

Minutes of 4th Meeting of the Authority – 25th of May 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
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
Geraldine Smith	Member of the Authority	GS

Apologies: Stephen Keogh

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
Micheál Scott	Project Manager Grant Thornton (Guest) Items 5.0	MS

Apologies: Stephen Keogh

1.0 Quorum

It was noted that a quorum was present and the meeting was duly convened.

2.0 Apologies

The apology from Stephen Keogh was noted.

3.0 Conflicts of Interest

- A conflict of interest was declared by ES, which related to Item 7.1 of this Board meeting. It was agreed that ES would absent himself from this section of the Meeting and will be excluded from the decision-making process.
- Members noted that TW has completed his tenure as Interim Acting CEO of the Wheel and has stepped down from the role on 14th of May 2023.

4.0 Approval of minutes of the Board Meeting dated 30th March 2023

- Members reviewed and approved the minutes of the Board Meeting of 30th March 2023.

4.1 Approval of redacted minutes of the Board meeting dated 30th March & publication of same.

- Members noted that there was one suggested redaction within the minutes of 30th of March 2023.
- Members reviewed and approved the redacted Board minutes of 30th of March 2023 for publication.

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

4.2 Matters Arising

- The Chairman noted the new protocol on Decision Time for participating in hybrid meetings, which was a response to a recommendation arising from the External Evaluation of the Board carried out in Q4 2022.
- [REDACTED].
- Members congratulated Ms Rosemary Keogh on her appointment as Assistant Secretary to the Houses of the Oireachtas, which she plans to commence in August.

5.0 Digital Platform Project – Procurement (Phase 1)

- The Digital Platform Project Manager, Micheál Scott, joined the meeting.
- Members noted the presentation regarding the Phase one of Digital Platform Project, procurement, given by the Project Manager, Micheál Scott.

Members noted the Report and that there would be update reports to the Board on a periodic basis.

- Micheál Scott left the meeting.

6.0 Update from Committees

6.1 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 17th of April.

The Authority noted the report of the FARG Committee.

6.2 Report of the Regulatory Committee (RC)

- The Chairperson of the Regulatory Committee updated members on its additional Regulatory Committee meeting held on the 9th of May to address a number of Registration Review Panel cases.
- Members noted that they would be invited to a Workshop on Registration at the next RC meeting due on 6th of June at 10:30am.

The Authority noted the Regulatory Committee's update.

6.3 Report of the Charity Services Committee (CSC)

- The Board considered the minutes of Meeting 4 of 2023 of the Charity Services Committee held on the 11th of May 2023, 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's update. The Authority approved all recommendations of Committee Meeting 4 (11th of May 2023) and authorised the Seal to be affixed where appropriate.

6.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chair of the Committee updated members on its work since its last meeting on 11th of May 2023.
- Members were favourable towards having a PHI scheme available for staff to purchase and authorised management to proceed.
- Members noted the results of the Staff Survey progress.

The Authority noted the minutes of Meeting 2 of the PRPAC held on 11th of May 2023.

MC to upload the results of the Staff engagement Survey to the Board Portal.

7.0 Decisions of the Authority

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7.4 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 25th of May 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	Ciara Finn	Head of Human Resources	Human Resources	31 st July 2023

7.5 Draft Annual Report 2022 of the Charities Regulator

- Members reviewed and discussed the Draft Annual Report 2022 and suggested some minor amendments.
- Members commended the Report.

Members approved the document, subject to the minor amendments being made.

RK left the meeting.

7.6 Audited Financial Statements

The Authority reviewed and approved the Audited Financial Statements for the Charities Regulatory Authority and the Charity Funds for year ended 31 December 2022.

The Authority authorised the Chair and the CEO to sign both sets of Audited Financial Statements.

Members commended the quality of the Statements.

7.7 Climate Action Roadmap

- The Authority reviewed and discussed Climate Action Roadmap which is focused on meeting the requirements of the Climate Action Mandate 2022.
- Members noted that the next Climate Action Roadmap Report would be discussed at the September Board meeting.

The Authority approved the Charities Regulator’s Climate Action Roadmap and authorised its submission to the SEAI and to DRCD.

MS left the meeting.

7.8 Governance Documents

- (i) Information Security Policy
- (ii) Password Policy
- (iii) Access Control Policy
- (iv) Change management Policy
- (v) Code of Conduct for Authority and Committee members
- (vi) Induction Policy for new members of the Authority and sub-committees
- (vii) Fixed Asset Policy
- (viii) Accessing Independent Professional Advice Policy
- (ix) Post-Resignation Retirement Policy
- (x) Scheme of Delegation – Reserved Functions of the Charities Regulatory Authority

- (xi) Policy on Exercise of Delegated Functions of the Charities Regulatory Authority
- (xii) Board and Committee fees

Members noted and approved the governance documents as listed above.

8.0 CEO Report

Members noted the Executive Summary of the Chief Executive's Report

8.1 Registration

- Members noted the report on Registration and Reporting and the updates contained therein.
- Members reviewed, discussed and noted the new Key Performance Indicators for applications for Registration report as outlined.

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 Affairs

- Members noted the report on Charity Services and Legal Affairs and the updates contained therein.
- Members noted the verbal update on the litigation matter.

8.4 Communications and Stakeholder Engagement

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

8.5 Corporate Affairs and Finance

- Members noted the report on Corporate Affairs and the updates contained therein.
- Members noted the report on Finance and the updates contained therein.

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 the Report

9.0 Corporate Risk Register

- Members noted the significant work done on the Risk Register since the last meeting, and noted an additional risk to be added to the Risk Register.
- Members noted that an external Risk Specialist has been procured to do a full review of the Risk Register.
- Members noted the Risk Register.

10.0 Business Plan Tracker – April 2023

- Members approved the Business Plan Tracker for April 2023.

11.0 Chairperson's Report

- Members noted the verbal update of the Chairperson;
- The Chairperson and the Chief Executive met with the Secretary General of the DRCD, Chairpersons and CEO's of the agencies under the aegis of the DRCD;
- The Chairperson attended the following events:
 - PRPAC meeting on 11th of May;
 - Wheel Summit on 23rd of May 2023; and
 - A seminar on Delegations hosted by Fieldfisher on 24th of May 2023.

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

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

13.0 AOB

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

Table 4: Actions arising from Board Meeting 4, 25th of May 2023

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for Meeting 3 that took place on 30 th of March 2023 on the Charities Regulator’s website.	Board Secretary	May 2023
2.0	All recommendations of Committee Meeting 4 (11 th of May 2023) to be actioned and the Seal to be affixed where appropriate.	Charity Services	May 2023
3.0	Management to proceed with procuring a PHI scheme which can be made available for staff to purchase	Board Secretary	Q3 2023
4.0	MC to upload the results of the Staff engagement Survey to the Board Portal.	Board Secretary	May 2023

Table 5: Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	Set up an information workshop for members on the work of the Charity Services Unit.	MD	Q2 2023
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	2023 <i>(Date changed)</i>
3.0	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