



**Minutes of Board Meeting No. 72 held on Monday 25 March 2019
at 1:00pm, at Europa Hotel, Belfast**

Present:

Tom McGrath, Chief Commissioner
Gerard McCurdy, Deputy Chief Commissioner
Steven Cockcroft, Commissioner (Legal)
Kieran Donaghy, Commissioner
Séamus 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 & Enquiries
Jenny Dougan, Board Apprentice
David McGurk, Finance & Admin Officer

Apologies: Geraldine Donaghy, Commissioner

1. Minutes of Meeting 71 – 29 January 2019

Following discussion the minutes of meeting 71 held on 29 January 2019 were agreed as a true and correct record as proposed by Steven Cockcroft and seconded by Séamus Magee.

AP1: Minutes of Board meeting No 71 to be published on CCNI website.

2. Conflicts of Interest

Steven Cockcroft declared a conflict in relation to his employer, Johns Elliott, being instructed in relation to Causeway School. The Chair indicated as no related decisions were being made the Board member could continue to participate in the meeting.

No other conflicts of interest were declared.

3. Chair's Business, Correspondence and Meetings

The chair welcomed Gerard McCurdy (Deputy Chief Commissioner) and Kieran Donaghy (Commissioner) to the Board, and confirmed new committee memberships. Séamus Magee will take over as chair of the Audit & Risk

Assurance (A&RA) committee, with Gerard McCurdy and Kieran Donaghy joining A&RA. The Human Resources (HR) Committee will remain unchanged until new commissioners are appointed. The Chair noted a recruitment exercise for his replacement had recently been advertised by Department for Communities (DfC).

4. Chief Executive's Report

The CEx introduced her report and highlighted resource allocation for 2019/20 had been confirmed by sponsor department. This would allow the Commission to begin to progress the 2019/22 strategic plan. The Board discussed recent feedback from sponsor team regarding the 2018/19 business plan. It was agreed that this would be discussed at a forthcoming meeting with the Permanent Secretary and, if necessary, the CEx would write setting out how the Commission would accommodate the department and submit an updated business plan. Developments in relation to a number of high profile cases were outlined and further consultations with senior counsel noted. The CEx briefed Commissioners on plans for government departments to bring forward an 'earned autonomy' approach to sponsored bodies.

Following discussion of anticipated board appointments by DfC over the next four months it was agreed the CEx, in addition to induction meetings, would arrange briefings and board development sessions when all appointments were made. In relation to appointment of an independent member to the A&RA, committee two additional requirements were identified for sponsor department to take forward. It was agreed to continue participation in the Board Apprentice Scheme next year as proposed by the Chair and seconded by Séamus Magee. Séamus Magee agreed to act as 'Board Buddy'.

AP2: CEx to communicate with sponsor department and submit an updated 2018/19 business plan.

AP3: CEx to arrange briefings and board development sessions when remaining board appointments made.

AP4: Two additional requirements for A&RA independent member to be communicated to sponsor department.

5. Charity Services Report

The Head of Charity Services introduced her report. She highlighted plans to reduce the timescale for registration applications to be made from three to one month from April. Other changes to improve the efficiency of the process were outlined. The Board noted turnover of very experienced staff in the legal team and recent appointments. Following a query from Séamus Magee the Board discussed the extent of advice giving to assist charities during registration. Further information was requested in relation to a recent registration refusal.

AP5: HCS to provide information regarding a registration refusal.

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries highlighted a series of areas of work underway and that the 12 per cent of annual monitoring returns for compliance had been completed in line with the business plan target. Arrangements to brief the Board on a current wavier case were confirmed. Following a query from Séamus Magee regarding charitable funds held by Health Trusts, Commissioners noted changes to consolidation of accounts by Department of Health and ongoing work to amalgamate charitable funds within Trusts. The Board agreed to keep this issue on the Commission's agenda.

AP6: HCE to provide information on current wavier application.

AP7: HCS to investigate current amalgamation within Health Trusts.

7. Corporate Services Report

The Head of Corporate Services confirmed plans to fill permanent and fixed term posts following recent notification of resource allocation for 2019/20. Central Procurement Division advice on implementing ICT support arrangements with Charity Commission for England & Wales going forward was outlined. ICT development work should now be progressed once capital was confirmed by DfC. An update on the budget position and business plan progress at end of February was discussed. The Board accepted plans to bring forward budgeting information as part of the quarterly business plan progress reporting in 2019/20.

8. Reports from A&RA committee

a) Minutes meeting No 38 - 10 December 2019

Following discussion, the minutes of the meeting held on 10 December 2018 were agreed as a true and correct record, as proposed by Séamus Magee and seconded by Steven Cockcroft.

AP8: A&RA Committee meeting No 38 minutes to be published on Commission website.

b) Risk Register

Following discussion of a recommended increase in risk 5, concerning effective ICT systems, the Board approved the updated Risk Register, as proposed by Séamus Magee and seconded by Kieran Donaghy.

c) Risk appetite for 2019/20 Business Plan and Risk policy

The Head of Corporate Services outlined the results of the review of the risk policy and the organisation's risk appetite. Minor amendments to the policy and new appetite levels and assurance checking were adopted by the Board, as proposed by Séamus Magee and seconded by Kieran Donaghy.

d) Review Committee terms of reference

The Board noted the outcome of an annual review of the committee's terms of reference and revision to include cyber security. Following discussion, the Board approved the updated terms of reference, as proposed by Kieran Donaghy and seconded by Steven Cockcroft.

e) Internal Audit Assignment 1 and TOR Assignment 2

The Board noted the results of Assignment 1, with overall satisfactory assurance, and the Terms of Reference and early indications for Assignment 2. Following discussion, the Board adopted the reports, as proposed by Tom McGrath and seconded by Steven Cockcroft.

f) Review of Fraud policy and bribery risk assessment

The Head of Corporate Services outlined the results of the review and the Board adopted the assessment, as proposed by Séamus Magee and seconded by Kieran Donaghy.

9. Reports from HR committee

a) Minutes meeting No 26 -22 June 2018

Following discussion, the minutes of the meeting held on 22 June 2018 were agreed as a true and correct record, as proposed by Steven Cockcroft and seconded by Kieran Donaghy.

AP9: HR Committee meeting No 26 minutes to be published on Commission website.

b) HR Policy development update - Health & Safety Arrangements, Performance Management, Competency Framework.

The Head of Corporate Services outlined the various HR policy developments in line with the NICS handbook structure. The Health & Safety Arrangements, and updated Performance Management policy and Competency Framework were adopted by the Board, as proposed by Kieran Donaghy and seconded by Séamus Magee.

c) Staff survey results

Commissioners noted the overall results and discussed a number of initiatives to further develop staff engagement. To develop staff awareness of the Board's commitment to the vision and approach to decision making, it was agreed to refocus attention on staff providing briefings and attending Board meetings. It was noted an action plan would be considered at the next HR Committee meeting.

10. Policies and processes

10a. Board self-assessment outcomes

The Board reviewed the results of the assessment and noted plans to discuss some of the issues with sponsor department imminently.

10b. MSFM review

The CEx assessment was noted by the Board.

10c. Legal update

The Head of Charity Services highlighted current issues.

10d. Complaints manual

The Board noted the updated manual and agreed to hold a complaints handling briefing session at the next board meeting.

AP10: Briefing on complaints handling to be provided at next Board meeting.

11. Issues for next meeting

Issues noted.

12. AOB

The register of gifts and hospitality was noted.

Meeting ended at 3.00pm.

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
72(AP1)	25/03/2019	1	Board minutes meeting no 71 to be published on CCNI website	HCorpS	Completed
72(AP2)	25/03/2019	4	Communicate with sponsor department and submit an updated 2018/19 business plan.	CEx	Completed
72(AP3)	25/03/2019	4	Arrange briefings and board development sessions when remaining board appointments made.	CEx	Underway
72(AP4)	25/03/2019	4	Two additional requirements for A&RA independent member to be communicated to sponsor department.	HCorpS	Completed
72(AP5)	25/03/2019	5	Provide information regarding a registration refusal.	HCS	Underway
72(AP6)	25/03/2019	6	Provide information on current wavier application.	HC&E	Underway
72(AP7)	25/03/2019	6	Investigate current amalgamation with Health Trusts.	HCS	Underway
72(AP8)	25/03/2019	8a	A&RA Committee meeting No 38 minutes to be published on Commission website.	HCorpS	Completed
72(AP9)	25/03/2019	9a	HR Committee meeting No 26 minutes to be published on Commission website.	HCorpS	Completed
72(AP10)	25/03/2019	10d	Briefing on complaints handling to be provided as next board meeting.	HCorpS	Underway
71(AP2)	29/01/2019	4	Legal team to provide additional information on ongoing litigation	Legal	Underway

71(AP3)	29/01/2019	5	Minor re-wording of one Charity report appendices	HCS	Completed
71(AP4)	29/01/2019	6	Minor amendments to be made to the Enquiries list	HC&E	Completed
71(AP7)	29/01/2019	8a	Minor wording change to communication strategy 2019/22	Comms	Completed
71(AP8)	29/01/2019	8b	Minor amendments to process of Registration	HCS	Underway
71(AP9)	29/01/2019	8c	Minor amendments to the Compliance manual	HC&E	Underway
71(AP10)	29/01/2019	8d	Minor amendments to the Trustee anonymity process	HCS	Underway
56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway