



**Minutes of Board Meeting No. 78 held on Thursday 12th December 2019
At 9:30am, at Charity Commission for Northern Ireland Office, Lurgan.**

Present:

Nicole Lappin, Chief Charity Commissioner
Gerard McCurdy, Deputy Chief Charity Commissioner
Kieran Donaghy, Charity Commissioner
Carmel Mullan, Charity Commissioner
Hugh McKeag, Charity Commissioner
Séamus Magee, Charity Commissioner
Steven Cockcroft, Charity Commissioner

In Attendance:

Frances McCandless, Chief Executive
Aubrey McCrory, Head of Corporate Services
Punam McGookin, Head of Charity Services
Myles McKeown, Head of Compliance & Enquiries
Rachel Harrison, Board Apprentice
Clare McElherron, Finance & Admin Officer

Apologies: None

1. Minutes of Meeting No 77 – 4th November 2019

Following discussion the minutes of the meeting held on 4th November 2019 were agreed as a true and correct record, as proposed by Gerard McCurdy and seconded by Carmel Mullan.

AP1: Minutes of Board Meeting No 77 to be published on CCNI website.

2. Conflicts of Interest

No conflicts of interest were noted.

3. Chair's Business, Correspondence and Meetings

The Chair welcomed everyone and highlighted details of a recent meeting with senior departmental officials and plans for future regular contact. Commissioners noted the meeting discussed need for notification of 2020/21

budget as early as possible to avoid the risk of staff on fixed term contracts leaving in light of delays and uncertainty as the year end approaches. The Chair also outlined a number of considerations regarding refreshing committee membership, training undertaken and the upcoming office relocation. All who attended at the recent Board development session were thanked for their input.

4. Chief Executive's Report

The CEx introduced her report, and highlighted the Charity Tribunal had recently declined to hear an out of time appeal. Commissioners noted the CEx had contacted the Executive Office to discuss issues arising from the Historical Institutional Abuse Inquiry. Details of the recent NI Regulators' Forum meeting were outlined and the Board agreed to sign up to the Board Room Apprentice scheme in 2020-21. The CEx confirmed an administrative change would be made to committee terms of reference to update names. Arrangements for filling the Independent Member role on the Audit and Risk Assurance Committee were agreed by the Board.

5. Charity Services Report

The Head of Charity Services outlined various aspects of her report including the issue of who could make administrative changes to the register of charities. Following a number of queries the Board agreed six areas of administrative changes could be carried out by the staff, given no decision was being made by the Commission, as proposed by Séamus Magee and seconded by Steven Cockcroft.

Commissioners discussed the effectiveness of registration workshop events. A quarter of those organisations called forward sent attendees, and staff reported their applications were easier to progress.

AP2: Arrangements for administrative changes to update the register of charities to be implemented

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries introduced his report with the Board noting various points. Following a recent pilot involving writing to all relevant Trustees, default rates for annual report and accounts submission had halved compared with the same time last year. Other charity regulators were currently experiencing higher default rates. Work on drafting a Safeguarding report for future publication and trends in number of open cases was outlined.

7. Corporate Services Report

The Head of Corporate Services outlined aspects of his report including development of ICT systems, performance and budget spend. Changes to the risk framework and a series of updates to the foreword of the draft strategic plan document, suggested by sponsor team, were discussed and agreed as proposed by Kieran Donaghy and seconded by Hugh McKeag.

AP3: Revised draft strategic plan foreword to be updated and submitted to sponsor team.

8. Reports from Subcommittees

Issues from A&RA committee

a) Minutes of A&RA Meeting 10 September 2019

The Chair introduced the minutes of meeting No 41 which were agreed as a true and correct record, as proposed by Kieran Donaghy, and seconded by Séamus Magee. Commissioners reviewed the list of outstanding actions and noted the Committee met subsequently in November. A brief update on the November meeting was provided and it was agreed in future that draft committee minutes would be brought to the Board from the most recent A&RA meeting.

AP4: Draft minutes from most recent meeting to be brought to Board for information

AP5: Minutes of 10 September 2019 to be published

b) Risk Register

The chair outlined changes to the risk register including a gap in ICT staff cover and the revised register was adopted as proposed by Gerard McCurdy and seconded by Carmel Mullan.

c) Finance procedures review

The Board noted the procedure had been reviewed as per the governance timetable and the minor changes identified were agreed as proposed by Gerard McCurdy and seconded by Hugh McKeag.

d) Business Continuity Plan review

The Board noted the business continuity plan had been reviewed as per the governance timetable and the minor changes identified were agreed as proposed by Kieran Donaghy and seconded by Carmel Mullan.

Schedule 1 Committee

a) Minutes of Schedule 1 meeting 21 October 2019

Noted.

9. Policies and processes

a) Draft Business Plan

The Head of Corporate Services introduced the draft plan and highlighted revisions made subsequent to the November Board meeting. A series of comments were noted and the need to redevelop registration targets from those identified in the 2019-22 strategic plan in light of ongoing litigation was accepted. Following a series of queries it was agreed to submit the current draft business plan to sponsor team to meet the requirements of the Management Statement and Financial Memorandum as proposed by Kieran Donaghy and seconded by Carmel Mullan. The Head of Charity Services will bring a revised registration target for 2020-21 to the January Board meeting. It was agreed to make the presentation on the plan available in Dropbox and MinutePad.

AP6: Draft Business Plan for 2020-21 to be submitted to sponsor team.

AP7: Head of Charity Services to bring a revised registration target for 2020-21 to the January Board meeting.

b) New Registration Questions and Annual Monitoring Return regulations

Commissioners discussed the proposed registration questions and annual monitoring return regulations, noting responses to the consultation and issues raised. The proposals were agreed as proposed by Gerard McCurdy and seconded by Kieran Donaghy.

c) 6 Month review of Schedule 1 Committees

The CEx introduced the review and noted a series of proposals concerning the criteria for priority decisions. A number of changes to the terms of reference including quorum and the make-up of committees were identified. Following discussion, changes to the criteria and Schedule 1 committee terms of reference were agreed as proposed by Séamus Magee and seconded by Steven Cockcroft. It was agreed to publish the terms of reference as proposed by Kieran Donaghy and seconded by Séamus Magee.

AP8: Revised priority decision making criteria and Schedule 1 terms of reference to be implemented

AP9: Terms of reference to be published.

Stephen Cockcroft and Carmel Mullan left the meeting at 12.45pm

d) Proposed Board Annual Agenda Schedule

The list of agenda items was agreed as proposed by Seamus Magee and seconded by Gerard McCurdy.

e) Policy Development Plan Progress Report

The Board noted the plan and changes which had been made to reflect work priorities.

f) Legal Update

The Board noted the update on ongoing litigation and other legal work.

10. Issues for next meeting

Issues proposed for the next meeting were noted. It was agreed to allocate additional time to discuss the social media policy.

AP10: allocate additional time on January Board agenda to discuss the social media policy.

11. Evaluation of Meeting

The Chair requested feedback on the board meeting and thoughts on a mechanism for evaluating future meetings. Attendees agreed the time allocated was appropriate and it would be useful to include draft minutes of committee meetings in papers even if they were not agreed. Going forward it was agreed to develop a questionnaire for circulation at the start of each meeting and to analyse feedback on a quarterly basis.

AP11: Feedback questionnaire to be handed out at the next meeting

12. AOB

Dates for two meetings to discuss the new Arm's Length Bodies Partnership Agreement were agreed, including one with sponsor team. Commissioners asked that revision of the social media policy include Commissioners and staff.

Meeting ended at 1pm

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
78 (AP1)	12/12/19	1	Minutes of Board Meeting No 77 to be published on CCNI website.	HCorpS	Complete
78 (AP2)	12/12/19	5	Arrangements for administrative changes to update the register of charities to be implemented	HoC	Complete
78 (AP3)	12/12/19	7	Revised draft strategic plan foreword to be updated and submitted to sponsor team.	HCorpS	Complete
78 (AP4)	12/12/19	8	Draft minutes from most recent A&RA meeting to be brought to Board for information	HCorpS	Underway
78 (AP5)	12/12/19	8	Minutes of A&RA 10 September 2019 to be published	HCorpS	Complete
78 (AP6)	12/12/19	9	Draft Business Plan for 2020-21 to be submitted to sponsor team	HCorpS	Complete
78 (AP6)	12/12/19	9	Head of Charity Services to bring a revised registration target for 2020-21 to the January Board meeting.	HCS	Complete
78 (AP7)	12/12/19	9	Revised emergency decision making criteria and Schedule 1 terms of reference to be implemented	HCS	Complete
78 (AP8)	12/12/19	9	Terms of reference to be published	HCorpS	Complete
78 (AP9)	12/12/19	10	Leave extra time to talk about social media policy	CEx	Complete

78 (AP10)	12/12/19	11	Questionnaire to be handed out at next meeting	CEx	Underway
77 (AP2)	04/11/19	5	Arrangements for administrative changes to update the register of charities to be implemented	HCS	Complete
77 (AP3)	04/11/19	7	Draft strategic plan foreword to be updated.	HCorpS	Complete
77 (AP4)	04/11/19	7	Finance and Travel procedures to be revised to reflect procedure and claim form for Commissioners to be reimbursed for additional working time.	HCorpS	Complete
77 (AP6)	04/11/19	9	CEx to set up a Board session to review the agreement.	CEx	Complete
77 (AP7)	04/11/19	9	CEx to arrange a meeting with sponsor department to discuss an agreement.	CEx	Complete
76(AP5)	23/09/2019	7	Circulate latest Transformation project briefing	HCorpS	Complete
76(AP6)	23/09/2019	7	Develop the monthly management accounts to include additional comparative information on staff compliment	HCorpS	Complete
73(AP2)	13/05/2019	4	CEx to arrange Fundraising Regulator briefing for all Commissioners and Staff	CEx	Underway
73(AP8)	13/05/2019	9(d)	Research strategy to include a baseline and evaluation of comms work	HCS	Underway
72(AP3)	25/03/2019	4	Arrange briefings and board development sessions when remaining board appointments made.	CEx	Complete
56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway