



**Minutes of Board Meeting No. 75 held on Thursday 27 June 2019
at 9:00am, at Charity Commission for Northern Ireland office, Lurgan**

Present:

Tom McGrath, Chief Charity Commissioner
Gerald McCurdy, Deputy Chief Charity Commissioner
Kieran Donaghy, Charity Commissioner
Séamus Magee, Charity Commissioner
Geraldine Donaghy, Charity Commissioner

In Attendance:

Frances McCandless, Chief Executive
Punam McGookin, Head of Charity Services
Myles McKeown, Head of Compliance & Enquiries
Jenny Dougan, Board Apprentice
David McGurk, Finance & Admin Officer
Ruth McMurray, Casework manager, item 9 b(ii)

Apologies: Steven Cockcroft, Charity Commissioner (Legal), Aubrey McCrory, Head of Corporate Services

1. a) Minutes of Meeting No 73 – 13 May 2019

Following discussion the minutes of the meeting held on 13 May 2019 were agreed as a true and correct record as proposed by Kieran Donaghy and seconded by Geraldine Donaghy.

AP1: Minutes of Board Meeting No 73 to be published on CCNI website.

b) Minutes of Extraordinary Board Meeting No 74 – 3 June 2019

Following discussion the minutes of the meeting held on 3 June 2019 were agreed as a true and correct record as proposed by Kieran Donaghy and seconded by Geraldine Donaghy.

AP2: Minutes of Board Meeting No 74 to be published on CCNI website.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Chair’s Business, Correspondence and Meetings

The Chair noted that this was Geraldine Donaghy’s last meeting and thanked Geraldine for her service to the Commission over a number of years. The Chair also noted this was the last meeting for this year’s Boardroom Apprentice and thanked Jenny Dougan for her contribution. The Chair highlighted a recent meeting with DfC Permanent Secretary Tracy Meharg and the Chief Executive gave an overview of the meeting, highlighting various aspects discussed. The Board met without staff present and then with the Chief Executive to discuss interim arrangements for decision making.

4. Chief Executive’s Report

The CEx introduced her report and gave an update on the litigation position. This was noted by the board.

5. Charity Services Report

The Head of Charity Services outlined aspects of her report and the Board considered two changes to the existing registration manual version 12.0 arising from the Transformation project. The Board approved these additional updates to be incorporated into version 13.0 of the registration manual as proposed by Gerard McCurdy and seconded by Séamus Magee.

The Head of Charity Services highlighted staffing changes and the Board also noted arrangements to prioritise call forward of organisations for registration using additional information gathered by NI Direct.

AP3: Updates to registration manual to be implemented.

6. Compliance & Enquiries Report

The Head of Compliance & Enquiries introduced his report with the Board noting various points.

7. Corporate Services Report

The Chief Executive outlined several aspects of the report including an update on the budget. She indicated that the NIAO audit report was drafted and contained no recommendations. The Chair noted that the Chief Executive and her team have done an excellent job to produce a clean audit and thanked the staff for their work.

8. Reports from subcommittees

Issues from HR committee

a) Minutes 12 February 2019

Following discussion the minutes of meeting No 27 held on 12 February 2019 were agreed as a true and correct record as proposed by Geraldine Donaghy and seconded by Kieran Donaghy.

AP4: Minutes of HR committee meeting No 27 to be published on CCNI website.

b) Draft People Strategy 2019-22

Following a discussion on the People Strategy including leadership, the culture within the organisation, structured team events and the staff survey, the Board agreed the strategy with a minor amendment to wording as proposed by Séamus Magee and seconded by Kieran Donaghy.

AP5: Minor wording amendment to Draft People Strategy 2019-22

A&RA Committee

c) Risk Register

The Chair of the A&RA Committee highlighted the report and although the A&RA Committee has not met formally, he identified changes to the register proposed at a session exploring the Commission's risk approach. This was agreed as proposed by Gerard McCurdy and seconded by Geraldine Donaghy.

Schedule 1 Committee

d) Minutes 22 May 2019

Following discussion the Board agreed not to publish the minutes from the Schedule 1 Committee and to an amendment to the Terms of Reference. The minutes of the meeting held on 22 May 2019 were agreed as a true and correct record, all proposed by Gerard McCurdy and seconded by Kieran Donaghy.

AP 6: Amendment to be made to the Terms of Reference for Schedule 1 Committee

e) Minutes 11 June 2019

Following discussion the minutes of the Schedule 1 Committee held on 11 June 2019 were agreed as a true and correct record as proposed Gerard McCurdy and seconded by Kieran Donaghy.

9. Policies and processes

a) Final Annual report and Accounts

The Chief Executive introduced the report and the Board discussed various aspects. The Chair and the Chief Executive signed the Final Annual Report and Accounts 2018-19, after Board agreement, as proposed by Séamus Magee and seconded by Kieran Donaghy.

b) Statutory Decisions

i) Criteria for urgent decision prioritisation

The Chief Executive presented criteria for urgent decision prioritisation and after discussion the Board approved with a small amendment relating to 'safeguarding', and an addition of 1 further criterion as proposed by Séamus Magee and seconded by Geraldine Donaghy.

AP7: Minor amendments to be made to criteria for urgent decision prioritisation.

ii) Statutory decisions

Following an overview from the Casework manager and Head of Compliance and Enquiries, a number of recommendations for statutory decisions were discussed by Commissioners and their decisions recorded.

The Board also considered the issue of authority for proceedings and agreed to authorise the Chief Executive to take all necessary steps in conducting current court and Charity Tribunal litigation on its behalf.

The Board also authorised the Chief Executive to issue and respond to legal proceedings, submit pleadings and take all necessary steps in conducting court and Charity Tribunal litigation on its behalf.

c) Annual Equality Report

The Chief Executive introduced the Annual Equality Report. This was approved after discussion among the Board as proposed by Séamus Magee and seconded by Kieran Donaghy.

AP8: Annual Equality Report to be submitted to Equality Commission for NI

d) Annual review of Board Operating Framework, Standing Orders and Code of Conduct

After discussion the Board agreed to minor changes to the Board Operating Framework as proposed by Tom McGrath and seconded by Gerard McCurdy

AP9: Minor changes to be made to the Board Operating Framework

e) SORP Policy Direction paper

The Head of Monitoring & Compliance introduced the report and the Board noted the developments in the review of governance of the charities SORP and proposed arrangements for a new SORP in the coming years.

f) CEx performance objectives

The Chief Executive introduced the report and after discussion the board agreed a minor amendment.

AP10: Minor amendment to CEx performance objectives

g) Legal update

The Board noted the Legal update.

h) Policy development Plan 19-20

The Head of Charity Services introduced the report highlighting key aspects of the plan. The Board noted the plan.

11. Issues for next meeting

Issues noted.

12. AOB

The Board agreed to revisit discussions about an Annual Public Meeting in Spring 2020.

Meeting ended at 12:40pm

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status
75(AP1)	27/06/2019	1a	Minutes of Board Meeting No 73 to be published on CCNI website	HCorpS	Complete
75(AP2)	27/06/2019	1b	Minutes of Board Meeting No 74 to be published on CCNI website	HCorpS	Complete
75(AP3)	27/06/2019	5	Updates to registration manual to be implemented	HCS	Complete
75(AP4)	27/06/2019	8a	Minutes of HR committee meeting No 27 to be published on CCNI website	HCorpS	Complete
75(AP5)	27/06/2019	8b	Minor wording amendment to Draft People Strategy 2019-22	HCorpS	Underway
75(AP6)	27/06/2019	8c	Changes to the Risk Register approved by Board	HCorpS	Complete
75(AP7)	27/06/2019	8d	Amendment to the Terms of Reference for Schedule 1 Meeting	CEx	Complete
75(AP8)	27/06/2019	9b	Board agreed minor amendments to the criteria and an addition of 1 further criterion	CEx	Complete
75(AP9)	27/06/2019	9d	Minor changes to the Board Operating Framework	CEx	Complete
75(AP10)	27/06/2019	9f	Minor amendment to CEx performance objectives	CEx	Complete
73(AP2)	13/05/2019	4	CEx to arrange Fundraising Regulator briefing for all Commissioners and Staff	CEx	Underway

73(AP3)	13/05/2019	5	Updates to registration manual version 12.0 to be implemented	HCS	Complete
73(AP4)	13/05/2019	6	Updates to monitoring manual version 3.0 to be implemented	HC&E	Underway
73(AP5)	13/05/2019	7	Draft 2019/20 business plan to be amended and resubmitted to sponsor branch	HC&E	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	Underway
72(AP6)	25/03/2019	6	Provide information on current wavier application.	HC&E	Complete
72(AP7)	25/03/2019	6	Investigate current amalgamation with Health Trusts.	HCS	Underway
72(AP10)	25/03/2019	10d	Briefing on complaints handling to be provided at next board meeting.	HCorpS	Underway
71(AP9)	29/01/2019	8c	Minor amendments to the Compliance manual	HC&E	Underway
71(AP10)	29/01/2019	8d	Minor amendments to the Trustee anonymity process	HCS	Completed
56-12	12/12/2016	18	MOU with CRA to be drafted	HCS	Underway