

Minutes of 8th Meeting of the Authority – 26th of October 2023 held via Hybrid

Table 1: Authority Members Present:

Name	Detail	Initials
Rosemary Keogh,	Chairperson	RK
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
Geraldine Smith	Member of the Authority	GS
Stephen Keogh	Member of the Authority	SK
Martin Sisk	Member of the Authority	MS
Tony Ward	Member of the Authority	TW

Apologies: Nicola Keogh, Ercus Stewart

Table 2: Executive in attendance:

Name	Detail	Initials
Helen Martin	Chief Executive Items 1.0 to 12.0	HM
Madeleine Delaney,	Director of Legal Affairs 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
Ciara Finn	Head of HR Items 1.0 to 12.0	CF
Carmel O’Donohoe	Governance and Policy Manager Items 1.0 to 12.0	COD

Apologies: Geraldine McCarthy

1.0 Quorum

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

2.0 Appoint Chairperson of meeting

- In accordance with Schedule 1, s.13 5.(3) (b) of the Charities Act 2009, the Members appointed Rosemary Keogh as Chairperson of the meeting.
In line with good governance, members agreed that it was incumbent upon RK to step down as Chairperson of the FARG committee.
- It was noted that there were a number of matters relating to membership of the Committees which needed to be addressed and that a meeting of the Nominations Committee will be convened to consider the matters.

It was agreed the Nominations Committee will meet and make recommendations to the Board.

3.0 Apologies

The apologies from Nicola Keogh were noted.

4.0 Conflicts of Interest

- No conflict of interest was declared.

5.0 Approval of minutes of the Board Meeting dated 28th of September 2023

5.1 Approval of minutes of the Board meeting dated 28th of September 2023 (In Camera section included).

- Members reviewed and approved the Board minutes of 28th of September 2023 (In camera section included), subject to one minor amendment in 5.3.

5.2 Approval of minutes of the Board meeting dated 28th of September 2023 (In Camera section excluded).

- Members reviewed and approved the Board minutes of 28th of September 2023 (In camera section excluded), subject to one minor amendment in 5.3.

5.3 Approval of redacted minutes of the Board meeting dated 28th of September 2023 and publication of same.

- Members reviewed and approved the redacted Board minutes of 28th of September 2023 for publication, subject to the amendment in 5.3 being made.

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

5.4 Decision between Board meetings on 2nd of October 2023 regarding approval and authorisation of three actions relating to a Contract of Tender for inspectors in excess of €100k.

- As per Standing Order 11.0 decisions taken by written procedure between meetings of the Board will be recorded in the minutes of the subsequent Board meeting.

On 2nd of October 2023, the Authority Members approved and authorised three actions relating to a Contract of Tender for Inspectors in excess of €144k as set out below:

- Approved the award of the tender to the first placed tender provider**
- Approved the award of the tender to the second placed tender provider, and**
- Authorised the Chief Executive to sign the relevant contracts with two tender providers on behalf of the Authority.**

5.5 Decision between Board meetings on 19th of October 2023 regarding the Approval of Execution of CIF Bond Trade.

- As per Standing Order 11.0 decisions taken by written procedure between meetings of the Board will be recorded in the minutes of the subsequent Board meeting.

On 19th of October 2023, the Authority Members approved Option A as outlined in the documents contained in the meeting on Decision Time dated the same date.

5.6 Matters Arising

- There were no matters arising.

6.0 Update from Committees

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

- The Chair of the Committee reported on its work since the last meeting of the Authority.

The Board of the Authority noted the update.

6.2 Report of the Regulatory Committee (RC)

- The Chair of the Committee reported on its work since the last meeting of the Authority.

The Board noted the Regulatory Committee's update.

6.3 Report of the Charity Services Committee (CSC)

- The Board considered the minutes of Meeting 8 of 2023 of the Charity Services Committee held on the 19th of October 2023, and an update on the matters that were dealt with by the Committee.
- The Board discussed all other 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 8 (19th of October 2023) and authorised the Seal to be affixed where appropriate.

6.4 Performance Resource Planning and Advisory Committee (PRPAC)

- Members noted that there was no update on the PRPAC since the last meeting of 14th of September 2023.

7.0 CEO Report

7.1 Registration

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

CH joined the meeting.

7.2 Compliance and Enforcement (C&E)

- Members noted the report on Compliance and Enforcement and the updates contained therein.
- Members noted the verbal update given in relation to the proportional approach taken by the Charities Regulator to increase compliance by charities to meet their obligations to prepare and file their Annual Returns on time as required by section 52 of the Charities Act 2009.

7.3 Charity Services and Legal Affairs

- Members noted the report on Charity Services and Legal Affairs and the updates contained therein.
- Members agreed that the Executive should consider the appropriateness of writing an article/note regarding the obligation in relation to annual returns and target it towards accountancy related journals/bodies.

7.4 Communications and Stakeholder Engagement

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

LL joined the meeting.

7.5 Corporate Affairs, Finance and HR

- Members noted the report on Corporate Affairs and the updates contained therein.
- Members noted the verbal update given on the Digital Platform.
- Members noted the report on Finance and the updates contained therein.
- Members noted that the verbal update regarding the budget 2024 allocation to the Charities Regulator.
- Members noted the report on Human Resources and the updates contained therein

7.6 Update on current organisational issues and CEO Matters

- Members noted the update on current organisational issues and CEO Matters.
- Members noted the verbal update on the Charities (Amendment) Bill.



The Members noted the Chief Executive's report and the updates contained therein

8.0 Corporate Risk Register

- Members noted the improved Risk Scoring Matrix arising from the Risk Register review.
- Members requested that the ratings for Risk 1 and 5 be reviewed and the content of Risk 3 to be reviewed.

Members approved the Corporate Risk Register for September 2023.

9.0 Business Plan Tracker – September 2023

- Members approved the Business Plan Tracker for September 2023.

10.0 Chairperson's Report

This section was deemed n/a as the Chairperson has been appointed for this meeting only.

11.0 AOB

- Members noted the update regarding a request for the Charities Regulator to meet with the Chairman of the Charity Appeals Tribunals (CAT), members deemed that it would be inappropriate in its capacity as the independent regulator to meet with the Chairman of the CAT.
- Members noted the format of the annual Board Training day on Thursday, 23rd of November

Table 3: Actions arising from Board Meeting 8, 26th of October 2023

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for Meeting 7 that took place on 28 th of September 2023 on the Charities Regulator’s website, subject to the amendment in 5.3 being made.	Board Secretary	Nov 2023
2.0	The Nominations Committee to convene in November.	Nominations Committee	Nov 2023
3.0	All recommendations of Committee Meeting 8 (19 th of October 2023) as outlined in the minutes, to be actioned and the Seal to be affixed where appropriate.	Charity Services	Nov 2023
4.0	Risk Register: Review and revise three risks – 1, 3 and 5.	Board Secretary	Nov 2023
5.0	The Executive to consider the appropriateness of writing an article/note regarding the obligation in relation to annual returns and target it towards accountancy related journals/bodies	ET	Q1 2024
6.0	<p>██</p> <p>██</p> <p>██</p> <p>██</p> <p>████████</p>	Members/ET	Nov 2023

Table 4: Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	Management to proceed with procuring a PHI scheme which can be made available for staff to purchase.	Board Secretary	Q3 2023
2.0	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>
3.0	The Chief Executive and the CEO of the CCNI to arrange a meeting of both organisations' Executives by the end of January 2024 and a meeting of Chairpersons of both organisations will be arranged once a new Chairperson of the Charities Regulator has been appointed by the Minister.	ET	Jan 2024 <i>(Date changed)</i>
4.0	Table the Board Evaluation Action Plan for review and monitoring on a regular basis	Board Secretary	Jan 2024 <i>(Date changed)</i>

Signed: Rosemary Keogh – Chairperson

Malachy Cardiff – Board Secretary