

**Stakeholder forum – online meeting note**  
**Wednesday 18 September 2024 10:00am – Noon**

**Attendees:**

Charlene Brooks	Belfast Healthy Cities - Chairperson
Ian Simpson	NIPSCBF – Vice Chairperson
Aoife Hamilton	CCNI - Deputy Chief Commissioner
Andrea Brown	Disability Action NI
Tony Clarke	Start 360
Mary T Conway	Omagh Forum for Rural Associations
Denise Copeland	NICVA
Michele Crilly	Special Olympics Ulster
Conor Flanagan	Supporting Communities NI
Lorraine Griffin	COSTA
Colin Hayburn	Extern
Denise Hayward	Volunteer Now
Lisa Keys	Boys Brigade NI
Diarmuid Moore	Early Years
Valerie McConville	CO3
Punam McGookin	CCNI- Head of Charity Services
Roisin Gargan	CCNI – Interim Casework Manager
Erin Gordon	CCNI – Policy and Research office - Notetaker

**Apologies:** Clare Jenner (Parentkind), Louise Little (North Down Community Network), Bill Megraw (County Down RCN), Brenda McMullan (Halifax Foundation NI), Sophie Nelson (HEReNI), Derek Powell (Causeway Rural & Urban Network), Ashleigh Roberts (EBCDA).

Ref	Item	Action point/Decision	Update
1	Welcome and introductions	Forum members and Commission staff introduced themselves.	
2	Deputy Chief Commissioner and Commission Update	<p>The Commission's Deputy Chief Commissioner provide the forum with an update on:</p> <ul style="list-style-type: none"> <li>- Recently reviewed Terms of Reference</li> <li>- Change in processing time – Casework</li> <li>- Security update to the Commission's online services</li> <li>- Mandatory annual reporting for all charities</li> <li>- Engagement progress and new implementation plan published</li> <li>- The Commission's stand at Future thinking conference.</li> </ul> <p><b>AP1:</b> Forum agreed it was valuable for the Deputy Chief Commissioner to provide a Commission update at the beginning of each meeting.</p>	
3	Apologies	Noted.	
4	Notes of previous meeting.	<b>Decision:</b> Note of meeting accepted.	
5	Feedback on casework letters.	<p>Interim CWM explained changes to Section 98, Section 96 and Section 46 casework letters.</p> <p><b>AP2:</b> Interim CWM to follow up on feedback from the Forum on letters. See Appendix A.</p>	
6	Feedback on Welcome Pack	HCS explained the main updates to the charity Welcome Pack.	

		<p><b>AP3:</b> PRO to follow up on feedback from the forum on the Welcome Pack. See Appendix B.</p> <p><b>AP4:</b> Commission to check with HMRC if HMRC number is required to be displayed like NI charity number.</p> <p>During the discussion around the Welcome Pack the following question was raised:</p> <p><b>AP5:</b> When a charity submits a change of financial year end request to the Commission, do they need to submit the accounts up to the date of the change?</p>	<p>No requirement to display the HMRC number. It is a requirement to display a VAT number.</p> <p>No – not at the point at which the request is submitted. If the request is accepted, then they will have to submit and prepare accounts and reports with the new approved year end date. If the request is refused, no changes are made to the system, and they should prepare their accounts and reports with their current financial year end date. Important to remember that once they have submitted a request for a financial period change, they cannot submit their AMR until the request is either approved or refused by the Commission.</p>
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7	Structured discussion on review of forum	<p><b>AP6:</b> Chairperson to contact Leanne from NICVA regarding facilitating.</p> <p><b>AP7:</b> Review to possibly include a workplan/operational plan, links with Commission/Commissioners, case studies from each team in the Commission and celebrating the success of the forum.</p>	
8	Member update	Denise Copeland provided information on NICVA's Future Thinking Conference in W5 on 22 October 2024.	
9	Rota for blogs	<p>Volunteered:</p> <ul style="list-style-type: none"> <li>• Michele Crilly</li> <li>• Mary T Conway</li> <li>• Denise Copeland</li> <li>• Tony Clarke</li> </ul>	
10	A.O.B	Denise Copeland asked the Forum if they knew a trustee that would be willing to speak at NICVA's trustee conference on 21 November 2024.	

**Prepared by:** Erin Gordon.

**Next meeting:** in person at Marlborough House, on Wednesday 13 November 2024 from 10:00am – 1:00pm.

## **Appendix A**

Feedback on casework letters:

- Suggestion to add the words 'by way of special resolution' at the end of the first paragraph in Section 96 and section 98 letters.
- Suggestion to hyperlink to guidance in all three letters by saying they 'may' be able to help.
- Suggestion to signpost to helper groups in all three letters
- Suggestion to amend to state decision review and appeal to Charity Tribunal run concurrently.

## **Appendix B**

Feedback on the welcome pack:

- Update contents table to reflect titles throughout the welcome pack.
- Include information on what a trustee is in overview section.
- Move 'Names of charity trustees and the names of other charities of which they are charity trustees' further up the list under The register of charities and what it contains.
- Add note under section 3.1 that this email address is for Commission use only.
- Amend wording under 'add a new trustee' to state personal address and date of birth will not be published.
- Amend section 4.1 to include online fundraising platforms.
- Check with HMRC regarding displaying HMRC number.
- Amend section 4.4 to spell out on what lawful basis the Commission has for contacting trustees in this way.
- Amend section 5 to include a line about help from helper groups when completing AMR.
- Forum agreed the table on page 18 is confusing, case studies would be more helpful and easier to understand.
- Amend sentence under serious incident reporting 'It should also be reported to relevant statutory agencies in the jurisdiction where the incident occurred' to include depending on the incident.
- Amend paragraph five under section 6.1 to make clear this is a Safeguarding issue and amend language regarding 'actual abuse'.
- Amend section 7 to make clear cybercrime is not limited to personal data.
- Include note that on registration, a main issue is often on how to log in.