



**Minutes of Board Meeting No. 76 held on Monday 23 September 2019
at 9:30am, at Charity Commission for Northern Ireland Office, Lurgan.
Meeting preceded by training on Complaints process at 9am.**

Present:

Nicole Lappin, Chief Charity Commissioner
Gerald McCurdy, Deputy Chief Charity Commissioner
Kieran Donaghy, Charity Commissioner
Séamus Magee, Charity Commissioner
Steven Cockcroft, Charity Commissioner

In Attendance:

Aubrey McCrory, Head of Corporate Services
Punam McGookin, Head of Charity Services
Myles McKeown, Head of Compliance & Enquiries
Rachel Harrison, Board Apprentice
David McGurk, Finance & Admin Officer
Shirley Kernan, Communications Officer, item 9(e)

Apologies: Carmel Mullan, Charity Commissioner, Hugh McKeag, Charity Commissioner, Frances McCandless, Chief Executive

1. Minutes of Meeting No 75 – 27 June 2019

Following discussion the minutes of the meeting held on 27 June 2019 were agreed as a true and correct record as proposed by Gerald McCurdy and seconded by Séamus Magee.

AP1: Minutes of Board Meeting No 75 to be published on CCNI website.

2. Conflicts of Interest

The meeting noted the Chief Charity Commissioner is a trustee of several Northern Ireland Ambulance Service (NIAS) charity trusts by virtue of her role as chair of the NIAS Board. It was pointed out steps are underway to remove the chair from these positions. Board members indicated they were content the chair continue in the meantime. No other conflicts of interest were declared.

3. Chair's Business, Correspondence and Meetings

The Chair noted the apologies and welcomed everyone to the meeting, in particular the new Board apprentice Rachel Harrison. The Chair thanked all

Commissioners for their various input and support with a series of meetings since taking up post with senior officials in sponsor department. The role of Commissioners in relation to Schedule 1 committees was discussed and development of support arrangements was agreed. The Chair noted she and the Chief Executive will attend the sponsor department's Arm's Length Bodies Forum on 16 October 2019. Finally the Chair highlighted a complaint against a Commissioner had been dealt with. This was raised without any evidence being submitted and she would produce a report on in due course.

4. Chief Executive's Report

The Head of Compliance & Enquiries introduced the Chief Executive's report in her absence. Following discussion Commissioners considered and agreed an amendment to wording of the draft 2019/20 business plan introduction and an outline process for dealing with complaints about Commissioners as proposed by Steven Cockcroft and seconded by Séamus Magee. Various planned work was highlighted including Tribunal directions hearings and a meeting with NICVA to discuss communication with the sector.

AP2: Revised business plan to be submitted to sponsor department.
AP3: CEx to meet NICVA and update Board on developments.

5. Charity Services Report

The Head of Charity Services outlined aspects of her report and the Board considered two changes to the existing registration manual arising from the Transformation project, which were agreed for incorporation into version 13.0 of the registration manual as proposed by Gerald McCurdy and seconded by Séamus Magee.

The Head of Charity Services highlighted staffing changes and various high risk cases and potential refusals. Commissioners discussed current challenges in progressing registration work and handling customer queries about timescales. The Board noted arrangements were now in place to prioritise call forward of organisations for registration reflecting safeguarding considerations in line with the new strategic plan.

AP4: Updates to registration manual to be implemented.

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries introduced his report with the Board noting various points including details of key cases and Commissioner input to a forthcoming Section 22 enquiry report.

7. Corporate Services Report

The Head of Corporate Services outlined several aspects of the report including an update on the budget for the second half of the year and performance and progress against the business plan. Details of key business cases, HR policy development work and an overview of likely Transformation project by year end was noted.

AP5: circulate latest Transformation project briefing
AP6: develop the monthly management accounts to include additional comparative information on staff compliment

8. Reports from subcommittees

A&RA Committee

a) Minutes 7 May 2019

The minutes of the meeting No 40 held on 7 May 2019 were agreed as a true and correct record as proposed by Kieran Donaghy and seconded by Gerald McCurdy.

AP 7: A&RA ctte minutes meeting No 40 to be published on the website

b) Risk Register

The Chair of the A&RA Committee highlighted the overall position and proposed change in risk ratings. Following discussion of Information & Communication Technology system support arrangements the revised register was agreed as proposed by Stephen Cockcroft and seconded by Gerald McCurdy.

c) NIAO report to those charged with governance

The Chair of the A&RA committee noted the NIAO report which contained a clean audit opinion and no recommendations. The Chief Commissioner noted that the Chief Executive and her team had done an excellent job to produce a clean audit and thanked the staff for their work.

Schedule 1 Committee

a) Minutes of Schedule 1 committees

Noted.

9. Policies and processes

a) Update to process re the making of schemes

The Head of Charity Services introduced the update and explained the purpose of the proposed changes to the existing manual with regard to schemes under Section 32 of the Charities Act (Northern Ireland) 2008. The Chief Commissioner declared an interest regarding an application and following discussion Commissioners agreed the Chair did not have a conflict in considering the overall process. The Board discussed the test to be applied when assessing applications and details of aspects that may come forward. It was noted the Board will look at the scheme of delegation in due course but in the meantime the process was adopted as proposed by Stephen Cockcroft and seconded by Kieran Donaghy.

AP8: Updates to process of making schemes manual to be implemented

b) Update to registration manual re risk ratings

The Head of Charity Services introduced the paper and noted changes that streamlined internal processes which were agreed by the Board as proposed by Stephen Cockcroft and seconded by Séamus Magee.

AP 9: Updates to registration manual risk ratings to be implemented

c) Monitoring manual amendments and Accounts dispensation high level process

The Head of Compliance and Enquiries introduced a series of amendments to the Monitoring manual and outlined a high level process for dealing with requests from Charities for dispensations from the requirement to undertake an audit of accounts. Commissioners discussed the amendments and a number of queries were raised regarding plans to mark the public charity register to indicate charities whose accounts had failed basic compliance checks. It was noted this was a different approach from other charity regulators where the regulatory regime was more established and was felt necessary to promote public trust and confidence in the charity sector in Northern Ireland. Following discussion the monitoring manual amendments and high level process was agreed as proposed by Gerald McCurdy and seconded by Séamus Magee.

AP 10: Updates to monitoring manual to be implemented

AP 11: Accounts dispensation high level process to be implemented

d) Governance Framework

The Head of Corporate Services highlighted details of the review of the governance framework and noted work currently underway by sponsor department to develop new guidance and partnership arrangements for Arm's Length Bodies. It was agreed until this was finalised no changes would be made to the current framework as proposed by Gerald McCurdy and seconded by Stephen Cockcroft.

e) Communications plan re decision making

The Head of Corporate Services outlined the plan and the Board discussed the proposed approach. Staff left the meeting for a short period to allow Commissioners to discuss matters in camera. After staff returned the Board finalised their approach following proposal by Stephen Cockcroft and seconding by Gerald McCurdy, and the wording of the public statement was subsequently to be agreed by email.

AP 12: Public statement on decision making to be published on the Commission's website following agreement by email

f) Attendance at International regulators' conference

The Chief Commissioner highlighted benefits of attendance at the conference and it was agreed following proposal by Séamus Magee and seconding by

Stephen Cockcroft to support the business case which required approval by the Permanent Secretary in Department for Communities.

AP13: Business case for CEx attendance at International Regulators' conference to be submitted to sponsor department for approval

g) MSFM review

The Board noted the review.

h) Hospitality register review

The board noted the register.

11. Issues for next meeting

Issues noted.

12. AOB

The Board acknowledged the previous Chair's contribution over the past ten years.

Meeting ended at 13:10pm

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
76(AP1)	23/09/2019	1a	Minutes of Board Meeting No 74 to be published on CCNI website	HCorpS	Complete
76(AP2)	23/09/2019	4	Revised business plan to be submitted to sponsor department.	CEX	Complete
76(AP3)	23/09/2019	4	CEX to meet NICVA and update Board on developments.	CEX	Complete
76(AP4)	23/09/2019	5	Updates to registration manual to be implemented.	HCS	Complete
76(AP5)	23/09/2019	7	Circulate latest Transformation project briefing	HCorpS	Underway
76(AP6)	23/09/2019	7	Develop the monthly management accounts to include additional comparative information on staff compliment	HCorpS	Underway
76(AP7)	23/09/2019	8a	A&RA ctte minutes meeting No 40 to be published on the website	Comms	Complete
76(AP8)	23/09/2019	9a	Updates to process of making schemes manual to be implemented	HCS	Complete
76(AP9)	23/09/2019	9b	Updates to registration manual risk ratings to be implemented	HCS	Complete
76(AP10)	23/09/2019	9c	Updates to monitoring manual to be implemented	HC&E	Complete
76(AP11)	23/09/2019	9c	Accounts dispensation high level process to be implemented	HC&E	Complete

76(AP12)	23/09/2019	9e	Public statement on decision making to be published on the Commission's web site following agreement by email.	Comms	Complete
76(AP13)	23/09/2019	9f	Business case for CEx attendance at International Regulators conference to be submitted to sponsor department for approval	CEx	Complete
75(AP5)	27/06/2019	8b	Minor wording amendment to Draft People Strategy 2019-22	HCorpS	Complete
73(AP2)	13/05/2019	4	CEx to arrange Fundraising Regulator briefing for all Commissioners and Staff	CEx	Underway
73(AP4)	13/05/2019	6	Updates to monitoring manual version 3.0 to be implemented	HC&E	Complete
73(AP5)	13/05/2019	7	Draft 2019/20 business plan to be amended and resubmitted to sponsor branch	HC&E	Complete
73(AP8)	13/05/2019	9(d)	Research strategy to include a baseline and evaluation of comms work	HCS	Underway
72(AP3)	25/03/2019	4	Arrange briefings and board development sessions when remaining board appointments made.	CEx	Underway
72(AP7)	25/03/2019	6	Investigate current amalgamation with Health Trusts.	HCS	Complete
72(AP10)	25/03/2019	10d	Briefing on complaints handling to be provided at next board meeting.	HCorpS	Complete
71(AP9)	29/01/2019	8c	Minor amendments to the Compliance manual	HC&E	Complete
56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway