

Minutes of 6th Meeting of the Authority - 20th of July 2023 held via Hybrid

Table 1: Authority Members Present:

Name	Detail	Initials
Patrick Hopkins	Chairperson	PH
Lorraine Lally	Member of the Authority	LL
Cathy Holahan	Member of the Authority	CH
Darren Lehane	Member of the Authority	DL
Michael O'Sullivan	Member of the Authority	MOS
Máire McMahon	Member of the Authority	MM
Ercus Stewart	Member of the Authority	ES
Geraldine Smith	Member of the Authority	GS
Stephen Keogh	Member of the Authority	SK
Martin Sisk	Member of the Authority	MS
Nicola Keogh	Member of the Authority	NK

Apologies: Rosemary Keogh, Tony Ward

Table 2: Executive in attendance:

Name	Detail	Initials
Helen Martin	Chief Executive Items 1.0 to 12.0	HM
Madeleine Delaney	Director of Legal and Registration Items 1.0 to 12.0	MD
Thomas Mullholland	Director of Compliance and Enforcement Items 1.0 to 12.0	TM
Niall Scanlon	Head of Finance Items 1.0 to 12.0	NS
Malachy Cardiff	Head of Corporate Affairs/Board Secretary Items 1.0 to 12.0	MC
Geraldine McCarthy	Head of Communications & Stakeholder Engagement Items 1.0 to 12.0	GMc
Megan Gill	Head of Registration Items 8.1	MG
Carmel O'Donohoe	Governance and Policy Manager Items 1.0 to 12.0	COD
Jim O'Sullivan	Data Protection Officer, Ambit Compliance (Visitor) Items 5.0	JOS

Apologies: Seán O'Connor

1.0 Quorum

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

2.0 Apologies

The apologies from members Rosemary Keogh and Tony Ward were noted.

3.0 Conflicts of Interest

- Two conflicts of interest were declared by Charity Services Committee (“CSC) member NK, which relates to 8.2 and 11.1 of the Meeting 6 of 2023 of the CSC held on 12 of July 2023 (at Agenda item 6.3 of this Board meeting). It was agreed that NK would absent herself from this section of the Meeting and be excluded from the decision-making process.

4.0 Approval of minutes of the Board Meeting dated 22nd of June 2023

- Members reviewed and approved the minutes of the Board Meeting of 22nd of June 2023.

4.1 Approval of redacted minutes of the Board meeting dated 22nd of June 2023 and publication of same.

- Members noted that there were three items with suggested redactions within the minutes of 22nd of June 2023.
- Members reviewed the suggested redactions and agreed the following:
 - In section 6.1 – 6.4 remove redactions on the titles and content of the four Decisions to refuse applications for charitable status, while redacting the names of the applicants; and
 - In section 6.5, redact files and anything that is under consideration.
- Members approved the redacted Board minutes of 22nd of June 2023 for publication, subject to the above amends being made.

It was agreed the Board Secretary would arrange for publication of the minutes on the website, subject to the above amends being made.

4.2 Matters Arising

- There were no matters arising.

5.0 Presentation from the Data Protection Officer (“DPO”)

JOS joined the meeting.

- The DPO, Mr Jim O’Sullivan from Ambit Compliance, gave a presentation on the work of the DPO in the Charities Regulator.
- Members noted the presentation.

JOS left the meeting.

6.0 Update from Committees

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

- As the Chair of the FARG Committee was absent, the Chairperson confirmed that the FARG Committee made a decision between meetings in relation to H1 2023 Common Investment Fund Dividend Option which will be recorded in the minutes of the next FARG committee meeting in September. This item was dealt with at agenda item 7.5.

The Board of the Authority noted the update.

6.2 Report of the Regulatory Committee (RC)

- Member noted the minutes of Meeting 5 of the RC of 5th of July 2023.

The Authority noted the Regulatory Committee’s update.

6.3 Report of the Charity Services Committee (CSC)

NK left the meeting.

- The Board considered the minutes of Meeting 6 of 2023 of the Charity Services Committee held on the 12th of July 2023, and an update on the matters that were dealt with by the Committee.
- Members noted a date error at agenda item 8.1. The 8th June 2023 should read 22nd June 2023.

- The Board discussed the items under consideration and agreed with the recommendations, subject to the minor amendment as outlined above.

The Authority noted the Charity Services Committee’s update. The Authority approved all recommendations of Committee Meeting 6 (12th of July 2023), subject to the minor amendment as outlined above and authorised the Seal to be affixed where appropriate.

NK re-joined the meeting.

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 noted that there was no update since the last meeting.

6.5 Nominations Committee (“NC”)

- The Chair of the Committee updated members on its inaugural meeting which took place on 12th of July 2023.
- Members noted the minutes of the meeting.

7.0 Decisions of the Authority

7.1 Decisions to Refuse the application for charitable status from [REDACTED]

[REDACTED]

- Members reviewed and discussed the Recommendation to Refuse Charitable status to [REDACTED] under Section 39 of the Charities Act 2009.

The Authority agreed to refuse an application for charitable status made under section 39 of the Charities Act 2009 pertaining to [REDACTED]’ for the reasons outlined in the Notice of Intention to Recommend Refusal dated 12th of May 2023.

7.2 Decisions to Refuse the application for charitable status from

[REDACTED]

- Members reviewed and discussed the Recommendation to Refuse Charitable status to [REDACTED] under Section 39 of the Charities Act 2009.

The Authority agreed to refuse an application for charitable status made under section 39 of the Charities Act 2009 pertaining to [REDACTED] for the reasons outlined in the Notice of Intention to Recommend Refusal dated 12th of May 2023.

7.3 Appointment of an External Member to the Charity Services Committee

- Members reviewed and discussed the Recommendation from the Nomination Committee to appoint his Honour Judge John Martin as an External member to the Charity Services Committee for a two-year period commencing on the date of this Board meeting from 20th of July 2023 to 19th of July 2025.

The Authority approved the recommendation to appoint his Honour Judge John Martin as an External member to the Charity Services for the term outlined above.

The Chairperson agreed to inform the DRCD that the nomination was approved at this meeting.

7.4 Digital Platform Procurement

- Members discussed and reviewed the Business Case for the enterprise-wide Digital Platform and noted a few minor amendments.
- Members commended the contribution of the Digital Platform Project team to the Digital Platform project.

The Authority approved the Business Case for the Digital Platform Project and authorised the executive to submit the Business Case to DRCD and DPER for approval.

- Members discussed the appropriate procurement procedure.

The Authority agreed the Competitive Dialogue Procedure is the appropriate procurement procedure and authorised the executive to use the Competitive Dialogue Procedure for the procurement of the Digital Platform.

- Members noted that the Executive planned to submit the Business Case to DRCD and to publish the pre-qualification questionnaire (PQQ) by the 28th July 2023.

7.5 H1 2023 Common Investment Fund (CIF) Dividend Option

- Members were invited to discuss, review and accept the recommendation made by the FARG committee, to approve the H1 2023 Dividend Option B.

The Authority approved the recommendation to approve option B as the H1 2023 Dividend Option.

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.

8.2 Compliance and Enforcement (C&E)

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

TM agreed to provide the year to date figures for section 59 Notifications going forward.

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 prosecutions.
- Members noted the verbal update on the Charities Appeal Tribunal proceedings which took place on 12 July 2023.

8.4 Communications and Stakeholder Engagement

- Members noted the report on Communications and Stakeholder Engagement and the updates contained therein.
- Members noted that the Annual Report 2022 and press release will be published on Tuesday, 25th of July 2023.

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.

MC agreed to add in comparative sick leave statistics on a monthly basis in future reports.

Members noted both updates on Corporate Affairs and Finance.

8.6 Update on current organisational issues and CEO Matters

- Members noted the verbal update on the on current organisational issues and CEO Matters.

9.0 Corporate Risk Register

- Members approved the Corporate Risk Register for June 2023.

10.0 Business Plan Tracker – June 2023

- Members approved the Business Plan Tracker for June 2023.

11.0 Chairperson’s Report

- The Chairperson confirmed that he had the following meetings:
The Chairperson and the Chief Executive met officials from DRCD on the 27th June 2023 to review the Oversight and Assurance Agreement 2023.

The Chairperson and Director of Legal and Registration, who stood in for the Chief Executive who was on holidays, met with Minister for Rural and Community Development Heather Humphreys TD on 7th of July 2023.

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

12.0 AOB

- The Chairperson confirmed that the next meeting will take place on 28th of September 2023.
- There being no further business, the Chairperson thanked all for their contributions and the meeting ended.

Table 4: Actions arising from Board Meeting 6, 20th of July 2023

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for Meeting 5 that took place on 22 nd of June 2023 on the Charities Regulator's website, subject to the amendments outlined being made.	Board Secretary	July 2023
2.0	All recommendations of Committee Meeting 6 (12 th of July 2023) as outlined in the minutes, subject to the amendments outlined being made, to be actioned and the Seal to be affixed where appropriate.	Charity Services	July 2023
3.0	The Chairperson to inform the DRCD that the nomination of Judge John Martin was approved at the Board meeting.	Chairperson	July 2023
4.0	TM agreed to provide the YTD figures for section 59 Notifications going forward.	TM	Ongoing
5.0	MC agreed to add in comparative sick leave statistics on a monthly basis in future reports.	MC	Ongoing

Table 5: Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	Provide a summary update on progress to the Board on the Stakeholder Forum.	GMcC	Q3 2023
2.0	Management to proceed with procuring a PHI scheme which can be made available for staff to purchase.	Board Secretary	Q3 2023
3.0	Set up an information workshop for members on the work of the Charity Services Unit.	MD	Nov 2023 <i>(Date changed*)</i> <i>*Part of Nov Training Day.</i>
4.0	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>
5.0	Table the Board Evaluation Action Plan for review and monitoring on a regular basis	Board Secretary	Oct 2023 <i>(Date changed)</i>

Signed: Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary