

Minutes of 3rd Meeting of the Authority – 30th of March 2023 held via Hybrid

Table 1: Authority Members Present:

Name	Detail	Initials
Patrick Hopkins	Chairperson	PH
Martin Sisk	Member of the Authority	MS
Lorraine Lally	Member of the Authority	LL
Tony Ward	Member of the Authority	TW
Cathy Holahan	Member of the Authority	CH
Rosemary Keogh	Member of the Authority	RK
Stephen Keogh	Member of the Authority	SK
Darren Lehane	Member of the Authority	DL
Michael O’Sullivan	Member of the Authority	MOS
Nicola Keogh	Member of the Authority	NK
Máire McMahon	Member of the Authority	MM
Ercus Stewart	Member of the Authority	ES

Apologies: Geraldine Smith

Table 2: Executive in attendance:

Name	Detail	Initials
Helen Martin	Chief Executive Items 1.0 to 10.0	HM
Madeleine Delaney	Director of Legal 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: Seán O’Connor

Table 3: Visitor in attendance:

- The Chair noted that two Members expressed an interest in being the Board's representative on the selection committee for membership of the Stakeholder Forum. The Chair drew lots and Cathy Holahan was selected.

The Chair thanked both members for expressing their interest.

5.0 Update from Committees

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

- The Chair of the FARG Committee updated members on its work since its last meeting on 28th of February.
- Members noted that the date of the FARG Committee induction has been rescheduled to take place on 14th of April.

The Authority noted the report of the FARG Committee.

5.2 Report of the Regulatory Committee (RC)

- TW, member of the Regulatory Committee in lieu of the Chair of the RC, presented the minutes of Meeting 2 of the 28th of February 2023 from the RC.
- Members noted that there would be a Registration workshop scheduled before the next Regulatory Committee meeting on 6th of June which all board members will receive an invitation to.
- Members were updated that there may be an additional Regulatory Committee meeting scheduled before June to address a number of Registration Review Panel cases.
- Members noted that it would be beneficial to hold a similar information workshop for members on the work of the Charity Services Unit.

The Authority noted the Regulatory Committee's update.

5.3 Report of the Charity Services Committee (CSC)

- The Board considered the minutes of Meeting 3 of 2023 of the Charity Services Committee held on the 9th of March 2023, and an update on the matters that were dealt with by the Committee.
- The Board considered the Addendum to the Minutes of Meeting 3 for the Charity Services Committee, recommended on the 28th March 2023 via Written Procedure.
- The Board discussed the items under consideration and agreed with the recommendations.
- The Board made a suggestion for that members of the Executive consider adding an information note to the website regarding Common Investment Funds (CIF) queries.

The Authority noted the Charity Services Committee's update. The Authority approved all recommendations of Committee Meeting 3 (9th of March 2023) and the Addendum to the Minutes of Meeting 3 (recommended on the 28th March 2023), and authorised the Seal to be affixed where appropriate.

Member of the Executive to consider adding an information note to the website regard Common Investment Funds (CIF) queries.

5.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chair of the Committee updated members on its work since its last meeting on 16th of February 2023.

The Authority noted the report of the PRPAC.

6.0 Decisions of the Authority

MS joined the meeting

6.1 Review and Approval of the Common Investment Fund Annual Report and Financial Statements 2022, the Letter of Representation 2022 and the Management Letter 2022

Jason McCallion, Auditor from ASM Chartered Accountants joined the meeting.

- Jason McCallion, Auditor gave a presentation to Members on the Common Investment Fund Annual Report and Financial Statements 2022, the Letter of Representation 2022 and the Management Letter 2022.
- Members reviewed and discussed and approved the Common Investment Fund Annual Report and Financial Statements 2022, the Letter of Representation 2022 and the Management Letter 2022.
- Members authorised the Chairperson and the Chief Executive to sign the Letter of Representation 2022 and the CIF Annual Report & Financial Statements 2022 on behalf of the Board.

Jason McCallion, Auditor from ASM Chartered Accountants left the meeting.

6.2 Governance Documents

(i) Social Media Policy

Members approved the Social Media Policy.

(ii) Terms of References of the Committees of the Board

- Members noted and approved the proposed amendment, as outlined in the Briefing Note, subject to adding in additional wording regarding the timing of the report to be produced at the end of each year.

Members approved the amendment to the Terms of References of all Committees subject to the amendment as outlined above being made.

6.3 Draft Communications Strategy 2023 - 2024

- The Board considered and discussed the Draft Communications Strategy 2023-2024 and Annual Plan 2023.
- Members noted minor amendments.
- Members noted the update regarding corporate guidelines, annual business plan; measurement; surveys and accessibility.

Members commended and approved the Draft Communications Strategy 2023-2024, subject to the minor amendments, and Annual Plan 2023.

6.4 Appointment of personnel as staff of the Charities Regulator

The following resolution was passed by the Charities Regulatory Authority (hereinafter referred to as “the Authority”) on 30th of March 2023.

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

Staff Member to be appointed

	Name	Position	Unit	Commencement Date
1	Alice Travers	Compliance Concerns Manager	Compliance & Enforcement	13 th March 2023

7.0 CEO Report

Members noted the new format of an Executive Summary of the Chief Executive's Report

7.1 Registration

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

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.
- Members noted the dates for the prosecutions in the District Court has changed from the original date of 3rd of April to take place on 15th of May 2023.

7.4 Communications and Stakeholder Engagement

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

(i) Stakeholder Forum Charter

- Members noted the update regarding the Stakeholder Forum and its Charter.

7.5 Corporate Affairs and Financial Report

- Members noted the report on Corporate Affairs and the updates contained therein.
- Members noted the report on Finance 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 reviewed, discussed and commented on the Report – ‘Charitable Bequests - A snapshot of charitable bequests in 2021’.
- Members noted that an explanatory note will be added to the source of income listed as ‘other sources’ in Table 2 - Sources of income in charities in receipt of bequests.

Members noted the Report

The Executive to add in an explanatory note in Table 2 of Report as outlined above.

8.0 Business Plan Tracker – February 2023

- Members approved the Business Plan Tracker for February 2023.

9.0 Chairperson’s Report

- Members noted the verbal update of the Chairperson; including that the Chairperson wrote to the Minister advising her of the date that the Chairperson’s Warrant is due to expire and also advising of expiry dates of warrants of two other members - RK and MS.

Members approved the following updates to the Committees:

- Máire McMahon was appointed to the FARG Committee;
- Ercus Stewart was appointed to the PRPAC; and
- Geraldine Smith to remain on as a member of the FARG Committee and step off the PRPAC.

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

10.0 AOB

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

Table 4: Actions arising from Board Meeting 3, 30th of March 2023

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for Meeting 2 that took place on 24 th of February 2023 on the Charities Regulator's website.	Board Secretary	April 2023
2.0	All recommendations of Committee Meeting 3 (9 th of March 2023) of the Addendum to the Minutes of Meeting 3 (recommended on the 28th March 2023) to be actioned and the Seal to be affixed where appropriate.	Charity Services	April 2023
3.0	Set up an information workshop for members on the work of the Charity Services Unit.	MD	Q2 2023
4.0	Update the Terms of References documents for the committees.	Board Secretary/COD	April 2023
5.0	Add an explanatory note to the source of income listed as 'other sources' in Table 2 of the Report – <i>'Charitable Bequests - A snapshot of charitable bequests in 2021'</i>	EMT	April 2023

Table 5: Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	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	2023 <i>(Date changed)</i>
2.0	Table the Board Evaluation Action Plan for review and monitoring on a regular basis	Board Secretary	June 2023

Signed: Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary