the Compliance manual	HC&E	Underway
71(AP10)	29/01/2019	8d	Minor amendments to the Trustee anonymity process	HCS	Underway
71(AP11)	29/01/2019	8f	CEx to forward forms to Commissioners	CEx	Completed

56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway