



**Minutes of Board Meeting No. 53 held on Monday 22 June 2016 at 9.30am  
At CCNI Offices, Lough Road, Lurgan**

**Present:**

Tom McGrath, Chief Commissioner  
Walter Rader, Deputy Chief Commissioner  
Steven Cockcroft, Commissioner (Legal)  
Geraldine Donaghy, Commissioner  
Norman Bennett, Commissioner  
Brenda Maitland, Commissioner  
Seamus 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 and Enquiries  
Kieran Donaghy, A&RA Committee independent member, observer  
Jennifer Black, Administrative Officer

The Chair opened the meeting by welcoming Kieran Donaghy (Independent member of the Audit & Risk Assurance Committee), who was attending the meeting as an observer.

**1. Minutes of Meeting 16 May 2016**

Following discussion, the minutes of the meeting held on 16 May 2016 were agreed subject to minor amendment, as a true and correct record as proposed by Norman Bennett, seconded by Seamus Magee.

**AP 1: Board minutes to be published on CCNI website**

**2. Conflicts of Interest**

Legal Commissioner Steven Cockcroft declared that he has previously undertaken work in relation to Drumragh Integrated College. The Chief Executive advised no matters relating to this body were for discussion or decision, and the Chair indicated the Commissioner could continue to participate in the meeting.

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

The Chair advised he was due to meet the Minister on 29 June 2016, and outlined details of his meeting with Arthur Scott, the new head of the Commission's sponsor branch.

Following confirmation of the Island Centre, Lisburn, for the Board and Public meetings on 19 September 2016, it was agreed to start the board meeting at 12 noon. Apologies were noted in advance from Geraldine Donaghy

In relation to the papers, the Chair noted some appendices were issued in advance and asked that the agenda reflect which papers were issued early and that postal delays in delivery of board papers be looked into.

The Chair reminded everyone that a demo of the new online registration system would follow the meeting.

There was discussion regarding a recent complaint against a staff member, not upheld on investigation, and correspondence to the Minister. The Chair noted the impact on staff of the hostile environment around some investigations. The Board assured the Executive of their full support, and agreed that the risk of pressure on staff and reputational risk needed to be reflected in the corporate risk register. The Board agreed to look again at how the complaints process was managed, and raise with the Minister clarification of the role of MLAs in ongoing investigations. It was agreed to circulate information to aid understanding of the role of elected representatives.

#### **AP2: Review arrangements for posting papers to Board.**

#### **AP3: Chief Commissioner to raise role of MLAs.**

#### **AP4: Policy to circulate information on role of MLAs.**

### **4. Chief Executive's Report**

The Chief Executive introduced her report and drew attention to the KPIs for the 2016-17 Business Plan which had been revised to take account of in year resourcing. KPIs were approved as proposed by Walter Rader and seconded by Steven Cockcroft.

### **5. Issues from HR Committee**

The Chair of HR Committee introduced the papers to the Board.

#### **5a. Minutes from February**

The Board adopted the minutes of the meeting on 17 February 2016, as proposed by Steven Cockcroft; seconded by Walter Rader.

**AP5: Minutes to be published.**

**5b. Review Terms of Reference**

The committee chair highlighted the outcome of the review and the amended Terms of Reference were approved, as proposed by Walter Rader and seconded by Geraldine Donaghy.

**AP6: Terms of Reference to be published.**

**5c. People Plan**

The committee chair highlighted the work in developing the people plan and noted its purpose. The board discussed seeking IIP accreditation and the fact this was a long term commitment, noting the committee intended first to explore the framework to see what value it could bring to the Commission. The Board was supportive of IIP status, but mindful of the time and resources required to achieve and retain it. The People Plan was agreed by Board, as proposed by Seamus Magee and seconded by Steven Cockcroft.

**AP7: People Plan to be circulated to staff.**

**6. New Risk register**

The Head of Corporate Services outlined the register which was adopted following proposal by Norman Bennett and seconded by Walter Rader. It was agreed to further develop the register in light of the emerging risk of reputational damage to the Commission and individual staff members by potentially vexatious complaints and statements.

**AP8: Task and Finish group to further develop review register.**

**7. CCNI accounts approval**

The Head of Corporate Services highlighted the pension information and introduced the finalised accounts which now required forwarding to the Comptroller & Auditor General for certification. The accounts were approved as proposed by Geraldine Donaghy and seconded by Seamus Magee.

**AP9: Chair and Chief Executive to sign the accounts which are to be submitted to NIAO for certification, and then laid before Assembly.**

**8. High Level Processes**

**a) Monitoring manual**

The Head of Compliance & Enquiries introduced the paper for approval, outlining the high level procedure to be applied to monitor charities during the Annual Monitoring Return (AMR) process, and the testing of submitted AMRs, accounts and reports. The Board noted charity accounts and reports would be published on line automatically giving the public an opportunity to scrutinise for issues, and that while the Commission intended to focus on a basic check of all submissions using semi automated systems, very limited

resources were currently available to follow up on issues identified by these checks or the public. Following discussion the manual was agreed as proposed by Seamus Magee and seconded by Brenda Maitland.

**b) Compliance manual**

The Head of Compliance & Enquiries introduced the proposed high level process and highlighted key areas and the approach to be applied to charities that have not filed accounts and are in default, or where a charity is not complying with its governing document or charity law. The manual was approved following proposal by Walter Rader and seconded by Brenda Maitland. Commissioners noted detailed manuals would now be developed for further consideration and approval.

**AP10: High level process to be rolled out. Manuals to be developed for September Board meeting.**

**9. Registration Strategy**

The Head of Charity Services introduced the paper which sets out the strategy for registration between 2016 and 2019. A number of challenges were discussed along with assumptions and proposed responses including partnerships with departments, agencies, councils and other funders. Details of a pilot exercise with the Arts Council were outlined and the Board agreed to adopt the strategy and asked for an update on the pilot exercise as proposed by Walter Rader and seconded by Brenda Maitland.

**AP11: Board to be updated on results of pilot and Registration strategy to be implemented.**

**10. Registration manual amendments**

The Head of Charity Services introduced the paper and highlighted the amendments in respect of escalation and communication of high profile/high risk cases as well as the failure to submit step-out which was developed by a Task & Finish group. Following discussion, the registration manual amendments were adopted as proposed by Brenda Maitland and seconded by Walter Rader.

**AP12: Amended Registration manual to be implemented.**

**11. Annual Reviews**

**a) Board Terms of Reference**

Following consideration the Board agreed to retain the Terms of Reference as proposed by Walter Rader and seconded by Geraldine Donaghy

**AP13: Updated Terms of Reference to be published.**

**b) Code of Conduct**

The Chief Executive detailed the review which focused on updating the Code of Conduct using a new Department of Finance template, with a section on

charity governance included and elements that were not relevant omitted. Following consideration the Board adopted the Code of Conduct as proposed by Walter Rader and seconded by Geraldine Donaghy.

**c) Standing Orders**

Following consideration the Board agreed to retain the Standing Orders as proposed by Walter Rader and seconded by Geraldine Donaghy.

**12. Annual Equality Report**

The Board were satisfied with the content and adopted the 2015/16 report as proposed by Geraldine Donaghy and seconded by Brenda Maitland.

**AP14: Equality Report to be submitted to Equality Commission.**

**13. Directions for independent examiners**

The Head of Compliance & Enquiries advised Commissioners the directions were produced as a result of consultation and positive feedback. Twelve directions have been produced and these will be statutory directions issued by the Commission itself. The Board noted other charity regulators are proposing to use the same directions. Directions were agreed by the Board, proposed by Steven Cockcroft, and seconded by Seamus Magee.

**AP15: Directions for independent examiners to be adopted and published.**

**14. Budget Report**

Update on spend to date noted.

**14a Data Hub April & May**

Update noted.

**15. Chief Executive's Report on high risk/profile registrations**

Update noted.

**16. Press clippings**

Noted.

**17. Chief Executive's Performance Objectives**

Objectives agreed.

**18. Policy development plan**

Updated plan noted.

**19. Review of meeting**

No issues noted.

**20. Issues for next meeting 22 June 2016**

Agenda agreed.

## 21. AOB

Sure Skills Meeting – 1 July 2016, 10am-12noon, Law Society offices.

The Board reviewed the Trust and Confidence research report noting its findings and agreed to hold a launch event in September.

### AP16: Research launch event to be held.

Meeting closed at 12:15pm.

<b>Register of Outstanding Action Points</b>					
<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>
53 (AP1)	22/6/16	1	Minutes to be published		Complete
53 (AP2)	22/6/16	3	Revise arrangements for posting papers to Board		Complete
53 (AP3)	22/6/16	3	Chief Commissioner to raise role of MLAs with Minister		Complete
53 (AP4)	22/6/16	3	Policy to circulate info		Complete
53 (AP5)	22/6/16	5a	Minutes to be published		Complete

53 (AP6)	22/6/16	5b	Terms of reference to be published		Complete
53 (AP7)	22/6/16	5c	Disseminate plan to staff		Complete
53 (AP8)	22/6/16	6	Task & Finish group to meet and review register in light of emerging risk of reputational damage and harm to staff by vexatious complaints and statements		Underway
53 (AP9)	22/6/16	7	Chair and CEX to sign, accounts to be submitted to NIAO for certification, accounts to be laid before Assembly.		Complete
53 (AP10)	22/6/16	8a & 8b	High level processes to be rolled out. Manuals to be developed for Sept Board meeting.		Complete
53 (AP11)	22/6/16	9	Board to be updated on the outcome of the Arts Council pilot on registration failure to apply.		Underway
53 (AP12)	22/6/16	10	Registration Manual Amendments to be adopted and implemented		Complete
53 (AP13)	22/6/16	11a, 11b & 11c	Board TOR, Code of Conduct and Standing Orders to be published		Complete
53 (AP14)	22/6/16	12	Report to be submitted to Equality Commission		Complete
53 (AP15)	22/6/16	13	Directions for Independent Examiners to be published		Complete
53 (AP16)	22/6/16	21 AOB	Research launch event to be held		Complete
49(3)	17/12/15	CEX's Report	Chief Commissioner to draft agenda for board meeting with CRA	Chief Comm	Underway

51 (5)	7/03/16	Risk register	New risk register to be developed to reflect 2016/17 Business Plan including risk of not increasing resources for compliance monitoring.	HCorpS	Complete
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