



**Minutes of Board Meeting No. 100 held on Monday 26 September 2022  
at Marlborough House, Craigavon.**

**Present:**

Nicole Lappin, Chief Charity Commissioner (Chair)  
Gerard McCurdy, Deputy Chief Charity Commissioner  
Kieran Donaghy, Charity Commissioner  
Alan Hunter, Charity Commissioner  
Patricia Kelly, Legal Commissioner  
Hugh McKeag, Charity Commissioner  
Séamus Magee, Charity Commissioner

**In Attendance:**

Frances McCandless, CEx  
Punam McGookin, Head of Charity Services  
Rossa Keown, Head of Compliance & Enquiries  
David McGurk, Minutes  
Emma O'Neill, Boardroom Apprentice  
Colleen Gallagher, Legal Advisor (item 5c)

**Apologies:** Aubrey McCrory, Head of Corporate Services

The meeting commenced at 9.30am. The Chair welcomed everyone to the meeting and acknowledged the new location in Marlborough House going forward.

**1. Minutes of Board Meeting 99, 27 June 2022**

Following discussion, the minutes of the Board Meeting held on 27 June 2022 were agreed with a minor amendment as a true and correct record, as proposed by Alan Hunter and seconded by Hugh McKeag.

**AP1: Minutes of Board Meeting No 99, 27 June 2022 to be published on CCNI website.**

**2. Conflicts of Interest**

Patricia Kelly stated she had previously volunteered for Féile an Phobail discussion group but had not been involved in a number of years. Chair noted this and noted that no decision concerning this charity was on today's agenda.

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

The Chair welcomed the Boardroom Apprentice Emma O'Neill and acknowledged this was the 100<sup>th</sup> CCNI Board meeting. The Chair outlined upcoming meetings and conferences she will be attending.

**4. Chief Executive's Report**

The Chief Executive highlighted a number of issues including the Annual Public Meeting, with a provisional date agreed in November. Several potential communication activities were discussed including meetings with

other regulators to be set up involving commissioners. The Chief Executive also undertook to progress software for arranging meetings going forward.

**AP2: Meetings with other regulators involving Commissioners to be set up.**

**5. Policies and Processes**

**a. Consultation on strategic plan priorities and engagement strategy**

The Chief Executive introduced the papers, and the consultation plans were discussed. Commissioners indicated that if a response to the Independent Review of Charity Regulation is made by Department for Communities (DfC) in October the consultation will proceed as planned, otherwise it will be paused until further discussion at the November Board meeting. On that basis the consultation plans and documents were agreed, subject to amendment, as proposed by Hugh McKeag and seconded by Kieran Donaghy.

**AP3: Consultation on strategic plan priorities and engagement strategy to be amended and progressed**

**b. Annual review of Board Operating Framework, Code of Conduct, Standing Orders and annual agenda**

A proposed minor change was agreed in the Code of Conduct with no changes proposed to other documents, as proposed by Gerard McCurdy and seconded by Séamus Magee.

**AP4: Minor change to be made to the Code of Conduct.**

**c. Legal update**

*Legal Advisor joined the meeting at 10.45 am*

The Legal advisor introduced the paper and gave an update on various ongoing legal issues. The Board then received legal advice on a number of specific matters and agreed that discussion was required with DfC before preparation of an appropriate business case and that the approach advised in the papers should be pursued, as proposed by Patricia Kelly and seconded by Hugh McKeag.

The Board also considered drafting provided by Counsel and agreed they were content, as proposed by Patricia Kelly and seconded by Séamus Magee.

*Legal Advisor left the meeting at 11.30 am*

**AP5: Discussion to be held with DfC on preparation of business case.**

**d. Review of MSFM**

The Board noted the report and no issues were identified.

**e. Board effectiveness action plan update**

This was noted by the Board and it was agreed a further update is to be provided in March.

**f. Independent counsel action plan update**

Progress was noted and the website will now be updated to reflect this. The next update will be brought to the Board in January 2023.

**AP6: Website to be updated to reflect progress of Independent Counsel Plan**

**g. Comms and engagement update**

Commissioners welcomed the update and agreed changes to some of the proposed activities. An update on progress at year end will be brought to the Board in March or May. The Stakeholder Forum was discussed and it was agreed the Chief Commissioner and Deputy Chief Commissioner will consider writing to members to see if further support can be provided.

**AP7: Chief Commissioner & Deputy Chief Commissioner to consider writing to Stakeholder Forum members to see if further support can be provided.**

**6. Reports from Committees**

**A&RA Committee**

**a. Minutes of meeting No 52 – 10 May 2022**

The minutes of the A&RA Committee held on 10 May 2022 were approved for publication as proposed by Hugh McKeag and seconded by Kieran Donaghy.

**AP8: Minutes of A&RA Committee meeting 10 May 2022 to be published on website.**

**b. 6 month assurance statement**

The Chief Executive's six month assurance statement was agreed, with minor amendment. The Chair agreed to have her signature included before being forwarded to the Department for Communities, as proposed by Gerard McCurdy and seconded by Kieran Donaghy.

**AP9: Chair's signature to be included in six month assurance statement before forwarding to DfC.**

**c. 2022/23 Corporate Risk Register & Action Plan**

It was noted that the A&RA Committee carried out a deep dive into risk 6 at its last meeting. No changes to risks were proposed. The Board discussed the risks of being able to deliver relevant recommendations from the Independent Review of Charity Regulation if suitable resources were not made available to support the strategic plan. The register was agreed as proposed by Kieran Donaghy and seconded by Gerard McCurdy.

**d. Risk appetite for 2022/23 Business Plan**

The paper recommended by the A&RA Committee was discussed and approved, as proposed by Gerard McCurdy and seconded by Hugh McKeag. It was noted that a Risk Workshop is planned for later this year or early next year.

**AP10: Risk Workshop to be planned for later this year or early next year.**

**e. Review of finance procedures**

The amended Finance Procedures were approved as recommended by the Committee, as proposed by Gerard McCurdy and seconded by Alan Hunter.

**f. Review of information security policy**

Minor amendments to the policy were approved and a number of issues regarding premises, as highlighted by internal audit, were noted and discussed, as proposed by Alan Hunter and Hugh McKeag. The A&RA Committee is continuing to monitor information security issues.

**g. Internal Audit Charter 2022-23**

The Board agreed the Chief Executive should sign the Charter on behalf of the Commission, as proposed by Kieran Donaghy and seconded by Alan Hunter.

**AP11: CEx to sign Internal Audit Charter on behalf of the Commission.**

**h. NIAO Report to Those Charged with Governance**

The Board acknowledged the excellent work on this by staff, as no recommendations were made. The Committee Chair noted that members had met with Internal and External auditors without staff present and received very positive feedback.

**Schedule 1 Decisions**

**i. Commissioner registration decisions July 2022**

Noted.

**j. Commissioner registration decisions August 2022**

Noted.

**k. Commissioner classifications & decision**

Noted.

**l. Note of Schedule 1 Committee – 19 August 2022**

Noted.

**m. Legal Advisory Group Meeting**

The Chair of the Legal Advisory Group noted that the main issues discussed at meeting were included on this Board agenda.

**7. Charity Services Report**

The Head of Charity Services introduced the report and it was agreed to remove the step for 'regularising decisions' from the manuals, as the Charities Act 2022 meant it was no longer required, as proposed by Séamus Magee and seconded by Alan Hunter.

**AP12: Regularising decisions step to be removed from the relevant manuals.**

## **8. Compliance and Enquiries Report**

The Head of Compliance and Enquiries gave an overview of the report and a number of ongoing investigations were discussed. It was noted that legal advice had been sought on issues regarding decision making and the board noted its agreement with the proposed approach to a specific charity. The Board discussed the SORP update provided and endorsed with the proposed developments.

## **9. Corporate Service Report**

The Chief Executive introduced the report in the Head of Corporate Services' absence. A minor change to the Business Plan risk wording was agreed, as proposed by Séamus Magee and seconded by Kieran Donaghy.

Minor amendments to the FOI process were approved, as proposed by Alan Hunter and seconded by Hugh McKeag.

**AP13: Business Plan risk wording to be changed and sent to DfC**

**AP14: Minor amendments to FOI process to be implemented**

## **10. Issues for next meeting 14 November 2022**

- Stakeholder forum update
- Registration manual changes
- Safeguarding Policy for the Commission
- Policy for handling of past transfers
- S54 high level guidance

## **11. AOB**

Hugh McKeag gave his apologies for the next Board meeting. Noted quarterly assessment of Board meetings forms to be issued to Board and returned to Finance & Admin Officer.

**AP15: Quarterly assessment of Board meetings forms to be issued to Board**

Meeting ended at 13.45 pm

### 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>
100(1)	26/09/2022	1	Minutes of Board Meeting No 99, 27 June 2022 to be published on CCNI website.	HCorpS	Complete
100(2)	26/09/2022	4	Meetings with other regulators to involving Commissioners to be set up	CEx	Underway
100(3)	26/09/2022	5a	Consultation on strategic plan priorities and engagement strategy to be amended and progressed	CEx	Underway
100(4)	26/09/2022	5b	Minor change to be made to the Code of Conduct.	CEx	Complete
100(5)	26/09/2022	5c	Discussion to be held with DfC on preparation of business case.	Legal	Underway
100(6)	26/09/2022	5f	Website to be updated to reflect progress of Independent Counsel Plan	Comms	Complete
100(7)	26/09/2022	5g	Chief Commissioner & Deputy Chief Commissioner to consider writing to Stakeholder Forum members to see if further support can be provided	Chair	Complete
100(8)	26/09/2022	6a	Minutes of A&RA Committee meeting 10 May 2022 to be published on website.	HCorpS	Complete
100(9)	26/09/2022	6b	Chair's signature to be included in 6 month assurance statement before being forwarded to DfC.	Chair	Complete
100(10)	26/09/2022	6d	Risk Workshop to be planned for later this year or early next year.	HCorpS	Underway
100(11)	26/09/2022	6g	CEx to sign off Internal Audit Charter on behalf of the Commission.	CEx	Complete
100(12)	26/09/2022	7	Regularising decisions step to be removed from manuals.	HCS	Underway

100(13)	26/09/2022	9	Business Plan risk wording to be changed and sent to DfC	HCorpS	Complete
100(14)	26/09/2022	9	Minor amendments to FOI manual to be implemented	HCorpS	Complete
100(15)	26/09/2022	11	Quarterly assessment of Board meetings forms to be issued to Board	FAO	Complete
99 (7)	27/06/2022	5b	Meeting with Legal Commissioner re equality scheme to be arranged	HCorpS	Underway
99 (8)	27/06/2022	5d	Identify unit cost of registrations	HCS	Underway
99 (9)	27/06/2022	5e	Deputy Chief Commissioner to discuss membership and two way flow of information with Chair of Stakeholder Forum.	Deputy Chair	Complete
99 (14)	27/06/2022	6e	Statement approach to HR Connect processing related policy to be implemented.	HCorpS	Underway
99 (15)	27/06/2022	7	DfC to be asked to look at options related to how the Commission accesses legal advice and how legal officers are supported and remunerated.	CEX	Underway
98 (7)	16/05/2022	5e	Training in complaint handling and dealing with trauma to be arranged.	CEX/ HCorpS	Underway
98 (13)	16/05/2022	7	Amended Publication Policy version 6.0 to be implemented going forward.	HCorpS	Underway
95 (10)	20/12/2021	6g	Hybrid working policy to be implemented on a pilot basis as permitted by Executive pandemic restrictions.	HCorps	Underway
94 (3)	15/11/21	5a	Corporate Social Responsibility policy to be developed as part of the next strategic planning process.	HCorpS	Underway
93(8)	18/10/21	7	Organisational approach to safeguarding to be developed.	CEX	Complete
92(6)	27/09/21	5b	Existing MOUs to be reviewed.	HChS	Underway
90(8)	17/05/21	5d	Impact of the Stakeholder Forum to be measured via the Research Strategy.	HChS	Underway

90(10)	17/05/21	6b	Information on other regulators' risk register approaches to be collated for Board risk workshop.	HCorpS	Underway
85(3)	09/11/20	3	Commissioners are to join in on staff welfare events.	HCorpS	Underway
85(5)	09/11/20	4b	New enquiries `concerns about charities' on line form to be implemented	HCE	Underway