



Minutes of Board Meeting

18 July 2024 held via Zoom at 8:30am

Re: Matters relating to Charities Regulator raised in
RTE's Primetime

Authority Members Present:

Name	Detail	Initials
Gerry Kearney	Chairperson	GK
Cathy Holahan	Member of the Authority	CH
Marie Daly	Member of the Authority	MD
Máire McMahon	Member of the Authority	MMCM
Geraldine Smith	Member of the Authority	GS
Tony Ward	Member of the Authority	TW
Nicola Keogh	Member of the Authority	NK
Ercus Stewart	Member of the Authority	ES
Michael O'Sullivan	Member of the Authority	MOS
Darren Lehane	Member of the Authority	DL

Apologies: Lorraine Lally, Stephen Keogh, and John O'Donnell

1.0 Quorum.

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

2.0 Apologies.

The apologies from Lorraine Lally, Stephen Keogh, and John O'Donnell were noted.

3.0 Conflict of Interest.

No conflicts of interest were declared.

4.0 Approval of minutes of Unscheduled Board meeting (2 July 2024)

Members reviewed and approved the draft minutes of the unscheduled Board meeting dated 2 July 2024.

5.0 Approval of TOR for an Independent Expert to Review and Advise the Board on Organisational Matters arising from the Prime Time programme.

The Chairperson stated that the purpose of the meeting was to review, with a view to approving, the draft Terms of Reference (TOR) for the appointment of an independent expert to review and advise the Board on certain organisational matters arising from the Prime Time Programme. This initiative had been discussed at the Board meeting on 20 June and agreed by the Board on 2 July 2024.

The Chairperson confirmed that, following the meeting on 2 July, he had written to the Minister setting out the Board's view on the matter and enclosing the Executive report and the Board response. This encompassed the Board's decision to secure an independent expert to undertake a review. This correspondence had been posted on Decision Time.

Following from the Board resolution of 2 July, the ad hoc subcommittee of Chairs had prepared the draft the Terms of Reference for consideration and approval by the Board.

Members discussed and approved the draft TOR as circulated.

It was noted that an independent expert will be procured through a restricted public procurement process. Under such an arrangement three quotes are sought in accordance with Public Procurement requirements pertaining to the anticipated cost threshold. This approach was endorsed by the Board

Members noted the importance of the timely completion of the review.

Members also agreed that the ad hoc subcommittee will engage with the independent expert during the review process. In due course the ad hoc subcommittee will bring the report of the independent expert back to the Board.

6. Next Steps

Members agreed the following actions:

1. Approval of terms of reference as circulated for issue to potential tenderers.
2. An independent expert to be procured through a restricted public procurement process.

3. The ad hoc subcommittee will engage with the independent expert during the review process and, in due course, bring the relevant report back to the Board.

The Chairperson thanked all for their contribution and closed the meeting.

The meeting concluded at 9.00am.

Actions arising from Board Meeting, 18 July 2024

No.	Action	Person Responsible	Timeframe
1.	Procurement of an independent expert through a restricted procurement process.	Executive	w/c 22 July 2024
2	Engage with the independent expert during the review process and bring the relevant report back to the Board.	Ad hoc group	August / September 2024

Actions arising from Board Meeting, 2 July 2024

No.	Action	Person Responsible	Timeframe
3	Review Structure/content of board agenda	Chairperson/PRPAC	Q4 - 2024
4.	Communications policy	Chairperson/CEO	Q4 – 2024

Actions completed

No.	Action	Person Responsible	Timeframe	Completed
(Meeting 11/6/2024)				
1	Provide Executive report to the Board	MD	20 June 2024	20 June 2024
(Meeting 20/6/2024)				
1	Ad hoc subcommittee of chairs to draft board response to Exec report	Ad hoc group	w/ending 5 July 2024	2 July 2024
2	Board to meet to discuss the response.	Chairperson	w/commencing 8 July 2024	2 July 2024
3	Briefing for the Board on the communications strategy relating to this matter.	Head of Communications	w/commencing 8 July 2024	2 July 2024
4	Letter to the Minister including the Executive's report and the Board's response	Chairperson	w/c 8 July 2024	12 July 2024
5	Report by the Executive to be provided to the Department.	CEO	Directly	20 June 2024
(Meeting 2 July 2024)				
1	Letter to the Minister (see 4 above also)	Chairperson/ ad hoc group	w/c 8 July 2024	12 July 2024
2	Draft the Terms of Reference for the appointment of independent external expertise	Ad hoc group	w/c 8 July 2024	12 July 2024

ENDS