



**Minutes of Board Meeting No. 43 held on Monday 26 January 2015  
at 10:00 hrs, 257 Lough Road, Lurgan.**

**Present:**

Tom McGrath, Chief Commissioner  
Walter Rader, Deputy Chief Commissioner  
Norman Bennett, Commissioner  
Rosemary Connolly, Commissioner (Legal)  
Geraldine Donaghy, Commissioner  
Brenda Maitland, Commissioner  
Philip McDonagh, Commissioner

**In Attendance:**

Frances McCandless, Chief Executive  
Aubrey McCrory, Head of Corporate Services  
Myles McKeown, Head of Compliance and Enquiries  
Punam McGookin, Head of Charity Services  
Kathryn Jennett, Administrative Officer, CCNI

**1. Minutes of Meeting 15 December 2014**

Following discussion of the minutes of the meeting held on 15 December 2014, they were proposed by Geraldine Donaghy and seconded by Rosemary Connolly, and agreed as a true and correct record subject to a minor amendment.

**AP 1: Board minutes to be amended and published on CCNI website**

**2. Conflicts of Interest**

The Chair reminded Commissioners of the Freedom of Information protocol and the need to declare any conflicts of interest prior to the meeting. The Deputy Chief Commissioner declared a potential conflict of interest in relation to East Belfast Mission.

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

The Chair updated the Board on progress to date regarding two letters that were sent to the Department in December 2014. No response has been received regarding the Accounting Regulations, and until Budget parameters are finalised the Department agreed to waive the normal timescale for submission of draft Corporate and Business plans. Advertisements for the new Commissioners have appeared in the papers.

**4. Chief Executive's report**

The Chief Executive introduced her report to the Board and highlighted some points for information. Legal opinion has been received regarding the status of schools and the Legal Commissioner requested that the opinion be sent to her to consider. Following discussions regarding schools, further education colleges and universities, it was agreed that test cases may have to be considered. Commissioners requested that the monthly update email that is issued to helper groups be disseminated to Commissioners also. The Chair praised the staff on call handling and providing their name on first contact.

**AP 2: Legal opinion to be forwarded to Legal Commissioner**

**AP 3: Monthly update to helper groups to be sent to Commissioners**

**5. Draft Communications Strategy 2015-18**

The Head of Corporate Services introduced the report to the Board highlighting various elements such as the new SWOT analysis and the key messages that will be developed. Following minor amendment, it was agreed to adopt the strategy as proposed by Philip McDonagh and seconded by Walter Rader. The Task & Finish group will be consulted regarding development of a supporting Communication plan for 2015-16.

**6. Revised MSFM**

The Chief Executive introduced the review to the Board and mentioned highlighted changes around pension provision should be reverted back to the original text. Clarification was also sought on the wording regarding the appointment of the Chief Executive, as this is not carried out by the Minister. It was agreed, following minor amendment, to adopt the MSFM review as proposed by Norman Bennett and seconded by Rosemary Connolly.

**AP4: Amendments to be sought by DSD on pension and Chief Executive appointment sections**

**7. Casework Update**

The Head of Charity Services introduced the report to the Board. The Chair raised concerns regarding the registration process proving more difficult than expected with the rising rejections and work that is required with each application. The Board noted the backlog of cases with admin for completeness checking and registration for risk assessment. Further clarification was sought by the Board on average processing time for cases. It was suggested that resources be pulled from other areas of the organisation to deal with the backlog and that internships should be considered. The Board agreed to continue to call forward organisations and noted work to review registration processes and manuals that had been progressed.

**8. Investigation and Compliance Report**

The Head of Compliance and Enquiries introduced the report to the Board, which highlighted the update and outlined cases closed and information on organisations currently under statutory inquiry. Commissioners noted the report.

**9. Issue from Board Residential**

The Head of Corporate Services introduced the report to the Board and highlighted areas of discussion and conclusions reached at the residential. The Board noted the content and agreed it was very helpful.

**10. Update on Business and Corporate Plans**

The Head of Corporate Services updated the Board on the overall situation, and that the Commission is waiting for the Department to provide an indication on Budget before the Corporate and Business plans can be finalised. An organisational development day will take place with the Board and staff on 9 February 2015 to progress strategic planning for 2016-19.

**11. Quarterly update against plan**

The Head of Corporate Services introduced the update, at the end of December Q3 with 85% of objectives achieved or in progress. It was noted those depending on the Department bringing forward regulations would not be met at year end, in light of Departmental delays. The Board noted the position.

**12. Budget Report**

The Head of Corporate Services introduced the Budget. The Board requested a list of hard charges which the Commission pays to parts of the NICS.

**AP5: Further breakdown of charges to be identified**

**13. Appointment of new A&R independent member**

The Chair of the A&R Committee updated the Board on the appointment of the new A&R committee member Kieran Donaghy, who will attend the meeting on 10 February 2015.

**14. Board self assessment exercise**

The Chief Executive requested that all self assessment forms be completed and returned no later than 20 February 2015.

**15. Press Clippings**

The Board noted the coverage.

**16. Review of Meeting**

Planning meeting to be held 9 February 2015 0930-1300  
Noted.

**17. Issues for next meeting 9 March 2015**

A&R issues will be the main focus.  
Possible a revised registration manual

**19. AOB**

None

The meeting concluded at 12:15

| <b>Register of Outstanding Action Points</b> |                    |   |  |                   |               |
|--|--------------------|---|--|-------------------|---------------|
| <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> |
| 34 (10)                                      | 11/11/2013         | Press Clippings   | MOU with RQIA to be developed  | HCE               | Underway      |
| 40 (3)                                       | 22/9/14            | Chief Executive's Report  | Legally qualified commissioner to engage with colleagues in the legal profession   | Rosemary Connolly | Underway      |
| 40 (6)                                       | 22/9/14            | Amendment to Legal Manual                                       | Legal officers to Draft a template letter for use when instructing counsel.  | Legal Advisors    | Underway      |
| 40 (10)                                      | 22/9/14            | Casework Update   | Commission to seek definite timetable for registration from the Presbyterian and the Methodist churches.                                     | CEX               | Underway      |
| 41 (3)                                       | 10/11/2014         | Issues from HR&R; First Steps towards a HR Strategy             | Progress steps towards a HR strategy   | HCorpS            | Underway      |
| 42 (3)                                       | 15/12/2014         | Chief Executive's report  | Officers to raise with DSD the Tribunal tolerating deadlines for submissions being breached and the practice of hearing testimony in person. | CEO               | Complete      |
| 42 (7)                                       | 15/12/2014         | Investigation Manual  | Counsel opinion to be sought on proposed waiver timescales   | HCE               | Underway      |
| 42 (9)                                       | 15/12/2014         | Plan for development of and consultation on next corporate plan | Key milestones to be incorporated into relevant Board and SMT agenda during 2015-16  | HCorpS            | Underway      |
| 42 (10)                                      | 15/12/2014         | Corporate governance framework                                  | Governance framework to be finalised and published on the website.   | HCorpS            | Underway      |

|         |            |                                     |  |         |          |
|---------|------------|-------------------------------------|--|---------|----------|
| 42 (12) | 15/12/2014 | Budget Report                       | Business Case of accommodation needs to be produced                    | HCorpS  | Underway |
| 43 (1)  | 26/01/2015 | Minutes of Meeting 15 December 2014 | Board minutes to be amended and published on CCNI website              | Kathryn | Complete |
| 43 (2)  | 26/01/2015 | Chief Executive's report            | Legal opinion to be forwarded to Legal Commissioner                    | CEO     | Complete |
| 43 (3)  | 26/01/2015 | Chief Executive's report            | Monthly update to helper groups to be sent to Commissioners also       | Comms   | Complete |
| 43 (4)  | 26/01/2015 | Revised MSFM                        | Amendments to be sought by DSD on pension and CEO appointment sections | CEO     | Complete |
| 43 (5)  | 26/01/2015 | Budget Report                       | Further breakdown of charges to be identified                          | HCorpS  | Underway |