

Minutes of 6th Meeting of the Authority – 21st of July 2022 held via Hybrid

Authority Members Present:

Table 1

Name	Detail	Initials
Patrick Hopkins	Chairperson	PH
Tom Costello	Member of the Authority	TC
Patricia Cronin	Member of the Authority	PC
Cathy Holahan	Member of the Authority	CH
Nicola Keogh	Member of the Authority	NK
Lorraine Lally	Member of the Authority	LL
Máire McMahon	Member of the Authority	MMcM
Geraldine Smith	Member of the Authority	GS
Ercus Stewart	Member of the Authority	ES
Tony Ward	Member of the Authority	TW

Apologies:

Rosemary Keogh; Martin Sisk; and David Brady

Executive In attendance:

Table 2

Name	Detail	Initials
Helen Martin	CEO Items 1.0 to 11.0	HM
Madeleine 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 7.1	MG
Geraldine McCarthy	Head of Communications & Stakeholder Engagement Items 1.0 to 11.0	GMcC
Carmel O'Donohoe	Governance Policy Manager Items 1.0 to 11.0	COD

Apologies:

Thomas Mullholland

1.0 Quorum

A quorum was present and the meeting was duly convened.

2.0 Apologies

The apologies from Rosemary Keogh, Martin Sisk and David Brady were noted.

3.0 Conflicts of Interest

No conflicts of interest were declared.

4.0 Approval of minutes for 23rd of June 2022 Board minutes

The minutes of the Meeting of 23rd of June 2022 were approved by the Board, subject to one amendment being made to 5.1.

4.1 Approval of redacted minutes & publication of the Board meeting - 23rd of June 2022

Members noted that there were three redactions within the minutes of 23rd of June 2022. Members noted one further redaction made in 3.0 of the minutes. Members reviewed and approved the Board minutes of 23rd of June 2022 for publication.

It was agreed the Board Secretary would arrange for publication of the minutes on the website.

4.2 Matters Arising

Members noted by way of follow up to the updated Conflict of Interest Policy which was approved at the June Board that members will receive a Charity Declaration Form for completion, stating their interests in charities.

4.3 Decision Made by the Board on 29th of June 202

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 29th of June 2022 the Authority Members considered the Briefing Note and confirmed that it is in order for the Chief Executive to arrange for the amendments detailed in the Appendix to the note to be –

- a) submitted to the Minister for Rural and Community Development under section 14(1)(k) of the Charities Act 2009, and
- b) included in a written submission to the Joint Oireachtas Commission in response to its recent invitation for submissions on the General Scheme of the Charities (Amendment) Bill 2022.

5.0 Update from Committees

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

- As the Chair of the FARG Committee was absent, the Head of Finance confirmed that the FARG Committee made a decision between meetings in relation to H1 2022 Common Investment Fund Dividend Option which will be recorded in the minutes of the next FARG meeting in September. This item will be dealt with further on this agenda at Item 6.3.

The Board of the Authority noted the update.

5.2 Report of the Regulatory Committee (RC)

- The Chair of the RC updated the Board of the meeting on activities since the last meeting of the Authority. It was noted that the next meeting will take place on 6th of September.

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

5.3 Report of the Charity Services Committee (CSC)

- The Board considered the minutes of Meeting 6 of 2022 of the Charity Services Committee held on the 13th July 2022, and an update on the matters that were dealt with by the Committee.

The Authority noted the Charity Services Committee’s update. The Authority approved all recommendations of the Committee Meeting 6 (13th of July 2022) and authorised the Seal to be affixed where appropriate.

5.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chairperson updated the members on the work of the PRPAC since the last meeting.
- Members were informed that the next meeting is due to take place in September 2022.

The Authority noted the report of the PRPAC.

6.0 Decisions of the Authority

6.1 Appointment of Personnel as staff of the Charities Regulatory Authority

The following resolution was passed by the Charities Regulatory Authority (hereinafter referred to as “the Authority”) on 21st July 2022.

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.

Staff members’ appointments confirmed

Table 3

	Name	Position	Unit	Commencement Date
1	Nicole O’Dwyer	Corporate Affairs Executive	Corporate Affairs	27 th June 2022
2	David Murphy	Registration Case Officer	Registration	11 th July 2022
3	Deirdre Stacey	Registration Support	Registration	18 th July 2022
4	Kevin Molloy	Registration Manager	Registration	18 th July 2022

6.2 FoI Publication Scheme

- The Authority approved the FoI Publication Scheme, subject to the amendments being made.

6.3 H1 2022 Common Investment Fund (CIF) Dividend Options

- The Board were invited to review and accept the recommendation, which was made by the FARG Committee, to approve the H1 2022 Dividend Option B.

The Board accepted the recommendation to approve the H1 2022 Dividend Option B.

7.0 CEO Report

- Members noted that work was done by the EMT on making documents more accessible.

Authority Member TW and Access Officer COD agreed to discuss accessibility of documents on Decision Time with a particular focus on any improvements that could be made to make documents more accessible.

7.1 Registration

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

MG to confirm the number of Charity Trustees in June 2022.

7.2 Compliance and Enforcement (C&E)

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

EMT to provide an update at the Board meeting in September on the Charities Governance Code Monitoring Programme for charities who have declared compliance with the Charities Governance Code.

EMT to follow up on the plan to publish an Information Note in relation to the Charities Governance Code on the website.

7.3 Charity Services and Legal Affairs

- Members noted the report on Charity Services and Legal Affairs and the updates contained therein.
- Members noted that two members, David Brady and Patricia Cronin, stepped down from the Charity Services Committee (CSC) and two new authority members, Nicola Keogh and Lorraine Lally, had joined the CSC.

7.4 Communications and Stakeholder Engagement

- Members noted the report on Communications and Stakeholder Engagement and the updates contained therein.
- Members noted that the Annual Report 2021 will be published on Tuesday, 26th of July.

7.5 Corporate Affairs and Financial Report

- Members noted the report on Finance and the updates contained therein.
- Members noted the report on Corporate Affairs and the updates contained therein.
- Members commended the work underway to achieve corporate independence.

7.6 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 the Chief Executive's update on Charitable Bequest Forms.

MC to upload the Charities Regulator's Joint Oireachtas Submission on the General Scheme of the Charities (Amendment) Bill to Decision Time's 'Correspondence Internal' folder.

8.0 Corporate Risk Register

- Members noted the Corporate Risk Register.

9.0 Business Plan Tracker

- Members noted the Business Plan Tracker, and noted some minor amendments to be made.

10.0 Chairperson's Report

- The Chairperson and Chief Executive attended a closed photocall on the 20th July for the formal launch of the Annual Report 2021 with Minister Joe O'Brien, followed by a meeting with the Minister and officials in DRCD, Trinity Point.
- The Chairperson has been in regular contact with the Chief Executive and the Board Secretary since the last meeting;
- The Chairperson noted that the audited Financial Statements 2021 were presented to the Houses of the Oireachtas on 1st of June 2022.
- The Chairperson noted that he plans to write to the Minister regarding upcoming vacancies and Board appointments.

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

11.0 AOB

- Members noted that the Annual Report 2021 will be laid before the Houses of the Oireachtas on Monday, 25th of July. Members noted the work of the Communications and Stakeholder Engagement team to deliver the Annual Report;
- It was noted that the next Board meeting would take place on Thursday, 22nd of September 2022;
- There being no further business, the Chairperson thanked all for their contributions and the meeting ended.

Actions arising from Board Meeting 5, 21st of July 2022

Table 4

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for meeting of 23 rd of June on the Charities Regulator's website.	Board Secretary	Aug 2022
2.0	All recommendations of Committee Meeting 6 (13th of July 2022) to be actioned and the Seal to be affixed where appropriate.	Charity Services	July 2022
3.0	Discuss accessibility of documents on Decision Time with a particular focus on garnering feedback to facilitate improvements in the accessibility of documents.	TW/COD	Aug/Sept 2022
4.0	Provide an update on the Charities Governance Code Monitoring Programme for charities who have declared compliance with the Charities Governance Code.	EMT	Sept 2022
5.0	Follow up on the plan to publish the Information Note in relation to the Charities Governance Code on the website.	EMT	Sept 2022
6.0	Upload the Charities Regulator's Joint Oireachtas Submission on the General Scheme of the Charities (Amendment) Bill to Decision Time's 'Correspondence Internal' folder.	MC	July 2022

Key actions carried forward

Table 5

No.	Action	Person Responsible	Timeframe
1.0	Communicate any further clarification on whether the Charities Regulator can become a client in its own right with the NSSO, as this impacts the Estimates 2023.	CEO/MC	Aug 2022
2.0	Add additional column in to the Strategy Monitoring Tool.	Board Secretary	November 2022
3.0	Give consideration to invite some representatives from the CCNI Board and the Authority to a meeting before or after the UK/Ireland Charities Regulators Group Meeting event.	EMT	Q3 2022
3.0	Review adoption of a Registration Policy re. UK based charities within 12 months.	MD	Nov 2022 <i>(Date change from Jun 2022)</i>

Signed: Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary