



**Minutes of Board Meeting No. 56 held on
Monday 12 December 2016 at 9.30am
At CCNI, 257 Lough Road, Lurgan**

Present:

Tom McGrath, Chief Commissioner
Steven Cockcroft, Commissioner (Legal)
Norman Bennett, Commissioner
Brenda Maitland, Commissioner
Geraldine Donaghy, Commissioner
Seamus Magee, Commissioner

In Attendance:

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

The Chair opened the meeting by welcoming everyone.

1. Minutes of Meeting 7 November 2016

Following discussion, the minutes of the meeting held on 7 November 2016 were agreed, subject to minor amendment, as a true and correct record as proposed by Steven Cockcroft and seconded by Norman Bennett.

AP1: Board minutes to be amended and published on CCNI website

2. Conflicts of Interest

No conflicts of interest were declared at the outset.

3. Chair's Business, Correspondence and Meetings

The meeting discussed a range of legal processes in hand and noted various hearings scheduled for late December that could potentially establish further case law benefitting regulation of the charity sector. The Chair noted he had met with Arthur Scott from the Department for Communities (DfC), and advised that the outcome of the Strategic Review may be delayed, and there was potential for consultation by the Department if policy recommendations arose early next year. The Board noted this could delay confirmation of resourcing needs as identified in the capacity review. The Chair also advised

he had received notification of a wider Executive review of arm's length bodies that would begin early in the New Year.

4. Chief Executive's Report

The Chief Executive advised the meeting that the Minister has approved the new registration target, and the business plan will be updated accordingly. The Board noted the outcome of recent recruitment exercises and that a Voluntary Exit Scheme bid had been made as the Commission may face budget cuts in 2017/18. Copies of new NIAO guidance on Board Effectiveness aimed at NDPBs were circulated. It was agreed that this would be examined further by the Board at the next Board development day.

Details of ongoing cases and advice from Counsel were discussed and it was agreed to further consider these at the next Legal Advisory Group. The Board noted a range of AQWs had been responded to and agreed that the Enquiries update would be dealt with as a sub item under the Chief Executive's agenda item, with details circulated with her report.

Two forthcoming thematic case studies were discussed, with good outcomes for the charities and beneficiaries arising from the Commission's intervention.

AP 2: Business Plan target to be amended

AP 3: Board effectiveness guidance to form part of next Board development day

5. A&RA Committee issues

a) Updated Risk Register

The Audit & Risk Assurance committee chair introduced the risk register, and advised that risk levels remain unchanged since the previous Board meeting. The satisfactory assurance outcome from the first Internal Audit assignment was noted. The register was adopted as proposed by Geraldine Donaghy, seconded by Stephen Cockcroft.

b) Minutes of A&RA Committee on 29 September 2016

The minutes of A&RA Committee on 29 September 2016 were, subject to minor amendment, adopted by the Board as proposed by Seamus Magee, seconded by Norman Bennett.

AP 4: A&RA Committee minutes to be amended and published on website.

6. HR Committee issues

a) Minutes of HR Committee meeting on 19 October 2016

The minutes of HR Committee on 19 October 2016 were adopted by the Board as proposed by Steven Cockcroft, seconded by Norman Bennett.

b) People Strategy Action Plan

The Chair of the HR Committee updated the Board on the recent presentation to the HR Committee by an Investors in People (IiP) practitioner. This covered the new standard, its benefits and potential costs. The committee had identified how a practical focus on key issues could be taken forward and had agreed to use elements of IiP in 2017/18 to support internal processes and inform development of the People Strategy action plan.

AP 5: HR committee minutes to be published to website

AP 6: HR Committee to take forward elements of IiP in 2017/18.

7. Draft Business Plan 2017-2018

The Head of Corporate Services highlighted amendments to the draft Business Plan following Board discussion at its meeting in November 2016. It was noted the plan is subject to the outcome of the sponsor department's Strategic Review and consideration of the Capacity Review options. Various elements will be finalised once the Commission is advised of the overall position and budget. The Board agreed to adopt the draft Plan for submission to the sponsor department in December as proposed by Seamus Magee, seconded by Steven Cockcroft.

AP 7: Draft Business Plan to be submitted to sponsor department.

8. Annual Monitoring Return Regulations

The Head of Compliance & Enquiries summarised The Charities (Annual Return) Regulations 2016, highlighting the need to remove the fundraising question until DfC has taken a policy position on the regulation of charity fundraising, at which time the Commission can reconsider the monitoring question. The Board discussed the draft regulations and underlined the need to ensure effective management of Trustee anonymity, where applicable. It was noted guidance on serious incident reporting would be developed in 2017/18 and references to other charity regulators should be enhanced. The Annual Monitoring Return Regulations were agreed, subject to minor amendment, as proposed by Seamus Magee and seconded by Norman Bennett.

AP 8: The Charities (Annual Return) Regulations 2016 to be made to come into effect on 1 January 2017.

9. 2016-17 Business Plan Progress Report and Data Hub

The Head of Corporate Services outlined the Business Plan Progress Report to the end of October, noting activities were mainly on target. Following discussion of the various indicators and measures it was agreed to develop the report to include more commentary and fewer statistics.

AP 9: Business Plan Progress Report to be reviewed and amended format to be developed for 2017/18.

10. Review of Corporate Governance Framework

The Head of Corporate Services summarised the results of the review of the Commission's Corporate Governance Framework. A number of proposals for further development were discussed by the Board. In light of the earlier decision to consider the NIAO's Board Effectiveness guidance at a Board development day, it was agreed to finalise changes to the framework at the May Board meeting.

AP 10: Corporate Governance framework to be amended following the Board development day for consideration at the May Board meeting.

11. Budget

The Head of Corporate Services highlighted a number of main points arising in relation to the November month end budget report, noting a bid for additional resources had been made to the January monitoring round. This was needed to enable the Commission to effectively perform checks on the first large volume submission of Annual Monitoring Returns during the next quarter. Commissioners noted the pressures associated with securing and utilising this spend before year end.

12. Legal update

Noted.

13. Research – Register of Charities at three years old

Research report content and plans for publication noted.

AP 11: Research report to be published to website.

14. Press clippings.

Noted.

15. Hospitality register

Noted.

16. Review of meeting.

Noted.

17. Issues for next meeting.

- Quarter 3 Business Plan progress report
- Matters of Material Significance
- Complaints Process and Manual
- ICT Strategy 2017-20
- Strategic Review

18. AOB

The Chief Executive advised that she had met with her counterpart in the Charities Regulatory Authority in Ireland, and plans to agree an MOU were

being taken forward with the aim of bringing forward a document for Board consideration as soon as possible. It was agreed a meeting between the two Chairs and CEOs would be arranged when a draft document was available.

It was agreed to hold a Board Development Day in mid February 2017.

The Board was reminded that a prompt turn around of the Quarterly Assurance Statement in January required a prompt response from all Commissioners.

AP 12: MOU with CRA to be drafted

AP 13: Meeting between CCNI and CRA to be arranged.

Register of Outstanding Action Points					
Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
56-1	12/12/2016	1	Board minutes to be amended and published on CCNI website		Completed
56-2	12/12/2016	4	Business Plan target to be amended	HCorpS	Completed
56-3	12/12/2016	4	Board effectiveness guidance to form part of agenda for next Board development day		Underway
56-4	12/12/2016	5(b)	A&RA Committee minutes to be amended and published on website.	Admin	Completed
56-5	12/12/2016	6(a)	HR minutes to be published to website	Admin	Completed
56-6	12/12/2016	6(b)	HR Committee to take forward elements of IiP in 2017/18	HR Com	Underway
56-7	12/12/2016	7	Draft Business Plan to be submitted to sponsor department	HCorpS	Completed
56-8	12/12/2016	8	The Charities (Annual Return) Regulations 2016, to be made to come into effect on 1 January 2017		Completed
56-9	12/12/2016	9	Business Plan Progress Report to be reviewed and amended and format to be developed for 2017/18	HCorpS	Underway
56-10	12/12/2016	10	Corporate Governance Framework to be amended following Board development day (for consideration at May Board)		Underway
56-11	12/12/2016	13	Research report to be published to website		Completed

56-12	12/12/2016	18	MOU with CRA to be drafted		Underway
56-13	12/12/2016	18	Meeting between CCNI and CRA to be arranged		Underway
55-12	07/11/2016	8	Pass records policy & schedule to PRONI for agreement.	HCorpS	Completed
55-13	07/11/2016	8	Disseminate to staff when agreed with PRONI	HCorpS	Underway
54-4	19/9/2016	3	Develop a protocol for attending meetings and producing an agreed note	CEX	Underway
54-5	19/9/2016	3	Arrange enhanced vetting for all Commissioners.	HCorpS	Underway
53-8	19/9/2016	6	Monitor and review 7 month reminders and report to Board	HM&C	Underway
53-10	19/9/16	9	Review arrangements for removing inappropriate material from the website register	HCorpS	Underway
49-3	17/12/15	CEX's Report	Chief Commissioner to draft agenda for board meeting with CRA	Chief Comm	Underway