

Minutes of 7th Meeting of the Authority – 28th of September 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
Rosemary Keogh,	Member of the Authority	RK
Tony Ward	Member of the Authority	TW

Apologies: None

Table 2: Executive in attendance:

Name	Detail	Initials
Helen Martin	Chief Executive Items 1.0 to 11.0	HM
Niall Scanlon	Head of Finance Items 1.0 to 11.0	NS
Malachy Cardiff	Head of Corporate Affairs/Board Secretary Items 1.0 to 11.0	MC
Geraldine McCarthy	Head of Communications & Stakeholder Engagement Items 1.0 to 11.0	GMc
Megan Gill	Head of Registration Items 1.0 to 11.0	MG
Sean O’Connor	Head of Charity Services Items 6.5 to 11.0	SOC
Alan Fitzgerald	Legal Advisor Items 1.0 to 11.0	AF
Ciara Finn	Head of HR Items 1.0 to 11.0	CF
Carmel O’Donohoe	Governance and Policy Manager Items 1.0 to 11.0	COD

Apologies: Madeleine Delaney, Thomas Mullholland

1.0 Quorum

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

2.0 Apologies

The apologies from ET members TM and MD were noted.

3.0 Conflicts of Interest

- One conflict of interest was declared by Charity Services Committee (“CSC”) member NK, which relates to 10.1 of Meeting 7 of 2023 of the CSC held on 14th of September, (at Agenda item 5.3 of this Board meeting).

4.0 Approval of minutes of the Board Meeting dated 20th of July 2023

- Members reviewed and approved the minutes of the Board Meeting of 20th of July 2023.

4.1 Approval of redacted minutes of the Board meeting dated 20th of July 2023 and publication of same.

- Members reviewed and approved the redacted Board minutes of 20th of July 2023 for publication.

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

4.2 Decision between Board meetings on 31st of July 2023: proposed appeal in the summary prosecution case as outlined in the documents.

- 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 31st of July 2023, the Authority Members approved the proposed appeal by way of case stated in the summary prosecution case as outlined in the documents contained in the meeting on Decision Time dated 31st July 2023.

4.3 Decision between Board meetings on 22nd of August 2023: proposal to outline further amendments to a small number of sections of the Charities Act 2009.

On 22nd of August 2023, the Authority Members approved the proposal to outline further amendments to a small number of sections of the Charities Act 2009 as outlined in the documents contained in the meeting on Decision Time dated 22nd August 2023.

4.4 Matters Arising

- On behalf of Authority members, PH welcomed Ciara Finn, who recently took up the position of Head of HR.

5.0 Update from Committees

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

- The Chair of the Committee reported on its work and the minutes of Meeting 4 of the FARG Committee held on the 11th of September 2023.

The Board of the Authority noted the update.

5.2 Report of the Regulatory Committee (RC)

- The Chair of the Committee reported on its work and the minutes of Meeting 5 of the Regulatory Committee held on the 5th of September 2023.
- Members noted the verbal update on the Data Integrity Project.

The Board noted the Regulatory Committee's update.

5.3 Report of the Charity Services Committee (CSC)

- The Board considered the minutes of Meeting 7 of 2023 of the Charity Services Committee held on the 14th of September 2023, and an update on the matters that were dealt with by the Committee.
- Agenda item 6.1 of the Charity Services Committee minutes was approved by a majority vote.

- 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 7 (14th of September 2023) and authorised the Seal to be affixed where appropriate.

NK joined the meeting.

5.4 Performance Resource Planning and Advisory Committee (PRPAC)

- The Chair of the Committee reported on its work and the minutes of the meeting of 14th of September 2023.
- **Members noted the PRPAC update.**

6.0 Decisions of the Authority

6.1 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 15th of June 2023.

6.2 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 14th of June 2023.

6.3 C&AG Management Letter for Audit 2022

- Members discussed the Draft C&AG Management Letter and the Management response in relation to audit 2022.

The Authority reviewed and approved the Draft C&AG Management Letter and the Management response in relation to Audit 2022.

6.4 Climate Action Roadmap Q3 Report

- Members noted the update on the Climate Action Roadmap Q3 Report.

The Authority approved the Climate Action Roadmap Q3 Report for submission to SEAI and our parent Department (DRCD) by end of September .

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.6 Governance Documents

- Members noted the verbal update on the Governance documents revision/approval timetable document and the next steps involved.
- Members discussed the following governance documents:
 - Policy Toolkit
 - Social Media Policy for staff, contractors, board and committee members
 - Quarterly update – Board evaluation improvement Action Plan
 - Role of the Board Secretary
 - Records Management Policy
 - Records Classification Policy
 - Data Breach Management Policy
 - Data Retention and Destruction Policy
 - Outline of the Retentions Schedule
 - Email Policy
 - Dignity at work Policy

Members approved the governance documents as listed above.

7.0 CEO Report

7.1 Registration

- Members noted the report on Registration and Reporting and the updates contained therein.
- Members discussed and noted the Briefing Note on the Registration Application Decision Process.

Members gave feedback on Registration Application Decision Process document which will be incorporated.

The Charity Appeals Tribunal's recent decision was discussed and it was agreed that the Charities Regulator's response and the Charity Appeals Tribunal's final Determination will be discussed further by the Board.

7.2 Compliance and Enforcement (C&E)

- Members noted the report on Compliance and Enforcement and the updates contained therein.
- Members noted the update given within the briefing note regarding the Annual Report Filing Compliance actions.

7.3 Communications and Stakeholder Engagement

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

7.4 Charity Services and Legal Affairs

- Members noted the report on Charity Services and Legal Affairs and the updates contained therein.

7.5 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.

7.6 Update on current organisational issues and CEO Matters

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

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

8.0 Corporate Risk Register

- Members noted the verbal update on the improvements arising from the Risk Register review.
- Members discussed how the status of actions would be displayed.
- Members requested that a high level summary of Risks and their ratings be provided in future updates.

- Members approved the Corporate Risk Register for August 2023.

9.0 Business Plan Tracker – August 2023

- Members approved the Business Plan Tracker for August 2023.

10.0 Chairperson's Report

- The Chairperson confirmed that he had the following meetings:
 - The Chairperson and the Chief Executive met Minister O'Brien on 7th of September in relation to the Oversight and Assurance Agreement;
 - The Chairperson attended the Chairperson's Network at the IPA on 25th of September. He noted that Minister Pascal Donohoe was in attendance and topics for discussion included: prioritising the importance of well-being; code of conduct for state boards, state capital framework; relationship of state boards with Oireachtas committees; board fees; the future of work and staff retention.
 - The Chairperson met with the Assistant Secretary of the DRCD on 27th of September.

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

11.0 AOB

- Members noted that this meeting was the last meeting that the Chairperson Patrick Hopkins would attend. They commended the huge contribution that the Chairperson had made during his tenure and to building the organisation to where it is today. The Chairperson noted his sincerest thanks to all members, the executive team and to all staff.
- Members noted that the Chairperson would be invited to the evening part of the Board Training day in November.
- The Executive left the meeting.

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

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

[REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED]
[REDACTED]

Table 3: Actions arising from Board Meeting 7, 28th of September 2023

No.	Action	Person Responsible	Timeframe
1.0	Publish redacted minutes for Meeting 6 that took place on 20 th of July 2023 on the Charities Regulator's website.	Board Secretary	Oct 2023
2.0	All recommendations of Committee Meeting 7 (14 th of September 2023) as outlined in the minutes, to be actioned and the Seal to be affixed where appropriate.	Charity Services	Oct 2023
3.0	The Charities Regulator's response and the Charity Appeals Tribunal's final Determination will be discussed further by the Board.	Board	Oct 2023
4.0	Risk Register: A high level summary of Risks and their ratings to be provided in future updates	Board Secretary	Nov 2023

Table 4: Key actions carried forward

No.	Action	Person Responsible	Timeframe
1.0	TM agreed to provide the YTD figures for section 59 Notifications going forward.	TM	Ongoing
2.0	It was agreed to add in comparative sick leave statistics on a monthly basis in future reports.	CF	Ongoing
3.0	Provide a summary update on progress to the Board on the Stakeholder Forum.	GMcC	Q3 2023
4.0	Management to proceed with procuring a PHI scheme which can be made available for staff to purchase.	Board Secretary	Q3 2023
5.0	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>
6.0	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.	ET	2023 <i>(Date changed)</i>
7.0	Table the Board Evaluation Action Plan for review and monitoring on a regular basis	Board Secretary	Jan 2024 <i>(Date changed)</i>

Signed: Patrick Hopkins – Chairperson

Malachy Cardiff – Board Secretary