

Minutes of 1st Meeting of the Authority – 20th January 2022

–held via video conference

Present:

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

Apologies:

Máire McMahon

In attendance:

Name	Detail	Initials
Helen Martin	CEO Items 1.0 to 16.0	HM
Thomas Mullholland	Head of Compliance and Enforcement Items 1.0 to 10.0	TM
Madeline Delaney	Director of Legal Affairs and Registration Items 1.0 to 10.0	MD
Niall Scanlon	Head of Finance Items 1.0 to 10.0	NS
Malachy Cardiff	Head of Corporate Affairs/Board Secretary Items 1.0 to 16.0	MC
Seán O'Connor	Head of Charity Services/Legal Advisor Items 1.0 to 10.0	SOC
Alan Fitzgerald	Legal Advisor Items 1.0 to 10.0	AF
Meagan Gill	Head of Registration Items 1.0 to 10.0	MG
Carmel O'Donohoe	Governance Policy Manager Items 1.0 to 16.0	COD

Apologies:

None.

Members welcomed new Legal Advisor Alan Fitzgerald as a member of the EMT

1.0 Quorum

A quorum was present and the meeting was duly convened.

2.0 Apologies

Máire McMahon

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 Approval of minutes of previous Board meetings

4.1 Approve minutes for 25th November Board minutes & Note of Review Day

The minutes of the Meeting of the 25th of November 2021 were approved by the Board.

4.2 Approve redacted minutes & publication of the Board meeting & Note of Review Day - 25th of November 2021

Members reviewed and approved the redacted Board minutes of 25th of November 2021.

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

4.3 Decision Made by the Board on the 30th of November 2021

As per Standing Order 11.10 decisions taken by written procedure between meetings of the Board will be recorded in the minutes of the subsequent Board meeting.

On the 30th November 2021 the Authority Members approved:

the appointment of Katie Cadden as an external member of the Regulatory Committee for a period of two years from the 1st December 2021 to the 30th November 2023.

4.4 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 presented the minutes of the meeting of the 13th December 2021 and the Annual Report from the FARG Committee.

- Members noted that Martin Sisk joined the FARG committee as a new member on 13th of December 2021.
- The Chair of the FARG Committee updated the Board on their “in camera” meeting with the C&AG. The C&AG was complimentary on the quality of the accounts presented for audit and acknowledged the work of the Finance team in responding to all queries raised during the audit.
- Members commended the excellent contribution of the two outgoing External members – Nuala Comerford and Adrian Clements - who retired from the FARG committee in December 2021.

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

The Chairman agreed to contact the two new FARG Committee appointees to welcome them to the committee before the FARG Committee Meeting 1 of 2022.

5.2 Report of the Regulatory Committee (RC)

- The Chair of the RC updated the members on the Committee’s work.
- Members noted that the Work Plan for 2022 would be presented to the Board’s February meeting for noting.

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

5.3 Report of the Charity Services Committee (CSC)

- The Chair of the CSC presented the minutes of Meeting 1, 11th of January 2022, 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 1 (11th of January 2022) and authorised the Seal to be affixed where appropriate.

5.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chair of the PRPAC presented the minutes of Meeting 4 of 2021, which took place on 9th of December 2021 and updated the members on its work.

The Authority noted the report of the PRPAC.

6.0 Decisions of the Authority

6.1 Approval of Staff appointments

- In accordance with section 24(1) of the Charities Act 2009, the Authority confirms the appointment of the following staff members of the Charities Regulatory Authority as and from the commencement date specified.

	Name	Position	Unit	Commencement Date
1.	Desmond Molloy	Support Officer	Charity Services	17 th January 2022
2.	Siobhan Tracey	Support Officer	Registration	17 th January 2022
3.	Hilary Ikwue	Support Officer	Registration	17 th January 2022

6.2 Approval of Draft Budget 2022

- Members reviewed and discussed the Draft Budget for 2022

Members approved the Draft Budget 2022.

***7.0 Governance Code Compliance¹**

- Members reviewed and discussed the update provided on compliance with the Charities Governance Code in 2021;
- Members noted the goal to develop a communications plan in relation to key messages for registered charities in relation to the Charities Governance Code;
- Members noted the review that had been carried out and commended the Head of Compliance and Enforcement for delivering an informative update.
- Members discussed and agreed to keep under review appropriate indicators for Governance Code compliance in the future

¹ Item 7.0 Governance Code Compliance dealt with after Item 6.2

6.3 Approval of Draft Business Plan 2022

- Members discussed and reviewed the Draft Business Plan 2022;
- Members noted that communications is a key supporting element throughout the Plan;
- Members noted that if any resourcing issues arise that will adversely impact delivery of the agreed Business Plan targets in 2022, they will be highlighted in the Update to the Board.

Members noted and approved the Draft Business Plan 2022.

6.4 Approval of Business Plan Tracker (BPT) 2021 Y/E

- Members discussed and reviewed the BPT 2021 Y/E.

Members noted, approved and commended the BPT 2021 Y/E.

6.5 Approval of Governance Documents

- Members discussed and reviewed the Access Policy and an outline of the Division of the CEO's and Chairperson's responsibilities;

Members approved the Access Policy and approved the Division of the CEO's and Chairperson's responsibilities as outlined.

7.0 Governance Code Compliance

Item 7.0 was dealt with after Item 6.2 as indicated above.

8.0 CEO Report

8.1 Registration

- Members noted the report on Registration and Reporting and the updates contained therein.

8.2 Compliance and Enforcement (C&E)

- Members noted the report on Compliance and Enforcement and the updates contained therein.

8.3 Charity Services and Legal

- Members noted the report on Charity Services and Legal Affairs and the updates contained therein.

8.4 Communications and Stakeholder Engagement

- Members noted the report on Communications and Stakeholder Engagement and the updates contained therein.
- Members were updated on the Report on the Charities Trustees Week 2021.
- Members noted the work of all involved in making Charities Trustees Week 2021 a success, which was reflected in the comments received.

8.5 Corporate Affairs and Financial Report

- (i) Members noted the report on Corporate Affairs and Finance and the updates contained therein;
- (ii) Members noted the Internal Audit Report on the Effectiveness of Internal Control 2020.

8.6 Update on current organisational issues and CEO Matters

- Members noted the report on current organisational issues and CEO Matters and the updates contained therein.
- Members noted that the Charities Amendment Bill will be circulated on eCabinet within the next month and that the CEO will keep members updated accordingly.

9 Chairperson's Report

- The Chairperson and CEO met with the Secretary General of the DRCD on December 2nd 2021.
- The Chairperson, CEO and MC met with Bairbre Nic Aongusa and other officials from the DRCD on December 8th 2021 for their bi-annual review of the Oversight & Assurance Agreement.
- The Chairperson attended the Chairpersons' Network on 9th of December 2022 for a virtual round table with Prof Andrew Kakabadse, governance advisor and researcher.
- The Chairperson attended the PRPAC meeting on 9th of December 2021.
- The Chairperson with Minister Joe O'Brien and the CEO launched the Strategy Statement 2022-2024 on 20th of January 2022.
- The Chairperson and CEO are scheduled to meet Minister Humphreys on Wednesday, 26th of January 2022 to discuss the Charities Regulator's work and the Charities (Amendment) Bill.
- The Chairperson will have a meeting on Wednesday, 26th of January 2022 with PAS related to the Shortlisting of potential candidates for Members of the Board of the Authority. Members noted that the final day of shortlisting was expected to be 3rd of February 2022.

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

10.0 AOB

- It was noted that the next Board meeting would take place on Thursday, 24th of February 2022.
- There being no further business, the Chairperson thanked all for their contributions and this section of the meeting ended,

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Actions arising from Board Meeting 1, 20th of January 2022

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for meetings of 25 th of November on the website.	Board Secretary	Jan 2022
2.0	Contact the two new FARG appointees to welcome them to the committee before the FARG meeting	Chairperson	Jan 2022
3.0	All recommendations of Committee Meeting 1 (11th of January 2022) to be actioned and the Seal to be affixed where appropriate.	Charity Services	Dec 2021

Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	Present the new iteration of the Dashboard to the Board in February.	EMT	Feb 2022
2.0	[REDACTED]	MD	Q1 2022
3.0	Provide revised Organisational Workforce Plan 2021 – 2023.	EMT	Q1 2022 <i>Date adjusted</i>
4.0	Furnish the Board with options and a proposal for a process to be followed where a decision on an appropriate recipient for cy-pres funds may need to be made by the Charities Regulator.	MD	Q1 2022 <i>Date adjusted</i>
5.0	Review adoption of a Registration Policy re. UK based charities within 12 months.	MD	June 2022
6.0	Report on progress made with Building Management on office building accessibility and security issues.	MC	Q1 2022 <i>Date adjusted</i>

Signed: Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary