

**Minutes of Board Meeting No. 110 held on Monday 29 January 2024
at Marlborough House, Craigavon.**

Present:

Gerard McCurdy - Chair (Chief Commissioner)
Kieran Donaghy, Charity Commissioner
Patricia Kelly, Legal Commissioner
Alan Hunter, Charity Commissioner
Hugh McKeag, Charity Commissioner
Terence McGonigal, Charity Commissioner

In Attendance:

Frances McCandless, Chief Executive
Rossa Keown, Head of Compliance and Enquiries
Aubrey McCrory, Head of Corporate Services
Maeve Curley, Boardroom Apprentice
David McGurk, Minutes
Simon Milligan, IT Manager – Item 5a

Apologies:

Punam McGookin, Head of Charity Services

The meeting commenced at 9.30am and the Chair welcomed everyone to the meeting.

1. Minutes of Board Meeting 109, Monday 18 December 2023

Following discussion, the minutes of the Board Meeting held on 18 December 2023 were subject to minor amendment agreed as a true and correct record as proposed by Patricia Kelly and seconded by Terence McGonigal. The Head of Corporate Services outlined progress on various outstanding action points since the last meeting.

AP1: Amended minutes of Board Meeting No 109, Monday 18 December 2023 to be published on CCNI website.

2. Conflicts of Interest

The Chair noted no conflicts at this time.

3. Chair's Business, Correspondence and Meetings

The Chair provided an update on recent meetings and noted sponsor department were progressing a number of Board appointments and extending Caron Alexander as the Independent Member of the Audit & Risk Assurance Committee. The Chair highlighted the Commission's Information Technology (IT) Manager would be joining the meeting for item 5a and there would be an opportunity to discuss Commissioner IT support over lunch. Following this the Board and Senior Management Team were meeting with the DfC Permanent Secretary and colleagues. The Chair noted the

Performance & Development committee had its first meeting and Commissioners discussed developing long term strategy in the context of progressing Independent Review recommendations and dilution of statutory regulatory activities.

AP2: Caron Alexander to be invited to an upcoming Board meeting in 2024.

4. Chief Executive's Report

The Chief Executive introduced her report and gave an update on current litigation, and preparations for the annual public meeting on Wednesday 31 January were outlined. Following discussion of the second Internal Audit assignment it was agreed to include Schedule One Committee arrangements as proposed by Hugh McKeag and seconded by Terry McGonigal.

AP3: Details of litigation agreements to be circulated.

5. Policies and Processes

Simon Milligan joined the meeting at 10.20am

a. Presentation on 23/26 ICT strategy and update from ICT strategy board meeting

The Head of Corporate Services and IT Manager gave a presentation on the Commission's Information & Communication Technology (ICT) work over the past three years and outlined a draft ICT strategy agenda for 2023-26. Commissioners noted the various themes and actions intended to develop digital systems to enable delivery of key parts of the Independent Review of Charity Regulation. An update was provided on the recent ICT Strategy Board meeting and the Board noted various reports on governance, finance and how risks were managed. Following discussion, the Board agreed with the draft strategy and its further refinement as part of business planning as proposed by Hugh McKeag and seconded by Terry McGonigal.

AP4: 23/26 ICT strategy to be expanded to include ongoing costs and implemented with an update to ICT Strategy Board.

Simon Milligan left the meeting at 11.15 am.

b. Stakeholder Forum update

The Chair introduced the update from the Stakeholder Forum which had been agreed with the Forum chair. Commissioners noted evidence of positive feedback coming from the sector. A number of queries were addressed and the Board welcomed the progress and good evidence of engagement.

6. Reports from Committees

Human Resources Committee

a) Minutes of meeting No 40 – 11 November 2023

The minutes of the HR Committee meeting held on 11 November 2023 were approved for publication, as proposed by Patricia Kelly and seconded by Hugh McKeag. Kieran Donaghy gave an overview of the (HR) Committee's priorities and future plans to review hybrid working and relocation.

AP5: Minutes of HR Committee No 40 – 11 November 2023 to be published on the website.

Schedule 1 Decisions

b) Three Commissioners Committee

Note of Schedule 1 Committee – 17 November 2023

Decisions were noted.

Note of Schedule 1 Committee – 08 December 2023

Decisions were noted.

c) Commissioner Registration Decisions

There were no registration decisions made in December.

7. Charity Services Report

The Chief Executive introduced the report and highlighted a number of key aspects of work. Commissioners noted progress of sponsor department's consultation on introduction of a registration threshold. Following discussion of the need to gain evidence about the Commission and perception of culture change it was agreed to investigate potential cost-effective research approaches with other bodies.

AP6: Head of Charity Services to discuss survey of the sector with NICVA.

8. Compliance and Enquiries Report

The Head of Compliance and Enquiries introduced his report. Following discussion of various cases which the Board noted, the Head of Compliance and Enquiries outlined the introduction of the traffic light display on the charity register and the Board noted there have been no issues to date.

9. Corporate Service Report

The Head of Corporate Services gave an update on key issues. Following discussion, the Board agreed to further work on the retention and disposal schedule as proposed by Patricia Kelly and seconded by Alan Hunter. The Board also discussed and agreed the procurement approach outlined for the website design and support and that the related business case would be signed off by the Chief Executive, as proposed by Hugh McKeag and seconded by Terry McGonigal.

AP7: Updated retention and disposal approach will be brought to the May 2024 Board meeting.

AP8: Direct Award approach to the website design project to be progressed and the business case to be signed off by the CEx

AP9: Demo of initial new website to be brought to May Board.

10. Issues for next meeting

The Chair noted the following items to be included at the next meeting on 25 March 2024:

- Issues from HR ctte
- Issues from ARAC
- Electronic signatures policy
- Witness treatment policy
- Legal update
- Board external assessment update
- MSFM compliance

11. AOB

Commissioners welcomed the preparation of the board papers.

Meeting ended at 11.45am

Register of Outstanding Action Points

Board Meeting and Action Point Number	Date Raised	Agenda Item	Action	Owners	Status (target)
110(1)	29/01/2024	1	Minutes of Board Meeting No 109, Monday 18 December 2023 to be published on CCNI website.	Comms	Complete
110(2)	29/01/2024	3	Caron Alexander to be invited to an upcoming Board meeting in 2024.	CEx	Ongoing Q4 23/24
110(3)	29/01/2024	4	Details of litigation agreements to be circulated.	CEx	Complete
110(4)	29/01/2024	5a	23/26 ICT strategy to be expanded to include ongoing costs and implemented with an update to ICT Strategy Board.	HCorpS	Complete
110(5)	29/01/2024	6a	Minutes of HR Committee No 40 – 11 November 2023 to be published on the website.	Comms	Complete
110(6)	29/01/2024	7	Head of Charity Services to discuss survey of the sector with NICVA.	HChS	Ongoing Q1 24/25
110(7)	29/01/2024	9	Updated retention and disposal approach will be brought to the May 2024 Board meeting.	HCorpS	Ongoing Q1 24/25
110(8)	29/01/2024	9	Direct Award approach to the website design project to be progressed and the business case to be signed off by the CEx	HCorpS	Ongoing Q4 23/24
110(9)	29/01/2024	9	Demo of initial new website to be brought to May Board meeting	HCorpS	Ongoing Q4 24/25

109(2)	18/12/2023	4	Schedule 1 committee chair or single commissioner to provide feedback on papers to managers as appropriate.	Sch 1	Ongoing
109(9)	18/12/2023	6f	Hybrid working policy to be implemented and a review undertaken within six months	HCorpS	Ongoing Q2 24/25
108(7)	13/11/2023	6d	Lone Worker policy to be updated.	HCorpS	Complete
108(8)	13/11/2023	6e	Finalised Safeguarding policy to be considered at the HR Committee meeting.	HCorpS	Complete
108(11)	13/11/2023	7	Legal advisors on call for Sch 1 decisions to be reviewed in March 2024	HChS	Complete
107(7)	25/09/2023	5c	Further data sharing paper to future Board meeting.	HChS	Ongoing (Q1 24/25)
107(9)	25/09/2023	5d	Personal specification and job description to be drafted for Senior Legal post.	HChS	Complete
107(10)	25/09/2023	5f	Legal team to pursue Board's preferred option in conjunction with sponsor department.	Legal	Complete
107(17)	25/09/2023	7	Amended Legal manual to be implemented and reviewed in one year.	HChS	Ongoing (Q4 24/25)
105(5)	15/05/2023	5b	Monitoring and Compliance Manual to be updated with four new compliance failure themes and related scenarios	HC&E	Ongoing (Q1 24/25)
104(2)	27/03/2023	3	Litigation to be progressed in line with legal advice.	CEx	Complete
104(4)	27/03/2023	3	Commission to write to Assembly Communities Committee members regarding future plans.	Comms	Complete
104(10)	27/03/2023	5c	Further training on equality for staff and Commissioners to be arranged.	HCorpsS	Ongoing (Q1 24/25)

102 (10)	19/12/2022	5f	Action plan including disposal schedule to be implemented.	HCorpS	Underway (Q4-23/24)
100(10)	26/09/2022	6d	Risk Workshop to be planned for later this year or early next year.	HCorpS	Underway May 2024
98 (7)	16/05/2022	5e	Training in complaint handling to be arranged.	CEx/ HCorpS	Complete
94 (3)	15/11/21	5a	Corporate Social Responsibility policy to be developed as part of the next strategic planning process.	HCorpS	Ongoing (Q1-25/26) when premises known
90(8)	17/05/21	5d	Impact of the Stakeholder Forum to be measured via the Research Strategy.	HChS	Ongoing (Q1-24/25)
90(10)	17/05/21	6b	Information on other regulators' risk register approaches to be collated for Board risk workshop.	HCorpS	Ongoing May 2024