

## Minutes of 8<sup>th</sup> Meeting of the Authority – 20<sup>th</sup> of October 2022 held via Hybrid

**Table 1: Authority Members Present:**

<b>Name</b>	<b>Detail</b>	<b>Initials</b>
Patrick Hopkins	Chairperson	PH
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
Cathy Holahan	Member of the Authority	CH
Rosemary Keogh	Member of the Authority	RK

**Apologies:** Martin Sisk

**Table 2: Executive in attendance:**

<b>Name</b>	<b>Detail</b>	<b>Initials</b>
Helen Martin	Chief Executive Items 1.0 to 10.0	HM
Madeleine Delaney	Director of Legal Affairs and Registration Items 1.0 to 10.0	MD
Thomas Mullholland	Director of Compliance and Enforcement Items 1.0 to 10.0	TM
Niall Scanlon	Head of Finance Items 1.0 to 10.0	NS
Malachy Cardiff	Head of Corporate Affairs/Board Secretary Items 1.0 to 10.0	MC
Geraldine McCarthy	Head of Communications & Stakeholder Engagement Items 1.0 to 10.0	GMc
Carmel O'Donohoe	Governance and Policy Manager Items 1.0 to 10.0	COD

**Apologies:** None

### 1.0 Quorum

A quorum was present and the meeting was duly convened.

### 2.0 Apologies

The apologies from Martin Sisk were noted.

### 3.0 Conflicts of Interest

No conflicts of interest were declared.

### 4.0 Approval of minutes for 22<sup>nd</sup> of September 2022 Board minutes

The minutes of the Meeting of 22<sup>nd</sup> of September 2022 were approved by the Board.

#### 4.1 Matters Arising

There were no matters arising.

#### 4.2 Approval of redacted minutes & publication of the Board meeting –22<sup>nd</sup> of September 2022

Members noted that there was one redaction within the minutes of 22<sup>nd</sup> of September 2022. Members reviewed and approved the redacted Board minutes of 22<sup>nd</sup> of September for publication.

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

### 5.0 Update from Committees

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

- Members noted the report of the FARG given by its Chairperson.
- Members noted the Common Investment Fund (CIF) presentation which was originally presented by IQ EQ to the FARG Committee meeting on 12<sup>th</sup> of September.

**The Authority noted the FARG Committee's update.**

#### 5.2 Report of the Regulatory Committee (RC)

- The Chairman noted that there was no update from the Regulatory Committee as there had not been a meeting.

## **The Authority noted the Regulatory Committee's update**

### 5.3 Report of the Charity Services Committee (CSC)

- The Board considered the minutes of Meeting 8 of 2022 of the Charity Services Committee held on the 13<sup>th</sup> of October 2022, and an update on the matters that were dealt with by the Committee.
- NK absented herself from this section of the meeting 5.3 as she declared an interest in Agenda Items 8.6 and 8.8 of the CSC Committee Meeting 8 minutes - NK left the Zoom meeting, by being placed into the waiting room, while the Board considered these items and made its recommendations.

**The Authority noted the Charity Services Committee's update. The Authority approved all recommendations of the Committee Meeting 8 (13<sup>th</sup> of October 2022) and authorised the Seal to be affixed where appropriate.**

*NK was re-admitted to the meeting.*

### 5.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chairperson confirmed that he would update members in-camera re. the work of the PRPAC as a meeting took place on 14<sup>th</sup> of October.

**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 20<sup>th</sup> of October 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

	Name	Position	Unit	Commencement Date
1	Stephen Logan	Registration Support	Registration	26 <sup>th</sup> September 2022
2	David Lucey	Registration Support	Registration	26 <sup>th</sup> September 2022
3	Colm Duignan	Registration Support	Registration	17 <sup>th</sup> October 2022
4	Rhyss Davies	Compliance Support	Compliance	19 <sup>th</sup> September 2022
5	David Tobin	Compliance Support	Compliance	19 <sup>th</sup> September 2022
6	Aisling Farrell	Corporate Affairs Support	Corporate Affairs	19 <sup>th</sup> September 2022

## 7.0 CEO Report

### 7.1 Registration

- Members noted the report on Registration and Reporting and the updates contained therein.
- Members were updated on the revised application form and related processes, workflows and procedures to register a charity which will improve the efficiency of the charity application process.

## 7.2 Compliance and Enforcement (C&E)

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

## 7.3 Charity Services and Legal Affairs

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

## 7.4 Communications and Stakeholder Engagement

- Members noted the report on Communications and Stakeholder Engagement and the updates contained therein.

## 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.

## 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 thanked the Director of Legal Affairs & Registration for fulfilling the role of Acting Chief Executive up to 5<sup>th</sup> of October 2022 during the CEO's absence.

## 8.0 Business Plan Tracker

- Members reviewed, discussed and commented on the Business Plan Tracker (BPT), noting in particular how useful and comprehensive the document is.

**EMT to include a highlight of key summary issues within the BPT.**

## 9.0 Chairperson's Report

- The Chairperson advised that he was in contact with DRCD regarding the forthcoming board appointments; he confirmed that the minister has nominated three new members which is currently going through the process for State Board appointments and that it is hoped to have new members in situ by November Board meeting;
- The Chairperson has met O'Brien Governance Design regarding the External Board Evaluation; and
- The Chairperson thanked MD in her role of Acting CEO and EMT in managing the organisation during the CEO's absence.

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

## 10.0 AOB

- The Chairman confirmed the Running Order for the Board Training Day due to take place on 24<sup>th</sup> November 2022 in the Spencer Hotel, Excise Walk, IFSC, Dublin 1

It will consist of the following:

12 noon to 2pm - Board Meeting

2pm to 2:30pm - Lunch

2:30pm to 4pm – External Evaluation Review/Review/Conflict of Interest

4:00pm to 4:30pm - Joined by former Board members

5:30pm to 8:30pm - Dinner - Harbour Master, Customs House Dock, IFSC, Dublin, D01 WOX8

- There being no further business, the Chairperson thanked all for their contributions and the meeting ended.

[REDACTED]

[REDACTED]

[REDACTED]

## Actions arising from Board Meeting 8, 20<sup>th</sup> of October 2022

Table 3

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for meeting of 22 <sup>nd</sup> September on the Charities Regulator's website.	Board Secretary	Oct 2022
2.0	All recommendations of Committee Meeting 8 (13 <sup>th</sup> of October 2022) to be actioned and the Seal to be affixed where appropriate.	Charity Services	Oct 2022
3.0	Include a highlight of key summary issues within the BPT.	EMT	Nov 2022

### Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	Add additional column in to the Strategy Monitoring Tool.	Board Secretary	November 2022
2.0	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 June 2022)</i>

**Signed:** Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary