



**Minutes of Board Meeting No. 48 held on Monday 9 November 2015  
at 09.30, Skainos Centre, Belfast.**

**Present:**

Tom McGrath, Chief Commissioner  
Walter Rader, Deputy Chief Commissioner  
Stephen Cockcroft, Commissioner (Legal)  
Geraldine Donaghy, Commissioner  
Brenda Maitland, Commissioner  
Seamus Magee, Commissioner  
Norman Bennett, Commissioner

**In Attendance:**

Frances McCandless, Chief Executive  
Aubrey McCrory, Head of Corporate Services  
Myles McKeown, Head of Compliance and Enquiries  
Punam McGookin, Head of Charity Services  
Kathryn Jennett, Administrative Officer

**1. Minutes of Meeting 21 September 2015**

Following discussion the minutes of the meeting held on 21 September 2015, were agreed as a true and correct record proposed by Geraldine Donaghy and seconded by Brenda Maitland, subject to minor amendment.

**AP 1: Board minutes to be published on CCNI website**

**2. Conflicts of Interest**

The Chair reminded Commissioners of the Freedom of Information protocol and the need to declare any conflicts of interest prior to the meeting. Stephen Cockcroft identified a conflict of interest with regard to the Odyssey Trust, and the Board noted he would take no part in any discussion or decision making in relation to the body in the future. No further conflicts were declared at the outset.

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

The Chair welcomed Steven Cockcroft to the Board as the new legally qualified Commissioner and looked forward to his contribution. The Chief Executive gave an overview of the International Regulators' conference plans and noted a brief had been circulated to the Board in advance of their

meeting later that day with the Minister. Commissioners discussed arrangements to operate Religious Designation and plans by DSD to introduce legislation related to Section 86 of the Charities Act (Northern Ireland) 2008. The Board noted the Chief Executive's advice on the Department's role in making policy and, following consideration of the possible implications and equality challenges the Commission might face in relation to the proposed legislation, it was agreed to raise concerns about the operation of such legislation with the Minister following proposal by Walter Rader and seconding by Geraldine Donaghy.

The Chair highlighted correspondence regarding the Boardroom Apprentice scheme. Following discussion the Commission's participation was approved and the Chief Executive undertook to draft a response on the Chairs' behalf.

**AP2: Chief Executive to draft a response on the Chair's behalf regarding the Boardroom Apprentice scheme.**

**4. Chief Executive's Report**

The Chief Executive introduced her report. In relation to the decision to register Omagh Early Years, the Board noted that the disclosure of new information by the charity at the Tribunal stage enabled the Commission to assess the public benefit requirement. The Chief Executive clarified the role of the Commission in defending the Charity Tribunal's decision on the meaning of "persons" in the High Court following a challenge by the Attorney General. An update on the proposed Voluntary Exit Scheme was given and arrangements were confirmed to submit a business case at this time, given the lack of certainty about 2016/17 budget parameters. Following discussion, the Board welcomed a suggestion that the Commission pursue a legal apprenticeship and that steps be taken to liaise with CPD regarding procurement processes and nature of due diligence checks by employment agencies.

**AP 3: Commission to contact the Law Society regarding placement students.**

**AP4: Liaise with CPD regarding procurement processes and nature of due diligence checks by employment agencies.**

**5. Environmental Policy**

The Head of Corporate Services introduced the draft policy to the Board, which set out a range of measures the Commission should seek to undertake to improve its performance and promote efficient use of resources. The policy was approved following proposal by Walter Rader and seconded by Seamus Magee.

**6. Registration manual Failure to Apply step**

The Head of Charity Services introduced the paper to the Board, which had been through a Task and Finish group. It was agreed that the Commission's

actions would be published as a 'warning' to other organisations to encourage greater compliance. Following a query about how much detail would be made available, the Head of Compliance and Enquiries confirmed no trustee details would appear and only the name of the organisation would appear on a list of those against whom the Commission was taking action. This would be published following a series of checks. The Failure to Apply step was approved for use as part of the registration manual following proposal by Norman Bennett and seconded by Seamus Magee.

**7. Amendments to the manual for unincorporated charities**

The Head of Charity Services introduced the amendments to the Board advising that a number of changes and factors to be considered have been identified following the processing of applications to date. Following discussion the amendments were approved by the Board after proposal by Geraldine Donaghy and seconded by Brenda Maitland.

**8. First draft strategic and business plans**

The Head of Corporate Services introduced the draft plans to the Board and highlighted the work to date including: the joint staff and Commissioner workshop, team discussions, staff planning day, as well as engagement with stakeholders seeking views and suggestions on the contents of the strategic plan. The Board confirmed the overall approach and layout, in particular the layering of strategic aims, what success would look like, how we will measure success, the actions needed and the milestones and results. The draft plans were agreed in principle, subject to amendments for consideration at the December Board meeting, as proposed by Seamus Magee and seconded by Walter Rader. Further work on costs and refining options using results of work by the Staff Resource Unit will be undertaken, with any further budgetary parameters confirmed by the Department to be included in the draft plans.

**AP 5: Amendments to be made to plans and a further draft to be considered by the Board at the December meeting.**

**9. Q2 Business Plan progress report**

The Head of Corporate Services introduced the report to the Board, which reflected changes requested by Commissioners at the September Board meeting. The proportion of objectives in the business plan commenced and on target, and factors impacting on delivery, were noted. The Chief Executive highlighted the impact of uncertainty about resourcing levels in 2016/17 on delivery of the target for calling forward charities for registration. If achieved this could result in the registration system being highly loaded with applications. Should sufficient resources not be in place this could result in processing delays throughout 2016/17. The Board agreed to notify the Department of its intention at present to miss the called forward business plan target, noting this could be reversed if the resourcing position was confirmed early in quarter 4.

**AP 6: Chief Executive to advise the Department of the Board's intention to miss the called forward business plan target.**

**10. Casework Update**

The Head of Charity Services introduced the paper to the Board highlighting some key issues, noting that as of today the team were 5% ahead of the annual target for registration decisions. Commissioners noted the position and welcomed the progress. Work on preparing for the commencement of Section 166 of the Charities Act was noted, involving external legal counsel.

**11. Investigation Update**

The Head of Compliance and Enquiries introduced the update to the Board highlighting key information and figures, and Commissioners noted progress. Details of a recent Tribunal ruling in relation to the Disabled Police Officers Association of Northern Ireland were outlined and Commissioners noted this was the culmination of over two years work to date. Commissioners welcomed a brief update on the Statutory Enquiries into Bangor Provident Trust and Victoria Housing Estates, noting the resignation of Trustees and the use of statutory powers including the appointment of an Interim Manager and publication of a notice of intention to remove Trustees.

**12. Monitoring and Compliance Update**

The Head of Compliance and Enquiries introduced the update to the Board; Commissioners noted the progress of the team.

**13. Budget**

The Head of Corporate Services introduced the report to the Board, highlighting various elements of spend. It was confirmed capital spend related to the ICT strategy would be progressed in quarter 4 with CCEW.

**14. Consultation plan for accounting and reporting regulations**

The Head of Compliance and Enquiries introduced the report to the Board, Commissioners noted the plan.

**15. Guidelines for accepting invites to speak on behalf of Commission**

The Chief Executive introduced the guidelines which the Board noted.

**16. Brief on UK process for reporting to the Financial Action Task Force**

The Head of Compliance and Enquiries introduced the process and highlighted that the UK FATF inspection are due to begin March 2018. Commissioners noted the role of the Commission in the process.

**17. Brief on developments in fundraising regulation**

The Head of Charity Services introduced the brief to the Board which noted potential changes including those that may be included in the Protection of Charities Bill being taken forward in England & Wales.

**18. Press Clippings**

Noted.

**19. Hospitality Register**

Noted

**20. Review of Meeting**

No issues were noted.

**21. Issues for next meeting 17 December 2015**

Draft Strategic and Business Plans

Risk Appetite

Accounting Report

Religious Designation Step Out

Premise Update

Refusals

**24. AOB**

The Board agreed to hold an away day in the spring of 2016. Topics to include corporate governance refresher and the Board's role in delivering key messages.

The meeting concluded at 13.10

<b>Register of Outstanding Action Points</b>					
<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>
34 (10)	11/11/2013	Press Clippings	MOU with RQIA to be developed	HCE	Complete
41 (3)	10/11/2014	Issues from HR&R; First Steps towards a HR Strategy	Progress steps towards a HR strategy	HCorpS	Complete
47 (4)	21/9/15	Options for joining HR Connect	Officers to progress resourcing and on-boarding needs with sponsor branch	HCorpS	Complete
47 (5)	21/9/15	Trustee Checks manual	Trustee Declaration form to be amended to include information from Section 86 (1) Charities Act	HCS	Complete
48 (1)	11/11/2015	Minutes of Meeting 9 November 2015	Board minutes to be published on CCNI website	Kathryn	Complete
48 (2)	11/11/15	Chair's Business, Correspondence and Meetings	Chief Executive to draft a response on the Chair's behalf regarding the Boardroom Apprentice scheme	CEO	Complete
48 (3)	11/11/2015	Chief Executive's Report	Commission to contact the Law Society regarding placement students	HoCS	Underway
48 (4)	11/11/2015	Chief Executive's Report	Liaise with CPD regarding procurement processes and nature of due diligence checks for legal placements	HCopS	Complete
48 (5)	11/11/2015	First draft strategic and business plans	Amendments to be made to plans and a further draft to be considered by the Board at the December meeting	HCopS	Underway

48 (6)	11/11/2015	Q2 Business Plan progress report	Chief Executive to advise the Department of the Board's intention to miss the called forward business plan target	CEO	Complete
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