

Stakeholder forum – meeting note

Held online – Wednesday 22 September 2021, 10:00am - Noon

Attendees:

Andrea Brown (Disability Action)
Ashleigh Roberts (EBCDA)
Cara McCann (HEReNI)
Conor Flanagan (Supporting Communities)
Denise Copeland (NICVA)
Derek Powell (CRUN)
George Gillespie (Volunteer Now)
Jayne Thompson (Parentkind)
Louise Little (NDCN)
Mary T Conway (Omagh Forum for Rural Associations)
Charlene Brooks (Independent chairperson)
Gerry McCurdy (CCNI – Deputy Chief Commissioner)
Frances McCandless (CCNI – Chief Executive)
Ann Breslin (CCNI PDM – minutes)

Apologies: Louise Little (NDCN), who had to leave the meeting at 11:00am.

Ref	Item	Action point/Decision
1.	Members' introductions and what they hoped to discuss at the forum.	
2.	Welcome – Frances McCandless. Update on proposed Charities Bill to address impact of the Court of Appeal judgment. Travel expenses – two online meetings and two in person meetings, with travel expenses.	AP1. Ensure Helper groups alerted before call forward is published.(Ann) Consider suggestion that refresher training be provided to helper groups (Commission) Decision: Members can also log in remotely to an in person meeting. Decision: members agreed their email addresses could be shared with members. Also agreed their names, as members of the forum, could be published by the Commission on its website, newsletter and ezine.

		AP2: Seek similar permission from those not attending today.(Ann)
3.	Welcome – Gerry McCurdy Thanking members for their time and expertise. Asked the forum to identify the challenges for charities, how Commission can support the sector. Need also to be clear about what the regulator can and cannot do.	
4.	Chair – Charlene Brooks Invited the members to consider the Terms of Reference for the forum. Timings of meeting: One per quarter Vice-Chair – to chair meeting if chairperson is unable to attend.	Decision: ToR accepted by forum. AP3: members to identify any gaps in membership and organisations that may be potentially invited to join the forum. Keeping its membership below 20. AP4: Poll of members for date and time which suits most for next meetings. AP5: Members to consider whether they would like to put themselves forward for this role.
5.	Discussion to identify items for future consideration by the forum	AP6: Organisational chart of Commission roles to be provided to members.(Ann) Decision: two major agenda items per meeting and, where necessary, appropriate person from the Commission to come to the forum to respond to these queries.

Key areas identified by this initial discussion:

Overview of the Commission:

- What are the Commission's powers and functions in relation to: registered charities, deemed charities, non-registered charities, those awaiting registration.
- How the call forward list is created and registration is rolled out. To also include how many EOIs in the system awaiting call forward.
- Risk framework

Communications:

- How Commission communicates with organisations: the style, tone and language used. Timelines for Commission to respond to queries from organisations. Should Commission publish guidance on these?
- Has Commission any plans to kickstart/engage with smaller organisations, such as PTAs, whose previous trustees may have submitted an EOI but then moved on and current trustees are unaware of need to register or how to follow up? Need for ongoing communication about registration.

Guidance:

- When can the Commission intervene to help charities experiencing a severe crisis in governance?

Next meeting:

TBC: Most likely late November, doodle poll to find date and time that is suitable for most people. Not Mondays or Fridays.

Prepared by: Ann Breslin

Stakeholder forum – meeting note

Held online –Tuesday 02 November 2021, 10:00am - Noon

Attendees:

Andrea Brown (Disability Action)
Catherine Cooke (FWIN)
Ashleigh Roberts (EBCDA)
Cara McCann (HEReNI)
Conor Flanagan (Supporting Communities)
Derek Powell (CRUN)
Jayne Thompson (Parentkind)
Louise Little (NDCN)
Mary T Conway (Omagh Forum for Rural Associations)
Diarmuid Moore (Early Years)
Bill Megaw (CDRCN)
Charlene Brooks (Independent chairperson)
Ann Breslin (CCNI PDM – minutes)

Punam McGookin (CCNI) –by invitation, to present information to forum.

