



**Minutes of Board Meeting No. 67 held on Friday 15 June 2018
at 9:45am, at CCNI Offices, Lurgan**

Present:

Tom McGrath, Chief Commissioner
Norman Bennett, Commissioner
Geraldine Donaghy, 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
Anne Killen, Finance & Admin Officer
David McGurk, Finance & Admin Officer

Apologies:

Séamus Magee, Commissioner

The Chair opened the meeting at 9:45am.

1. Minutes of Meeting 14 May 2018

Following discussion, the minutes of the meeting held on 14 May 2018 were agreed as a true and correct record, as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

AP1: Board minutes to be published on CCNI website.

2. Conflicts of Interest

The Chair reminded the Board about the FOI protocol. Steven Cockcroft declared that Johns Elliott Solicitors were sponsoring The Belfast Book Festival run by The Crescent. The Chair noted this was a registered charity and no conflicts were identified with any agenda items.

3. Chair's Business, Correspondence and Meetings

The Chair thanked Margaret Craig for her role as Board Apprentice as this was her last meeting. He highlighted a recent meeting convened by sponsor department which brought together the Chairs and Chief Executives of

various Arms' Length Bodies. Plans to hold this this on number of occasions each year were welcomed by the Board.

AP2: CEX to circulate note of ALB meeting to Board

4. Chief Executive's Report

The CEX introduced her report covering various complaints, litigation, issues in the media, and the outcome of proceedings with the Taxing Master. Following discussion it was agreed to hold the Annual Public Meeting in October with a new format and focus on the strategic agenda. In response to correspondence regarding the Framework on Reporting on Safeguarding the Board agreed to recommend the Framework as good practice rather than a regulatory requirement. Geraldine Donaghy agreed to 'buddy' the new Board Apprentice who commences in September 2018.

AP3: CEX to draft a response for the Chair to issue re Framework on Reporting on Safeguarding.

5. Charity Services Report

The Head of Charity Services introduced the report and outlined current considerations into registration timeframes and steps to improve turnaround. It was agreed to bring proposed changes to the September Board meeting. Commissioner noted various registration cases and complexities around regeneration, closed groups and open amendment clauses.

AP4: Paper on improving registration submission turnaround times for next Board Meeting

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries provided an overview of ongoing cases. Commissioners noted a current waiver application had been stayed pending further considerations by another agency, and the Board agreed to this approach. A number of compliance cases and statutory enquiries were outlined, one involving steps by the Attorney General to recover charitable asset. Commissioners noted a number of enquiries had closed, one involving the sanctioning of an accountancy firm by a professional accountancy body. It was agreed to deal with serious incident reporting separate to concerns.

AP5: Update the format of reporting Serious Incidents for the September Board meeting.

7. Corporate Services Report

The Head of Corporate Services introduced the report and outlined recent updates and variance in spend. The Board noted the pressure delays in approval of capital bids put on project delivery. The Board were reminded of steps to ensure information security and agreed to include consideration of privacy impacts as part of Board papers. The Board noted data hub results.

8 Policies & Processes

8a. Schemes and Orders high level process for s31

The Head of Charity Services outlined the high level process for Section 31 orders which Commissioners agreed to adopt as proposed by Steven Cockcroft and seconded by Geraldine Donaghy.

8b. Removal from the Register of Charities

The Head of Charity Services introduced the paper which related to casework and compliance work. Following discussion the Board agreed the new process as proposed by Steven Cockcroft and seconded by Norman Bennett.

8c. Final Annual Report and Accounts

The Chair of the Audit & Risk Assurance Committee noted Commissioners had been circulated with the NIAO report to those charged with governance. The Board noted the clear audit and positive comments about staff involved in producing the accounts to a high standard. The report and accounts were adopted following proposal by Norman Bennett and seconded by Geraldine Donaghy for signature by the Chief Commissioner and CEX before submission to the NIAO. Following NIAO certification the accounts will be laid before the NI Assembly.

AP6: CEX and Chief Commissioner to sign and submit annual report and accounts to NIAO for certification before they are laid before the Assembly.

8d. Annual Review of Board TOR, Code of Conduct, Standing Orders

CEX introduced the report and noted the board met its terms of reference and highlighted plans to introduce a board of operating framework to replace terms of reference without changes to Standing Orders. This was proposed by Steven Cockcroft and seconded by Geraldine Donaghy. The Board noted that there are no changes at this time that to Standing Orders or Code of Conduct.

AP7: Board to publish Board Operating framework on the CCNI website

8e. Premises Issues

Details of the visit by the Commissioner and Staff group to proposed new premises and ongoing consultation with staff and Trade Union were outlined. It was agreed the CEX would write to sponsor department setting out Commission needs in order to make relocation workable. The Board noted there was a risk of further staff turnover due to the relocation.

AP8: CEX to write to sponsored department seeking consideration of CCNI's business needs.

8f. Strategic Options for 2019-22 Plan

CEX introduced the paper which Commissioners welcomed as very comprehensive. The board reviewed the options and discussed in detail the various pros and cons. CEX to share the paper with the sponsor department and reschedule the planned meeting with officials over the summer period.

AP9: CEX to share strategic options paper with sponsor department

AP10: CEX to reschedule meeting of Commissioners and senior officials.

8g. CEX Performance Objectives

Staff left room. Following discussion the Board agreed the performance objectives subject to minor amendment and signed off by the Chair.

9. Issues for next meeting – 17 September 2018.

It was noted that the next meeting would take place on 17 September 2018 in CCNI offices at 9:30am. A series of agenda items were noted.

10. AOB

CEX informed Commissioners of recent correspondence and the Board agreed to respond without prejudice and refer a matter under Section 47 to the Attorney General for his consideration.

Meeting ended at 12:15pm.

Register of Outstanding Action Points

| Board Meeting and Action Point Number | Date Raised | Agenda Item | Action | Owners | Status |
|--|--------------------|--------------------|--|---------------|---------------|
| 67 (AP1) | 15/6/2018 | 1 | Minutes of meeting 66 to be published on website. | HCorpS | Completed |
| 67 (AP2) | 15/6/2018 | 3 | CEX to circulate note of ALB meeting to Board | CEX | Completed |
| 67 (AP3) | 15/6/2018 | 4 | CEX to draft a response for the Chair to issue re Framework on Reporting on Safeguarding. | CEX | Underway |
| 67 (AP4) | 15/6/2018 | 5 | Paper on improving registration submission turnaround times for next Board Meeting | HChS | Completed |
| 67 (AP5) | 15/6/2018 | 6 | Update the format of reporting Serious Incidents for the September Board meeting. | HC&E | Completed |
| 67 (AP6) | 15/6/2018 | 8(c) | CEX and Chief Commissioner to sign and submit annual report and accounts to NIAO for certification before they are laid before the Assembly. | CEX&CC | Completed |
| 67 (AP7) | 15/6/2018 | 8(d) | Board to publish Board Operating framework on the CCNI website | CEX | Completed |
| 67 (AP8) | 15/6/2018 | 8(e) | CEX to write to sponsored department seeking consideration of CCNI's business needs. | CEX | Completed |
| 67 (AP9) | 15/6/2018 | 8(f) | CEX to share strategic options paper with sponsor department | CEX | Completed |
| 67 (AP10) | 15/6/2018 | 8(f) | CEX to reschedule meeting of Commissioners and senior officials. | CEX | Completed |

| | | | | | |
|-----------|------------|------|--|--------|-----------|
| 66 (AP8) | 14/5/2018 | 9(g) | Revised Consultation Timetable to be Developed | HCorpS | Completed |
| 65 (AP5) | 20/3/2018 | 9(a) | Further presentation on Risk Pillars to June 18 meeting | HCorpS | Completed |
| 65 (AP7) | 20/3/2018 | 10 | Style/Format of next Public Meeting suggestions to be sent to CEX | CEX | Completed |
| 60(AP3) | 26/06/2017 | 5 | Task and Finish group to be set up for Schemes and Orders manual development | HChS | 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 | Completed |
| 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 | HChS | Underway |
| 54-5 | 19/9/2016 | 3 | Arrange enhanced vetting for all Commissioners. | HCorpS | Underway |