



**Minutes of Board Meeting No. 63 held on Monday 11 December 2017  
at 9:30am, at CCNI Offices, Lurgan**

**Present:**

Tom McGrath, Chief Commissioner  
Norman Bennett, Commissioner  
Geraldine Donaghy, Commissioner  
Séamus Magee, Commissioner  
Steven Cockcroft, Commissioner (Legal)

**In Attendance:**

Frances McCandless, Chief Executive  
Punam McGookin, Head of Charity Services  
Myles McKeown, Head of Compliance and Enquiries  
Aubrey McCrory, Head of Corporate Services  
Margaret Craig, Board Apprentice  
Natasha Mann, Finance & Admin Officer

The Chair opened the meeting at 9:30am.

**1. Minutes of Meeting 6 November 2017**

Following discussion, the minutes of the meeting held on 6 November 2017 were agreed as a true and correct record, as proposed by Steven Cockcroft and seconded by Norman Bennett.

**AP1: Board minutes to be published on CCNI website.**

**2. Conflicts of Interest**

No conflicts of interest were declared at the outset.

**3. Chair's Business, Correspondence and Meetings**

The Board noted that the Chair and CEX had attended a meeting with the Permanent Secretary. It was also noted that Board recruitment was progressing and the Chair had a preliminary meeting with Departmental officials concerning the recruitment process for Commissioner and Deputy Commissioner posts.

**4. Chief Executive's Report**

The CEX introduced her report, noting her attendance at the recent Charity Law Conference and ongoing issues re premises.

## **5. Charity Services Report**

The Head of Charity Services introduced her report. The Board discussed a series of issues around timescales to give decisions on high profile cases. Following a query about timescales for those on the expressions of intent list it was noted legal staff were focused on litigation rather than giving advice on registrations. During discussion, Steven Cockcroft declared a potential conflict of interest and, as this was not directly related to any case under discussion, the Chair allowed him to continue to participate.

The Head of Charity Services highlighted other current work including developing information sharing with HMRC and meeting with casework staff in CCEW to get a better understanding of their approach to casework. In discussion, it was agreed there was a need to build understanding of why some organisations aren't charitable and this should be included in the Communications Plan for 2018/19.

Following a query it was confirmed the Fundraising Regulator was self regulation and voluntary in terms of the levy, but could regulate all charities.

**AP2: Comms plan for 2018/19 to include messages on what is and is not a charity.**

## **6. Compliance & Enquiries Report**

The Head of Compliance & Enquiries outlined details of various work in hand including investigation of concerns and further amendment of the on line concerns form to filter out issues meant for CCEW. Following a query it was confirmed a display error was being corrected in the on line register, where certain information from accounts was displayed in graphical form. The Board noted the accounts themselves continued to be fully accessible.

Following discussion of enquiries reporting the new formatting was agreed, along with changes to update reporting by Heads of Service.

**AP3: Change update reporting by Heads of Service.**

## **7. Corporate Services Report**

The Head of Corporate Services updated the meeting on a range of work underway around complaint handling, media enquiries, and accommodation enhancements. Information on a further capital budget allocation and revenue spend to end of November 2017 was tabled. An overspend of 1.2% was noted along with details of an in year bid submission to ensure spend within budget by year end.

A briefing was provided on the new General Data Protection Regulation statutory requirement for all public bodies to designate a Data Protection Officer. A series of options were noted and following discussion it was agreed

that further information would be collected and a paper submitted to the March Board meeting.

The Head of Corporate Services also informed the meeting that the Finance & Admin Manager had submitted her resignation and that a recruitment exercise would take place in January 2018.

It was noted that Strategic Investment Board is being briefed by staff on our existing systems and procedures in relation to the Transformation project and that a presentation will be made to Board in January 2018.

**AP4: Options paper on Data Protection Officer role to be prepared for March 2018 Board.**

## **8 Reports from sub-committees:**

### **A&RA Committee issues**

#### **8a. Minutes of A&RA Committee meeting 5 September 2017**

Following discussion, the minutes of the A&RA Committee meeting held on 5 September 2017 were agreed as a true and correct record, as proposed by Séamus Magee and seconded by Geraldine Donaghy.

**AP5: A&RA Committee minutes to be published on Commission website.**

#### **8b. Risk register**

Following discussion, the Board approved the risk register, subject to minor amendments as proposed by Séamus Magee and seconded by Steven Cockcroft.

**AP6: Risk register to be amended as agreed and forwarded to sponsor department.**

#### **8c. Business Continuity Plan/Whistleblowing policy**

Following discussion, the Board approved the Business Continuity Plan, subject to minor amendments as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

It was noted following a review that no amendments to the Whistleblowing policy were identified at this time.

#### **8d. Internal Audit first assignment report**

The Board noted that there were no Priority 1 or 2 recommendations and that the overall audit opinion was satisfactory. Two minor Priority 3 recommendations relating to programme/project team working were noted.

The Chair noted this was a good result and thanked Commission staff and management.

## **9 Policies & Processes**

### **9a. Amended waivers process**

The Head of Compliance & Enquiries introduced the paper and outlined the changes to the manual to reflect sections 9 and 10 of the Charities Act. Following discussion, the Board approved the changes to the manual as proposed by Steven Cockcroft and seconded by Séamus Magee.

### **9b. Draft business plan 2018-19**

The Head of Corporate Services introduced the paper and outlined the changes made. Following discussion, the Board approved the document, subject to minor amendments, as proposed by Séamus Magee and seconded by Geraldine Donaghy.

**AP7: Draft business plan to be amended as agreed and forwarded to sponsor department before the end of December.**

### **9c. Annual monitoring return regulations**

The Head of Compliance & Enquiries introduced the paper which outlined the changes to the Annual Return regulations 2017 for accounts commencing 1 January 2018. It was noted that there was nothing new in terms of legal requirements but that the Annual Monitoring Return form has been restructured to encourage compliance and more accurate completion.

Following discussion, the Board agreed the paper as proposed by Séamus Magee and seconded by Steven Cockcroft.

**AP8: Annual monitoring regulations 2017 to be published on website.**

## **10. Update on ongoing litigation**

Ongoing litigation was discussed and it was agreed to continue to defend our position and procedures based on legal advice.

## **11. Issues for next meeting – 22 January 2018.**

It was noted that the next meeting would take place on 22 January 2018 in CCNI offices at 9:30am. The meeting will be preceded by a presentation from the Monitoring and Compliance team at 9am.

## **12. AOB**

None.

Meeting ended at 11:30am.

### Register of Outstanding Action Points

<b>Board Meeting and Action Point Number</b>	<b>Date Raised</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Owners</b>	<b>Status</b>
63(AP1)	11/12/2017	1	Minutes of meeting 62 to be published on website	HCorpS	Completed
63(AP2)	11/12/2017	5	Comms plan for 2018/19 to include messages on what is and is not a charity.	HCorps	Underway
63(AP3)	11/12/2017	6	Change update reporting by Heads of Services.	SMT	Underway
63(AP4)	11/12/2017	7	Options paper on Data Protection Officer role to be prepared for March 18 Board	HCorpS	Underway
63(AP5)	11/12/2017	8a	Minutes of A&RA Cttee 33 to be published on website	HCorpS	Completed
63(AP6)	11/12/2017	8b	Risk register to be amended as agreed and forwarded to sponsor dept	HCorpS	Completed
63(AP7)	11/12/2017	9b	Draft business plan to be amended as agreed and forwarded to sponsor dept before end of December.	HCorpS	Completed
63(AP8)	11/12/2017	9c	Annual monitoring regulations 2017 to be published on website	HC&E	Underway
62(AP4)	06/11/2017	8b	Approved Travel & Subsistence policy to be circulated to all staff	HCorpS	Completed
62(AP5)	06/11/2017	9c	Review wording of monitoring KPIs	HC&E	Completed
62(AP6)	06/11/2017	9c	Next draft of plan to be sent to Commissioners prior to next Board meeting	HCorpS	Completed

62(AP7)	06/11/2017	9e	Head of Corporate Services to prepare paper for Board consideration	HCorpS	Completed
61(AP2)	18/09/2017	3	Letter extending Kieran Donaghy's appointment to be issued early December 2017	CEX	Completed
61(AP5)	18/09/2017	6	Head of Compliance and Enquiries to bring assessment on concerns received up to end March 2018 to May Board meeting	HC&E	Underway
61(AP6)	18/09/2017	7	Head of Corporate Services to contact VSS for policy	HCorpS	Completed
61(AP10)	18/09/2017	9f	Head of Charity Services to change guidance and agree protocol wording with HMRC in relation to granting tax exemptions to unregistered charities	HCS	Underway
60(AP3)	26/06/2017	5	Task and Finish group to be set up for Schemes and Orders manual development	HCS	Underway
60(AP4)	26/06/2017	5	Head of Charity Services to progress changes to reporting of high risk/high profile cases with Head of Monitoring and Compliance	HCS	Underway
59(AP4)	15/05/2017	6	Head of Compliance & Enquiries to present new format to November 17 Board	HC&E	Underway
59(AP11)	15/05/2017	9d	Head of Compliance & Enquiries to update Board on the granting of AMR dispensations in June 2018	HC&E	Underway
58 (AP11)	15/03/2017	6	Develop guidance on serious incident reporting.	HC&E	Underway
58 (AP21)	15/03/2017	11	Reconsider Commission values as part of strategic plan	HCorpS	Underway
58 (AP22)	15/03/2017	12	Share lessons learned on Waiver Decision with CCEW and OSCR	CEX	Underway

56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway
54-4	19/9/2016	3	Develop a protocol for attending meetings and producing an agreed note	CEX	Completed
54-5	19/9/2016	3	Arrange enhanced vetting for all Commissioners.	HCorpS	Underway
53-8	19/9/2016	6	Monitor and review 7 month reminders and report to March/April 18 Board	HC&E	Underway