CONFIRMED

**MINUTES OF THE ONE HUNDRED & EIGHTY FOURTH MEETING OF THE COMMUNITY RELATIONS COUNCIL HELD ON FRIDAY 28TH OCTOBER 2016 AT 1.00PM IN THE ANTE ROOM, EQUALITY HOUSE, 7-9 SHAFTESBURY SQUARE, BELFAST BT2 7DP**

**2772/16 PRESENT:**

Mr P Osborne (Chair), Very Rev Dr N Hamilton, Ms S McClelland, Mr G Deane, Ms R McGlone, Mr D Mackay

**2773/16 APOLOGIES:**

Mr B McAllister, Ms K Garbal, Ms L Keys, Mr R Campbell, Mr N McKenna, Ms D Close

**2774/16 IN ATTENDANCE:**

Ms J Irwin [CEO], Mr G McKeown [DFAP Director], Ms T Gibson [PA, DFAP]

**2775/16 OBSERVER:**

None

2776/16 QUORUM:

The Chair advised that the meeting was not quorate and therefore no decisions could be made. He said a discussion could take place and anything that needed approval would either go out for written approval or be discussed at the next meeting of the Board.

**2777/16 PURCHASE ORDERS:**

* Jones Cassidy Brett Solicitors

Mr G McGeown, DFAP Director, explained that this Purchase Order for up to £28,000 over a 3 ½ year period was for the provision of legal services. He said Jones Cassidy and Brett had been the successful bidders in a tender exercise which had been compliant with CPD rules.

Members were content to approve this Purchase Order.

* ASM Contract

Mr G McKeown explained to members that this Purchase Order was to bring the contract with ASM in line with the 3 year strategy. He said the extension to the contract would cost CRC £6,267.

Members were content to approve the Purchase Order.

As the meeting was not quorate, written approval for these two Purchase Orders would need to be sought. Ms T Gibson, PA, will email Board members seeking their written approval.

*Mr G McKeown and Miss T Gibson left the room at 1.20pm.*

**2778/16 GOVERNANCE AND STAFFING REVIEWS:**

 Members of the Board discussed the governance and staffing reviews.

Ms J Irwin remained in the room for some of the discussion. She provided members with the summary of recommendations from the staffing report which had previously been circulated.

Members discussed the next steps in relation to the reviews. It was agreed that matters would be taken forward at the next ordinary meeting of the Board as the special meeting did not have sufficient members for a quorum.

It was noted that the Chair and CEO would be meeting with Mark Browne, TEO on 7th November and with CRC’s lawyers on 9th November in relation to potential changes to the CRC Articles and Memorandum of Association.

Members also noted correspondence from the Charity Commission which has called CRC forward for registration.

The CEO was then asked to leave the meeting (approx. 2.50pm) and members continued their discussion.

**2779/16  PROPOSED DATES OF NEXT MEETINGS:**

Friday 11th November 2016 @ 10.00am – Equality House

Monday 12th December 2016 – time to be confirmed - Equality House