

Minutes of Board Meeting No. 96 held on Monday 24 January 2022 at 9:30am by video conference.

Present:

Nicole Lappin, Chief Charity Commissioner (Chair)
Gerard McCurdy, Deputy Chief Charity Commissioner
Kieran Donaghy, Charity Commissioner
Séamus Magee, Charity Commissioner
Patricia Kelly, Legal Commissioner

In Attendance:

Frances McCandless, CEx
Aubrey McCrory, Head of Corporate Services
Punam McGookin, Head of Charity Services
Rossa Keown, Head of Compliance & Enquiries
Ciara McCann, Minutes
Shirley Kernan, for agenda 5.a
Maria Curry, Boardroom Apprentice

Apologies: Hugh McKeag, Charity Commissioner

The Chair welcomed everyone to the meeting.

1. Minutes of Board Meeting 95, 20 December 2021

Following discussion the minutes of the Board Meeting held on 20 December 2021 were agreed, as a true and correct record, as proposed by Séamus Magee and seconded by Patricia Kelly. The Board discussed co-opting someone with accountancy skills and agreed to revisit this after discussion with DFC.

AP1: Minutes of Board Meeting No 95, 20 December 2021 to be published on CCNI website.

2. Conflicts of Interest

Nothing recorded. The Chair reminded Commissioners to raise any conflict of interests.

3. Chair's Business, Correspondence and Meetings

The Chair mentioned the forthcoming meeting with staff from the Office of the Northern Ireland Public Services Ombudsman and updated on the process of assurances to Sponsor Department. Commissioners were apprised on issues covered at a recent Department for Communities (DfC) Arm's Length Bodies forum meeting.

4. Chief Executive's Report

The Chief Executive briefed the Board on a range of issues in the report and highlighted a number of Tribunal cases that have been withdrawn. Following

a recommendation, the Board agreed to continue with the Board Room Apprentice Programme next year. The Board discussed a request from DfC to share certain legal advice and agreed to waive legal privilege with DfC after informing Counsel, on the basis of no onward sharing, as proposed by Nicole Lappin and seconded by Séamus Magee. The Board discussed and agreed to facilitate a study project involving use of Commission data sets as proposed by Gerard McCurdy and seconded by Kieran Donaghy.

5. Policies and Processes

Shirley Kernan joined the meeting at 10.20 am.

a. Ministerial Review Report -

The report was warmly welcomed and Commissioners were enthusiastic about discussing the report with DfC in the coming weeks and planning the next stages. The Board identified initial groups of recommendations around prioritising registration, being an enabling regulator, and proportionate regulation. The Board recognised that more resources would be required to deliver the report in full, however, the Commission would prioritise recommendations in consideration with DfC depending on the level of resourcing available. Following discussion, the Board agreed to develop a high level Business Plan for 2022-23, including a range of 'quick wins', and that other areas of work to implement the report would be planned for as part of the overall approach to developing a strategic plan for 2023-26, as proposed by Nicole Lappin and seconded by Séamus Magee.

AP2: a high level draft Business Plan to be brought to the March Board meeting reflecting discussions with DfC in February.

Shirley Kernan left the meeting at 11.45 am.

b. Legal Update

The Board noted the legal update.

c. Update on action plan regarding independent council review

The Board noted the action plan update and agreed it would be reviewed again in May.

AP3: Action plan update to be reviewed at May Board meeting.

d. Board Self-Assessment

The Board noted that completed self-assessment forms need to be sent to the Chief Executive by the end of February 2022.

AP4: Board to forward completed self-assessment forms to CEx by end February.

6. Reports from sub-committees

Schedule 1 decisions

Board noted the list of decisions made by a single Commissioner. A range of feedback suggesting the registration pilot was working well was noted.

7. Charity Services Report

The Head of Charity Services highlighted a number of developments and introduced changes to the procedure for Incorporation which were discussed and agreed as proposed by Kieran Donaghy and seconded by Gerard McCurdy. The Head of Charity Services also outlined plans to extend the registration pilot into April to enable it to run for five months as originally agreed.

AP5: Changes to procedure for Incorporation to be implemented

8. Compliance and Enquiries Report

The Head of Compliance & Enquires highlighted the current high level of voluntary filing at forty eight percent and provided a briefing on recent high profile media coverage of the sector. The Board also noted substantial progress had been made and all current statutory enquiries were anticipated to be closed in the near future.

9. Corporate Service Report

The Head of Corporate Services outlined developments on a number of strategic issues and gave an update on risks to plans to spend the annual budget. Initial feedback from Internal Audit during the second assignment was outlined. Business plan progress at end of quarter 3 was reviewed and a number of actions were highlighted that may not be completed by year end. The Board accepted these would be considered for progressing as part of the subsequent business plan or stood down.