Apologies:

Denise Copeland (NICVA)
George Gillespie (Volunteer Now),
Gerry McCurdy (CCNI – Deputy Chief Commissioner)

Cara McCann (HERe NI), who had to leave the meeting at 11:00am.

Ref	Item	Action point/Decision
1.	Apologies.	
2.	Note of meeting.	Decision: Note of meeting accepted. AP1: following forum decision, members email addresses to be shared. (Ann)
3.	Punam McGookin, Head of Charity Services. Overview of Commission’s powers and functions, how the Call forward list is created, followed by questions and discussion.	AP2: circulate presentation with note of meeting. (Ann) AP3: CCNI to consider adding postcode or geographic location to Call forward list to assist helper groups to identify those in their area when called forward.(Ann)

		AP4: share feedback on experience of concerns process and importance of human contact with Commission teams.(Punam)
4.	<p>Discussion on gaps in the forum and how to make it more representative.</p> <p>Discussion on how to identify members from the faith sector and from ethnic minority groups.</p> <p>Discussion on going out to the public to seek views, after the forum has been established and found its feet. For now to disseminate information about the forum to other members of our networks and to bring issues from these networks to the forum. Commission open to dedicated webpage for forum on its website.</p>	<p>Decision: Agreed to have a set time to join the forum so as to minimise disruption to the forum as it tries to become established. Audit gaps once a year and towards end of May/June call for new members to represent these areas.</p> <p>AP5: Members to try to identify umbrella groups for faith sector and racial minority groups. Will be invited to apply to join following the same process as used for the initial forum.</p>
5.	<p>A.O.B</p> <p>Only one expression of interest in the role of Vice-Chair, if others would like to submit an expression please do so by Friday 5 November 2021.</p>	

Next meeting: Tuesday 8 March 2022. Whether online or in person TBC.

Topic 1: Dealing with allegations, concerns and investigations – by a member of the Concerns/Enquiries team.

Topic 2: Helper groups – who are they, what is their role re the Commission and the public.

Prepared by: Ann Breslin

Stakeholder forum – meeting note

Held online –Tuesday 08 March 2022, 10:00am - Noon

Attendees:

Catherine Cooke (FWIN)
Denise Copeland (NICVA)
Ashleigh Roberts (EBCDA)
Cara McCann (HEReNI)
Conor Flanagan (Supporting Communities)
Louise Little (NDCN)
Mary T Conway (Omagh Forum for Rural Associations)
Diarmuid Moore (Early Years)
Bill Megraw (CDRCN)
Charlene Brooks (Independent chairperson)
Gerry McCurdy (CCNI – Deputy Chief Commissioner)
Ann Breslin (CCNI PDM – minutes)

Rossa Keown (CCNI) Punam McGookin (CCNI) –by invitation, to present information to forum.

Apologies:

Andrea Brown (Disability Action); George Gillespie (Volunteer Now); Derek Powell.

Ref	Item	Action point/Decision
1.	Apologies.	
2.	Note of meeting. Chair congratulated George Gillespie in taking up post of Vice Chair of the forum.	Decision: Note of meeting accepted.
3.	Rossa Keown, Head of Compliance & Enquiries. Overview of Commission’s powers and functions. Template letters – for tone	AP1: Replies to some queries to be provided by correspondence.
	Discussion	
4.	Punam McGookin and Rossa Keown: new questions on OLAR/AMR, why they are being introduced.	AP2: Send out closed consultation report on OLAR/AMR questions to forum and copy of presentation.

5.	A.O.B Question from Denise Copeland	AP3: Further discussion to consider providing information on structures, other than being a charity, which could be used by organisations. Working group on this topic?

Next meeting: Tuesday 14 June 2022, online

Future meeting dates:

- Wednesday 21 September 2022
- Wednesday 14 December 2022
- Wednesday 22 February 2023

Topic 1: Helper groups – who are they, what is their role re the Commission and the public.

Topic 2: Denise’s question at point 5 above.

Prepared by: Ann Breslin