



**Minutes of Board Meeting No. 64 held on Monday 22 January 2018  
at 9:00am, at Law Society Offices, Belfast**

**Present:**

Tom McGrath, Chief Commissioner  
Norman Bennett, Commissioner  
Geraldine Donaghy, Commissioner  
Séamus Magee, 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  
Natasha Mann, Finance & Admin Officer

**Apologies:**

Margaret Craig, Board Apprentice

The Chair opened the meeting at 9:00am.

**1. Minutes of Meeting 11 December 2017**

Following discussion, the minutes of the meeting held on 11 December 2017 were agreed as a true and correct record, as proposed by Steven Cockcroft and seconded by Norman Bennett.

**AP1: Board minutes to be published on CCNI website.**

**2. Conflicts of Interest**

No conflicts of interest were declared at the outset.

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

The Chair updated the Board on a recent meeting with a Grade 3 in DfC and correspondence from the Charities Regulatory Authority expressing thanks for his input to the process for recruiting its new Board members. Recent departmental correspondence to the Chair and Chief Executive were discussed and a response agreed.

**4. Chief Executive's Report**

The CEX introduced her report, noting that mediation in ongoing cases will take place later in January. Difficulties attracting applicants to a recent recruitment process were noted. Details of the recent accountability meeting were outlined and the Board agreed to invite Arthur Scott to an informal meeting.

**AP2: Note on the outcome of mediation to be sent to Commissioners**  
**AP3: Invitation to be sent to Arthur Scott**

**5. Charity Services Report**

The Head of Charity Services introduced the report and high risk cases and refusals were discussed. The Board discussed the recent trend in closures being notified to casework and the approach to focus on assets being taken.

**6. Compliance & Enquiries Report**

The Head of Compliance & Enquiries outlined details of various work in hand including investigation of concerns and that 1,500 charities are due to submit annual returns in January 2018. It was noted that feedback on this would be reported to the next Board meeting.

The Head of Compliance & Enquiries requested volunteers for a Task & Finish group. Séamus Magee and Geraldine Donaghy agreed to participate.

**7. Corporate Services Report**

The Head of Corporate Services updated the meeting on a range of work underway around complaint handling, media enquiries, and budget. The Board noted the business plan update and progress against targets.

**8 Policies and processes:**

**8a. Process for removing closed charities from the Register**

Following discussion, the Board accepted the recommended process for removing closed charities from the Register, as proposed by Steven Cockcroft and seconded by Norman Bennett.

**AP4: Detailed paper to be brought to May Board meeting.**

**8b. Amendments to registration process**

Following discussion, the Board approved the changes to the process as proposed by Steven Cockcroft and seconded by Norman Bennett.

**8c. Protocol for recording meetings with political representatives**

Following discussion, the Board approved the protocol as proposed by Steven Cockcroft and seconded by Norman Bennett.

**AP5: Copy of protocol to be circulated to all staff.**

**8d. Plan for development of new strategic plan**

The Head of Corporate Services introduced the paper and outlined options to the Board. Following discussion, the Board agreed the timescale presented in option two.

**8e Brief on Transformation project progress from Strategic Investment Board**

A presentation was delivered by the Strategic Investment Board, outlining progress on the Transformation project, which was followed by discussion.

**8f. Hospitality register**

Noted.

**9. Legal update**

Noted.

**10. Board self-assessment process**

Noted.

**AP6: Copy of self-assessment document to be sent via email to Commissioners for return by 23 February 2018.**

**11. Issues for next meeting – 20 March 2018.**

It was noted that the next meeting would take place on 20 March 2018 in CCNI offices at 9:30am. The meeting will be preceded by a presentation from the Monitoring and Compliance team at 9am.

**12. AOB**

None.

Meeting ended at 12:10pm.

### 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>
64(AP1)	22/01/2018	1	Minutes of meeting 63 to be published on website	HCorpS	Completed
64(AP2)	22/01/2018	4	Note on the outcome of mediation to be sent to Commissioners	CEX	Completed
64(AP3)	22/01/2018	4	Invitation to be sent to Arthur Scott	HCorps	Underway
64(AP4)	22/01/2018	8a	Detailed paper on removing closed charities from the Register to be brought to May Board meeting	HCS	Underway
64(AP5)	22/01/2018	8c	Copy of recording meetings protocol to be circulated to all staff	HCS	Completed
64(AP6)	22/01/2018	10	Copy of self-assessment document to be sent via email to Commissioners	CEX	Completed
63(AP2)	11/12/2017	5	Comms plan for 2018/19 to include messages on what is and is not a charity.	HCorps	Underway
63(AP3)	11/12/2017	6	Change update reporting by Heads of Services.	SMT	Completed
63(AP4)	11/12/2017	7	Options paper on Data Protection Officer role to be prepared for March 18 Board	HCorpS	Underway
63(AP8)	11/12/2017	9c	Annual monitoring regulations 2017 to be published on website	HC&E	Underway
61(AP5)	18/09/2017	6	Head of Compliance and Enquiries to bring assessment on concerns received up to end March 2018 to May Board meeting	HC&E	Underway

61(AP10)	18/09/2017	9f	Head of Charity Services to change guidance and agree protocol wording with HMRC in relation to granting tax exemptions to unregistered charities	HCS	Completed
60(AP3)	26/06/2017	5	Task and Finish group to be set up for Schemes and Orders manual development	HCS	Underway
60(AP4)	26/06/2017	5	Head of Charity Services to progress changes to reporting of high risk/high profile cases with Head of Monitoring and Compliance	HCS	Completed
59(AP4)	15/05/2017	6	Head of Compliance & Enquiries to present new format to November 17 Board	HC&E	Completed
59(AP11)	15/05/2017	9d	Head of Compliance & Enquiries to update Board on the granting of AMR dispensations in June 2018	HC&E	Underway
58 (AP11)	15/03/2017	6	Develop guidance on serious incident reporting.	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	HCS	Underway
54-5	19/9/2016	3	Arrange enhanced vetting for all Commissioners.	HCorpS	Underway
53-8	19/9/2016	6	Monitor and review 7 month reminders and report to March/April 18 Board	HC&E	Underway