10. Issues for next meeting 21 March 2022

- Issues from HR and A&RA committees
- Draft High Level Business Plan 2022-23
- MSFM compliance
- Post registration removals/closures manual
- Safeguarding policy
- Engagement strategy
- Policy on releasing decision makers' names under FOI
- MOU with Charities Regulatory Authority

11. Agreement to share Board papers with DfC

Proposed by Kieran Donaghy and seconded by Patricia Kelly.

AP6: –Board papers to be shared with DfC.

12. A.O.B

Training on Section 24 was noted.

Meeting ended at 12.35 pm

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
96 (1)	24/01/2022	1	Minutes of Board Meeting No 95, 20 December 2021 to be published on CCNI website.	HCorpS	Complete
96 (1)	24/01/2022	5a	high level draft Business Plan to be brought to the March Board meeting reflecting discussions with DfC in February.	HCorpS	Complete
96 (1)	24/01/2022	5c	Action plan update to be reviewed at May Board meeting.	CEx	Underway
96 (1)	24/01/2022	5d	Board to forward completed self-assessment forms to CEx by end February.	Board	Complete
96 (1)	24/01/2022	7	Changes to procedure for Incorporation to be implemented	HCS	Complete
96 (1)	24/01/2022	11	Board papers to be shared with DfC	CEx	Complete
95 (2)	20/12/2021	3	A&RA committee to take forward co-opting a qualified accountant.	Séamus Magee	Underway
95 (3)	20/12/2021	4	Staff to progress business case for strategic approach to regulation and complaints.	HC&E, HCorpS	Complete
95 (4)	20/12/2021	5 aii)	Staff to put in place arrangements for tracking cases going forward.	HCS	Complete
95 (6)	20/12/2021	6 a)	Minutes of A&RA committee 15 September 2021 to be published on website.	HCorpS	Complete
95 (9)	20/12/2021	6 f)	HR dashboard to be included in Corporate Services update going forward.	HCorps	Complete
95 (10)	20/12/2021	6 g)	Hybrid working policy to be implemented on a pilot basis as permitted by Executive pandemic restrictions.	HCorps	Underway

94 (2)	15/11/21	5a	Staff to take forward a further drafting of the business plan for consideration at the December Board meeting.	HCorpS	Complete
94 (3)	15/11/21	5a	Corporate Social Responsibility policy to be developed as part of the next strategic planning process.	HCorpS	Underway
94 (9)	15/11/21	6	Implementation of changes to Ordinary Parental Leave policy to be negotiated	HCorpS	Underway
94 (10)	15/11/21	6	Communications plan to be developed linked to mediation outcome.	CEX	Complete
93(7)	18/10/21	7	Staff Handbook Child Protection Policy to be implemented.	HoCS	Complete
93(8)	18/10/21	7	Organisational approach to safeguarding to be developed.	CEx	Underway
92(6)	27/09/21	5b	Existing MOUs to be reviewed.	HChS	Underway
92(13)	27/09/21	6c	HR policies on Child & Vulnerable Adults Protection, Inefficiency Sickness and Inefficiency Performance to be implemented.	HCorpS	Complete
92(14)	27/09/21	6d	Office recovery plan to be implemented.	HCorpS	Underway
92(18)	27/09/21	7	Charity Tribunal to be informed of change to Commission's Decision Review Process and timeframes.	HChS	Complete
92(19)	27/09/21	7	Revised Decision Review process to be implemented and information to be published on the Commission's website.	HChS	Complete
90(8)	17/05/21	5d	Impact of the Stakeholder Forum to be measured via the Research Strategy.	HChS	Underway
90(10)	17/05/21	6b	Information on other regulators' risk register approaches to be collated for Board risk workshop.	HCorpS	Underway
89(3)	22/03/21	4	A session on the transformation project and organisational risks to be organised and independent member of A&RAC Committee to be invited to attend.	HCorpS	Underway
88(3)	25/01/2021	4	Demo of risk assessment framework to be arranged for Commissioners.	HCorpS	Underway

85(3)	09/11/20	3	Commissioners are to join in on staff welfare events.	HCorpS	Underway
85(5)	09/11/20	4b	New enquiries `concerns about charities' on line form to be implemented	HCE	Underway
84(10)	28/09/2020	8d	Chief Commissioner to nominate a Board member to undertake the oversight role.	Chief Comm	Underway
83 (6)	22/06/2020	7	Séamus Magee to raise, through the A&RA Chairs' forum, the need for those using the NICS shared ICT services to have software to effectively support remote working.	S Magee	Underway