

Minutes of 9th Meeting of the Authority – 21st of October 2021

– a blended meeting held via video conference and in 3 George’s Dock, IFSC, Dublin 1

Present:

Name	Detail	Initials
Patrick Hopkins	Chairperson	PH
David Brady	Member of the Authority	DB
Patricia Cronin	Member of the Authority	PC
Máire McMahon	Member of the Authority	MMcM
Martin Sisk	Member of the Authority	MS
Ercus Stewart	Member of the Authority	ES
Rosemary Keogh	Member of the Authority	RK

Apologies:

Tom Costello

In attendance:

Name	Detail	Initials
Helen Martin	CEO Items 1.0 to 11.0	HM
Thomas Mullholland	Head of Compliance and Enforcement Items 1.0 to 11.0	TM
Madeline Delaney	Director of Legal Affairs and Registration Items 1.0 to 11.0	MD
Niall Scanlon	Head of Finance Items 1.0 to 11.0	NS
Malachy Cardiff	Head of Corporate Affairs/Board Secretary Items 1.0 to 11.0	MC
Seán O’Connor	Head of Charity Services/Legal Advisor Items 1.0 to 11.0	SOC
Meagan Gill	Head of Registration Items 1.0 to 11.0	MG

Apologies:

Heidee Kealy
Carmel O’Donohoe

1.0 Quorum

A quorum was present and the meeting was duly convened.

2.0 Apologies

The members noted the apologies from Tom Costello – Board Member plus apologies from staff members, Heidee Kealy and Carmel O’Donohoe.

3.0 Conflicts of Interest

- The members were requested to declare any potential conflict of interest, whether real or perceived, with any items on the agenda.
- No conflicts of interest were declared.

4.0 Minutes of previous meeting

- The minutes of the Meeting of the **23rd September 2021** were approved by the Board.
- It was noted that action 2 on the carried forward actions will be moved to Q1 2022.
- The minutes of the Meeting of the **4th October 2021** were approved by the Board

4.1 Approve publication of redacted Board Minutes of 23rd of September 2021

Members reviewed and approved the redacted Board minutes of 23rd of September 2021.

It was agreed the Board Secretary would publish the redacted minutes on the website.

4.2 Approve publication of redacted Board Minutes of 4th of October 2021

As per agreed procedures the publication of the redacted Board minutes for October will be approved at the November Board meeting.

Matters Arising

- There were no matters arising.

5.0 Update from Committees

5.1 Report of the Finance Audit Risk and Governance ('FARG') Committee.

- The Chair of the FARG Committee updated the members on the committee's work.

The Board of the Authority noted the report of the FARG Committee.

5.2 Report of the Regulatory Committee (RC)

- MS updated the members on the Committee's work.
- It was noted that just prior to the next RC meeting on the 9th November 2021 there will be a presentation on the Registration Process, an invitation will be issued to all Board Members.

The Board of the Authority noted the report of the RC.

5.3 Report of the Charity Services Committee (CSC)

- ES presented the minutes of Meeting 9 (7th of October 2021) and an update on the matters that were dealt with by the Committee.
- The Board discussed the items under consideration and agreed with the recommendations.

The Authority noted the Charity Services Committee update. The Authority approved all recommendations of Committee Meeting 9 (7th of October 2021) and authorised the Seal to be affixed where appropriate.

5.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chair of the PRPAC Committee updated the members on the Committee's work.

The Authority noted the report of the PRPAC.

6.0 Strategic Corporate Risk register

- Members reviewed, discussed and commented on the Risk Register, noting in particular the additional risk SCR-14.

Members approved the Risk Register.

7.0 Business Plan Tracker

- Members reviewed, discussed and commented on the Business Plan Tracker.
- It was noted that the performance indicator for item 1.4 should be updated.
- It was noted that the actions for item 2.4 on page 7 should be updated.

Members noted the Business Plan Tracker.

8.0 Decisions of the Authority

8.1 Approve Revised Terms of Reference for the Charity Services Committee

- Members discussed the revised Terms of Reference for the Charity Services Committee.

Members approved the Revised Terms of Reference for the Charity Services Committee.

Members agreed the Terms of Reference for the other three committees should also be reviewed and brought back to the Board.

9.0 CEO Report

9.1 Registration and Projects

- Members noted the report on Registration and Reporting and the updates contained therein.
- Members discussed some of the factors which increase the average working days to register a charity.

9.2 Compliance and Enforcement (C&E)

- Members noted the report on Compliance and Enforcement and the updates contained therein.
- Members noted that the Charities Regulator has appointed inspectors to carry out a statutory investigation into North Inner City Homeless CLG T/A Inner City Helping Homeless (Registered Charity Number 20101848).
- Members noted that the High Court had appointed a provisional liquidator to ICHH's operating company, and that the return date for hearing the case is the 1st November.
- Members were informed that the Intermediate Sanctions imposed on Waterford Area Partnership CLG (RCN): 20035228 under section 73 of the Charities Act 2009 had been removed as the charity had addressed the issues to which the sanctions related.

9.3 Charity Services and Legal

- Members noted the report on Charity Services and Legal Affairs and the updates contained therein.
- Members noted that a member of staff is leaving the Charity Services unit on mobility and the effect this will have on resources.

9.3.(i)

- [REDACTED]

9.4 Communications and Stakeholder Engagement

- Members noted the report on Communications and Stakeholder Engagement and the updates contained therein.
- Members discussed the findings of the internal staff survey regarding the planned return to the office.

9.5 Corporate Affairs and Financial Report

- Members noted the report on Corporate Affairs and Finance and the updates contained therein.
- The issues causing delays to the Corporate Independence project were discussed.

9.6 Update on current organisational issues and CEO Matters

- Members noted the report on current organisational issues and CEO Matters and the updates contained therein.

10.0 Chairperson's Report

- The Chairman confirmed that he had been in regular contact with the CEO and the management team.
- The Chairman informed the Board that the advertising of the Board vacancies is with the Public Appointments Service (PAS) and will be published shortly, based on conversations with our parent Department (DRCD).
- The Chairman discussed the November review meeting and asked members to forward suggestions for the agenda. The Chairman noted the November meeting may be held offsite and that the Board members who had recently left the Board would be invited to participate in the review session.

The Members noted the Chairperson's report and the updates contained therein.

10.0 AOB

- The filing obligation for the Authority in relation to the Central Register of Beneficial Ownership of Trusts ("CRBOT") was discussed. It was noted that all filings have now been made and that all legal duties have been fulfilled.
- It was noted that the next Board meeting would take place on Thursday, 25th of November.

There being no other business the Chairperson thanked all for their contributions and closed the meeting.

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for September on the website.	Board Secretary	Oct 2021
2.0	All recommendations of Committee Meeting 9 (7th of October 2021) to be actioned and the Seal to be affixed where appropriate.	Charity Services	Nov 2021
3.0	Business Plan Tracker to be updated.	EMT	Nov 2021
4.0	Terms of Reference for the FARG, CSC and the PRPAC to be reviewed and brought back to the Board.	Boar Secretary	Nov 2021
5.0	[REDACTED]	MD	Q1 2022

Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	Provide revised Organisational Workforce Plan 2021 – 2023. <i>Date adjusted</i>	EMT	Q1 2022
2.0	[REDACTED]	MD	Q1 2022 Date adjusted
3.0	Review adoption of a Registration Policy re. UK based charities within 12 months.	MD	June 2022
4.0	Amend Interim Access Policy at end of 2021 for Board's consideration.	Board Secretary/COD	Dec 2021
5.0	Report on progress made with Building Management on office building accessibility and security issues.	MC	Q3-4 2021
6.0	Revert to Board on proposed compliance metrics relating to the Charities Governance Code.	EMT	Dec 2021

Signed: Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary