

CONFIRMED

**MINUTES OF THE TWO HUNDREDTH MEETING OF THE COMMUNITY RELATIONS COUNCIL
BOARD HELD ON WEDNESDAY 7th NOVEMBER 2018 13:00 THE LEARNING ZONE, THE
BRAID, BALLYMENA.**

3037/18 Welcome and Introductions

Chair welcomed and thanked Board Members for attending the 200th meeting of CRC's Board. He wished everyone a happy Diwali.

Chair thanked Ms J Patton and Ms B McKinley for attending today's meeting to speak on Good Relations and Community Planning in the Mid and East Antrim Council area. The Chair added that he is always impressed by the Council's Good Relations work.

Board Members introduced themselves.

3038/18 Presentation from Ms J Patton, Community Planning Head of Service, and B McKinley Good Relations Manager – Mid and East Antrim Council.

Ms J Patton welcomed the Chair, CEO, and the Board to Mid and East Antrim Council. She thanked CRC for the opportunity to present today. She explained that Community Planning is a new function that the Council took on after the merging of Larne, Carrick, and Ballymena into this new Council area.

Ms J Patton explained that she has been working for Ballymena Council for 29 years, previously as the Good Relations Officer. Ms B McKinley previously worked for The Community Relations Council for many years and has been a great addition to the Mid and East Antrim Council.

Mid and East Antrim Council area is the happiest place in Northern Ireland, according to a recent survey. It is an ageing population, and the highest employment rates of 16-64 year olds than the average across NI.

Ms J Patton presented Board Members with 'Putting People First' The Mid and East Antrim Community Plan. She made particular reference to the following points:

- The Planning and Development Directorate comprises of; PCSP; Good Relations; Community Development; and Community Centres, of which there are twenty-five.
- There are 18 individual village plans
- The Directorate have compiled a PCSP Strategy, which was introduced in 2015.
- They are currently prepping a Good Relations Strategy which will come before Council on Tuesday 13th November 2018.
- The Directorate are currently undertaking a service review of community centres, which employs sixty members of staff.
- 'Putting People First' Community Plan was launched June 2017 following a two year consultation period.
- The Community Plan contains five themes; Community Safety and Cohesion; Our Environment; Sustainable Jobs and Tourism; Good Health and Wellbeing; and Progress in Education. It is a 15 year plan including short, medium, and long term actions.
- This Community Plan is based on collaborative gain, with a focus on added value. It has an outcomes based approach, which the Council seconded a statistician from Lisburn Council to implement. The outcomes are aligned with the Programme for Government.
- The Community Planning work is overseen by the Council's Community Planning Committee, which is made up of 20 councillors and meets ten times a year.
- The Community Planning Committee have a number of Boards, Management Groups, and Panels in place to implement the work of the strategy.
- Ms J Patton spoke specifically about one project the Community Planning Directorate are undertaking: The Support Hub. This project is a collaboration between the Council, PSNI, and the NI Housing Executive. Cases are presented monthly on vulnerable individuals at risk. Ms J Patton stated that this multi-agency problem solving project is a very powerful piece of work.
- Ms J Patton added that Community Cohesion and paramilitarism are mentioned in Mid and East Antrim Council's plan.

The Chair asked if the number of panels, boards, and management groups is effective, or whether the team spend most of their time going to meetings.

Ms J Patton explained that possibly at the beginning this was the case, however, things have been refined. Some of the panels only meet between 2 and 4 times a year, and there are conference call facilities in place. If the meetings were not working effectively, the partners would express that.

The Board then discussed a recent issue Mid and East Antrim Council have been having in relation to the Roma Community. Ms H Patton stated that the

Council are working with all communities including the Roma people. A number of accusations around HMOs have were unfounded. She added that having a plan in place helped with the dispelling the myths and supporting members of the community and business community targeted in this incident.

The Board asked if the Council had been in contact with other boroughs in England that have had similar issues. Ms J Patton stated that the Council had spoken to Belfast and Derry/Londonderry Councils, and intent to speak to Scottish and English councils too.

Ms J Patton then discussed the Council's Good Relations themes:

i) Children and Young People programmes:

- Promoting Diversity
- Creative Youth Programme
- Formative Years

ii) Shared Community

- Good Relations Week
- Regional initiatives

iii) Safe Community

- PCSP – including youth work.
- Engaging young people at risk of offending
- Crisis Fund
- Tackling Paramilitaries
- Learning Dreams

iv) Cultural Expression

- £40,000 available through grant scheme
- Education programme
- Shared History project
- Celebrating culture, safely – i.e bonfires
- #embraceweek18

Chair asked, in relation to Mid and East Antrim's recent issue with Britain First, how significant is the sectarian layer of this.

Ms J Patton stated that the majority of people in community were shocked by these developments. The statutory agencies were quick to respond and deal with this. The Council have since met up with minority ethnic community groups and concerned residents groups to discuss issues. Ms B McKinley

added that in the past Peace III Money was put in place for cohesion projects, but since that has ended, these relationships have fractured.

The Chair asked if Councillors in the area are committed to Good Relations programme. Ms J Patton stated that they will find out on Tuesday when the strategy is taken to the Council members for approval.

The Chair thanked Ms J Patton and Ms B McKinley again for coming along and speaking to the Board. Ms J Irwin recommended that they keep a record of the work undertaken at the Support Hub, as this is a very practical and multidimensional approach to interagency work that would be worth writing up.

Ms J Patton thanked CRC for the opportunity to speak on Good Relations being undertaken.

Ms G Attwood joined the meeting

Ms A Stevenson and Mr R McEnerney joined the meeting

3039/18 CRC Logo Redesign

Ms A Stevenson and Mr R McEnerney introduced themselves as the team working on the CRC logo redesign. Ms A Stevenson explained that they held a workshop with staff where ideas were shared, and the following responses were expressed:

- The weave was favoured
- Asked whether the symbols included in the current logo were future proof.
- Image needs to be stronger and more visible
- Colours should be non-political
- Colours should complement the TBUC logo
- Maintain own identity
- Words on current logo are hard to read

They highlighted the different shapes and colours considered, and then presented the final ten ideas.

The logo favoured by staff was the colourful square weave.

Following a discussion of the Board, the following comments were recorded:

- A member of the Board could see an unfortunate, unintended, insignia in the logo preferred by staff.

- Board debated whether the weave looked best as a circle or a square
- The Board had reservations about the tone of blue on the preferred logo design.

Mr P Jordan stated that the round logo has similarities with a funded organisations logo. The Chair stated that the round logo, when presented in black and white, looked like a football.

The designers agreed to address the three issues raised by Board Members, and forward on one version to Mr P Day.

ACTION: Mr P Day to send the proposed logo to Board Members for approval by written procedure.

Ms A Stevenson and Mr R McEnerney left the meeting.

3040/18 **In attendance:** Mr P Osborne (Chair), Mr R Campbell (Board Member), Ms D Close (Board Member), Mr D MacKay (Board Member), Ms S McClelland (Board Member)

3041/18 **Standards Checks**

- (a) *Members should declare any conflict of interests in any discussions where decisions were required.*
- (b) *Members need to register any offers of gifts or hospitality since the last Council meeting.*

Board Members had nothing to declare or register.

3042/18 **Apologies:** Mr N Hamilton (Board Member) Ms L Keys (Board Member), Ms K Garbal (Board Member), Mr N McKenna (Board Member).

3043/18 **Present:** Mr P Day (Director of Engagement), Ms J Irwin (CEO), Mr P Jordan (Director of Funding and Development, Mr G McKeown (Director of Finance and Personnel)

3044/18 **Observers:** Mr J Warnock (TEO)

3045/18 Mr J Warnock indicated that he would not be able to stay very long at the Board Meeting, therefore he asked the Chair if he could make his comments before the next agenda item.

Mr J Warnock made the following comments:

Staffing Review:

- TEO read the Staffing Review as a clean bill of health for CRC
- CRC is quite lean in terms of staffing
- There may be opportunity to reposition internally
- No headline issues

Articles of Association:

Mr Warnock referred to his correspondence on CRC's Articles of Association. TEO's lawyers have picked up on a wording issue in CRC's Articles of Association 'a number not exceeding eight or 1/3 of the total membership (whichever shall be the lesser) may be appointed by the Minister' – as it stands, this may mean that as the numbers reduce, the number of Board members TEO can appoint will also reduce. Meaning that if membership drops to 1 or 0, TEO will not be able to appoint any new members.

Pathfinder:

- Mr J Warnock thanked Mr P Jordan for his work on the Holocaust Memorial Trust Pathfinder application. He stated that this project had previously been funded by the Department of Education, but funding was no longer available. TEO have identified funding for the project, and believe that could be drawn down for Pathfinder, but due process will still be followed. Mr J Warnock stated that this is a project TEO would like to fund as the objectives of the project are in line with good relations, with potential to feed into the Ambassadors Programme.

A Board member asked who will identify the young people to attend the trip to Auschwitz. Mr P Jordan explained that the schools have already been identified, pupils will be attending from Catholic Maintained, grammar, non-grammar, streamed, integrated, and high schools.

The CEO asked Mr J Warnock, without prejudice to the Board's decision, what was the time table for TEO delivering funding for this project.

Mr J Warnock explained that CRC will need to make a bid through the January Monitoring Round – TEO will offer assurances of funding to CRC at this stage.

Pay Remit:

- Mr J Warnock stated that he has been chasing the Department of Finance for more information, but they can confirm that Pay Remits will be processed.

The Chair explained to Board Members that other ALBs Pay Remits were being processed regardless of the implementation of 'No Better, No Worse Off' guidance, however, CRC's Pay Remits have been delayed for many years because of this.

Mr J Warnock stated that he had not been happy to learn that this was the case.

3046/18 Minutes

The Minutes of the 19th September 2018 Board Meeting were presented to the Board. A number of amendments were recorded:

Page 3 should read iii) The Chair stated that it is important that the next steps, in terms of changes to the Articles of Association be taken in tandem with the appointment of a new Board.

Page 3 Correct title 'Business Plan'

Page 5 Correction of 'NILGOSC'

On completion of these corrections, the Board agreed that the minutes were a true and accurate record of this meeting.

3047/18 Matters Arising

i) City of Sanctuary

The CEO reminded Board Members that at the previous meeting correspondence from Belfast City of Sanctuary was circulated, asking if CRC would like to take up corporate membership. The Board had asked to see further details of the work of the organisation and their business plan. The CEO referred to the correspondence from the group, which was included in the Board papers, in which they

responded with details of the work they have carried out, and what becoming a member would mean for an organisation.

The Board noted the response. They highlighted that the organisation is trying to do admirable work, but that CRC does not usually take up corporate membership. The Board stated that they would wish to continue as supporters and remain on the circulation list, and that individual Board Members can take up membership if they wish.

Mr J Warnock left the meeting

3048/18 Correspondence

i) Equality Scheme Approval.

The Board noted that CRC's Equality Scheme has been approved by the Equality Commission.

The CEO thanked Mr G McKeown and the DFAP team for their work putting this together.

Mr G McKeown stated that there is now a piece of work to complete on monitoring CRC's policies.

ii) CRC's Articles of Association

The Chair summarized the letter from TEO, explaining that in terms of CRC Board Membership, if all members resign, then TEO suggests it will not be able to appoint any new Board members, and CRC will effectively cease to exist.

Mr R Campbell added that it would not take Board Membership to drop to zero for this to happen, if Board membership drops to 2 then TEO will not be able to appoint new members.

The Chair stated that he believed TEO have misunderstood the Articles. He believes that the one third would relate to the total membership rather than the current membership.

Mr R Campbell added that this is not clear in the wording, and that to rectify this CRC would write 'total possible membership' rather than 'total membership'.

The CEO stated, and the Board agreed, that CRC should seek its own advice from solicitors, asking them to review and interpret this section of the Articles.

ACTION: CRC to instruct solicitors to review working of Articles of Association, with reference to TEO appointing Board Members.

3049/18 Chair's Business

The Chair informed Board Members of a number of events attended, making particular reference to the following:

- He stated that he attending a showing of the Referendum Short 'Yes' films during Good Relations Work. These are soon to be shown at the Irish Film Festival in Rome.
- Culture Conversation – Mediation NI
- 1st October Peace Monitor Report Seminar – The report highlighted the proportion of Catholic individuals recruited to the PSNI.
- The CEO added that there has been a delay with the designing of the Report, as the development of infographics is taking longer than the authors estimated.
- A Board Member asked if, due to the delay, the information in the report will be out of date. The Chair stated that he believes it is a good report and will certainly still be relevant once published.
- The CEO informed Board Members that, following preliminary discussions with Ms S Long from Joseph Rowntree, this may not be the last opportunity to deliver a Peace Monitor Report. This would also require TEO's approval, or the report could be facilitated by another organisation/individual.
- Chair and CEO attended TEO ALB Sponsorship Forum 3rd October
- Met with French and German Ambassadors on 24th October
- Chair and CEO met with Ms G Killen's replacement at TEO: Mr A Cole. He had hoped to attend today's Board Meeting but was unable to and sends his apologies.
- Chaired panel on Tackling Paramilitaries seminar at Falls Community Council event on 6th November.

Board members then discussed the Tackling Paramilitaries Panel. The Chair highlighted a number of themes which emerged from the meeting including; frustration of speed of work; some progress is visible; issue of trust; the work is being completed by an organisation appointed by the Department rather than coming from the communities themselves; frustration at ex-combatants not being involved.

The Chair then made Board Members aware of a number of upcoming events he will be attending:

- Cabinet Office Peace Discussion – Derry
- WWI Service St Anne’s 11th November
- Horn of Africa People’s Aid NI meeting – 12th November
- Irish Association Conference 14th November
- Belfast City Council Inter Faith Dialogue 15th November
- Polish Memorial 17th November
- St Mary’s/Stranmillis – speaking to third and fourth year students 21st November
- Ulster Scots and Irish Language event

3050/18 Chief Executives Report

The CEO presented to the Board a report of her work, and made particular reference to only a few points due to the time constraints and the number of other items on the agenda for the meeting:

- Strategic Plan -Chair to discuss this later in the agenda
- Operational Plan - The CEO presented to the Board the draft Operational Plan. She explained that TEO are expecting the first draft by the end of November, therefore the paper presented at this meeting is a first draft and in the formal – requested by TEO. There will be an opportunity to review and amend the Plan again.
- Pg 2 – Improvement of Articles of Association. Work continues and Mr G McKeown will be presenting a paper at a future Board meeting on this.
- Pg 2- Government Department – The CEO stated that Ms G Killen has retired from TEO and Andy Cole has taken over this position. He had hoped to attend today but was unable to. He will attend December’s meeting.
- Pg 3 Advocacy and Bonfires – This report had been significantly delayed. Belfast City Council are still to present the report at the next meeting of Solace.

The Chair added that CRC had received a Freedom of Information Request for this report, CRC explained the five reasons that the report could not be shared. The Chair believes that only one of these points may still be valid now. Therefore this should be reviewed, taking account of the SOLACE meeting and FOI requirements.

ACTION: Mr G McKeown to share latest report with Chair

ACTION: CRC to seek outcome of SOLACE meeting Re: confirmation from Council(s) to release the report and in respect of FOI requirements.

- Pg3 – Press Publicity – Good Relations Week evaluation – CEO thanked everyone involved with GR Week. The report was very positive and presents some new ideas to take into account next year.
- Pg 5 – The CEO explained that at the time of writing this report she had intended to attend events 12 and 13, but due to other work commitments was not able to.
- The CEO was happy to report the Grants Database Business Case has been approved by TEO.

3051/18 Planning

i) Strategic Plan

The Chair thanked Board Members for responding with their availability for a Strategic Plan Residential in December. He added that, as all Board Members were not available on the dates, he is questioning whether to go forward with those residential.

After a discussion with the CEO two options emerged:

- CRC hold two evening sessions for Board Members in December
- Extend existing Plan to December 2019.

The CEO added that, to draft and begin a consultation process, CRC would be unlikely to complete the Plan by April 2019. In relation to extending the current plan it remains fairly up to date and is still relevant.

The Board agreed to extend the Strategic Plan until December 2019, the drafting of a new Plan will be considered over the next few months in conjunction with discussions with TEO on the timetable for new Board appointments or alternatively the extension of current Board terms.

ii) Operational Plan

The CEO presented Board Members with the draft Operational Plan, and made particular reference to the following points:

- This draft takes on a new format requested by TEO – it is significantly larger than the last.
- TEO require the first draft by the end of November.
- First section sets out who CRC are, and CRC's values and vision.
- Pg3 onward covers how CRC intends to make a difference under the strategic themes

- The next section sets out the structure of CRC delivery plan
- Section 4 – this is a new section presenting how CRC will know if a difference is being made – linking to their high level population outcomes set out by government. Pg10-15 sets out these high level outcomes.
- Disaggregated the budget into work areas and the overall financial statement comes at the end of the document.
- The outcomes that CRC will work towards are set out in relation to the Programme for Government and TBUC
- P20 onwards – CRC Outcome Delivery Plan

The Board agreed for this draft to be shared with TEO. The CEO confirmed that the Board will have another opportunity to comment on the plan and approve the final draft.

3052/18 Report to those Charged with Governance

Mr G McKeown presented Board Members with the NIAO's Report to Those Charged with Governance. He explained that this report has already been reviewed and approved by the Audit and Risk Assurance Committee and has been brought to the full Board for their information.

Mr G McKeown stated that the Report made four findings:

- Employee Superannuation Contributions – 'No Better, no Worse Off' Guidance.
- Documents Management
- Cash drawn down in advance of need
- Review of information on pensions

He added that it was a good report, no adjustments were made to CRC's accounts. There was one priority one finding; however this is outside CRC's control.

The Board noted this report.

3053/18 Pay Remit

In the absence of clear guidance from the Department of Finance Mr G McKeown, at the request of the CEO, carried out research to determine how other Arms Length Bodies, in the NILGOSC scheme, are implementing the guidance.

He found three organisations which the 'No Better no Worse Off' guidance would relate to:

- 1) Arts Council
- 2) Sport NI
- 3) Tourism NI

Following conversations with the Arts Council and Sport NI, Mr G McKeown found that both organisations received approval from DoF to set aside the guidance and allow their Pay Remits to progress.

DFAP found that Tourism NI are continuing to work on a business case to implement 'No Better No Worse Off', however, in its absence, they are able to progress their Pay Remits and are currently on 17/18 pay scales. They received advice from the DSO from the Department for the Economy that they are legally required to pay outstanding Pay Remits.

In addition, a number of the organisations Mr G McKeown spoke to explained that the 'No Better No Worse Off' guidance was put in place following an issue with the Probation Board and compliance with NILGOSC terms. He added that he has been led to understand that this is why the 'No Better No Worse Off' guidance was created.

Mr G McKeown stated that he drafted an email to Mr J Warnock (TEO), and these developments had been discussed at the recent Accountability and Liaison meeting. TEO said that they will take this issue up right away with their finance team. TEO and CRC met on Monday 29th Oct, TEO have raised it with DoF, who have committed to replying this week.

Mr R Campbell thanked Mr G McKeown and the staff team for uncovering this.

3054/18 Risk Register & Strategy

These papers had been carried forward from the last Board meeting due to time pressure. They had both been approved by the Audit and Risk Assurance Committee.

The CEO presented the Board with CRC's full Risk Register and Risk Strategy. The CEO drew the Boards attention to the following points:

- 1 Red Risk – political uncertainly
- 2 Amber Risk – Resources; Largely linked to pension issues and New Policies; linked to governance and staff reviews.

The Board approved the Risk Register and Strategy.

3055/18 Pathfinder Applications

i) Ballynaveigh Community Development Association

Mr P Jordan informed the Board that this organisation were core funded up until March 2018. The group are seeking £18,762 of Pathfinder funding to contribute towards cost of;

- Development Officer – 30% of the grant
- Finance Officer – 7% of the grant
- The remainder to running costs.

Mr P Jordan recommended that CRC would support the work of the Development Officer but not funding for the Finance Officers post. Their work at the moment is focused on their development programme. Recommending the Board award the group £13,792. He added that they appear to have a clear work plan, which they should be able to deliver.

The Board discussed how the organisation has an inward issue. Mr P Jordan explained that they have begun refreshing their board. A Board member added that the group are doing necessary work, but that is difficult to translate onto paper.

The Board agreed to Mr P Jordan's recommendations, awarding the group £13,792 of Pathfinder funding.

ii) Holocaust Education Trust

Mr P Jordan explained that at CRC's previous Board meeting a Pathfinder application from Holocaust Education Trust was discussed. The Board had a few issues which Mr P Jordan discussed with the group:

- Cost of flight – Mr P Jordan investigated and found that the best way to transport this number of young people would be a chartered flight, particularly in terms of child protection.
- Outcomes – The group confirmed that the young people would be expected to take their knowledge from the trip and conduct further work when home.
- Value for money – the main bulk of the cost is the flight. The organisation have delivered nineteen of these trips across England, Scotland, and Wales over the last year. The work aligns with CRC's Pathfinder Scheme and TBUC, and as the funding will be drawn down from TEO, it is no cost to CRC.

Mr R Campbell asked that when compiling the contract, could CRC ensure that it asks the group to commit to not bringing CRC as funders into disrepute and that they are sufficient number of supervisors in attendance. The CEO suggested that Mr R Campbell could look over the contract once it has been drafted, which he accepted.

ACTION: Mr P Jordan to share the draft letter of offer with Mr R Campbell for review.

The Board agreed to Mr P Jordan's recommendation to award the Holocaust Education Trust £122,000, subject to TEO's funding.

3056/18 Policy Consultation Paper

Ms G Attwood presented to the Board a draft response to the PSNI and NI Policing Board Local Policing Review 2018 consultation.

Ms G Attwood explained that the PSNI and NIPB are seeking views to help shape how local policing is delivered. This response was compiled from the responses of CRC funded groups working in relevant areas and looking at CRC's previous responses to similar policy consultations. Ms G Attwood explained the questions the consultation is asking and detailed CRC's response, making particular reference to the following:

- Response links high level strategy such as TBUC to local policing
- Partnership Building
- Participation
- Information sharing
- Structure should promote good relations
- Good relations should be incorporated into the performance management system
- Should pay attention to groups who are not yet engaged, establish new and consolidate existing partnerships.

The Board discussed the paper and asked for reference to be made to the following:

- Police making efforts to attend community events is positive, but the visibility of police officers on foot patrols is equally important for confidence
- Police need to be able to demonstrate how well they are engaging and interacting with the community; how well they are doing
- PSCP and good relations should be working closely – add this as a recommendation
- The recommendations should be grouped together and put in more encouraging tones.

- Independent Reporting Commission's report on Paramilitarism – refer to their recent report. Look at neighbourhood policing section and refer to it and to the recommendations in it
- The accountability for neighbourhood policing should sit at senior management level. Ensure a traceability
- Suggested that the induction process for new police should be checked to see if it include education on good relations and if not this should be a recommendation.
- Suggested that the following sentence be reworded 'At times good relations issues are not being addressed i.e. failure to link drug issue with paramilitaries'

ACTION: Gemma to seek an extension to allow CRC time to make amendments to this draft

ACTION: Once draft is updates, Gemma to circulate for approval by written procedure.

Ms G Attwood left the meeting

3057/18 Good Relations Week Evaluation

Mr P Day presented the Board with the evaluation of Good Relations Week 2018. The report was compiled by JComms and discussed with TEO. Mr P Day reported the key findings of the evaluation:

- Online work this year has been a success
- Website traffic around GR week has grown
- Recommend reducing printed programmes, and direct individuals to the website in future
- Engagement team to further measure the meaningfulness and impact of GR Week
- CRC are working on a video for next GR Week – this video will present the value of CRCs contribution to and on groups work – JComms have been appointed to carry this out. It will show how good relations work is linked in with the everyday and ordinary lives.
- During 2017s Good Relations week CRC received 137 media pieces, this year that raised to 149.
- Libraries NI will be joining the Steering Committee next year.

The Board noted this report.

3057/18 Community Engagement Director's Report

Mr P Day presented to the Board the Engagement Team's Report. He made particular reference to the following:

- TBUC Engagement Forum – have received very good feedback
 - o Next Forum will take place on the 12th February in Enniskillen. Will consider the rural impact of TBC
- Social Media Activity – CRC will be sending out monthly and quarterly events lists
- CRC Video – JComms has been awarded this tender and will begin work in 2019.
- Shared Education Week – Mr P Day thanked Ms G Attwood for the tremendous effort she put into an event for teachers where three core funded groups spoke on their work in the classroom.
- Engagement Team are drafting a procedure on policy comment activities.

The Board noted this report.

3058/18 Financial Projections to 31st March 2019

Mr G McKeown informed that Board that expenditure is in line with the budget. He stated that CRC have received business case approval for a new grants database. CPD will manage the project. There is a concern that this will not be completed for March 2019 and CRC will have to surrender the £38,000 funding secured under the October Monitoring Round. Mr G McKeown stated that there is a mitigation procedure in place in event of this scenario.

ACTION: CEO and Mr G McKeown to meet to discuss grant database timeline.

3059/18 Health and Safety

There were no health and safety incidents to report during October.

3060/18 Sickness and Absence Report

The Board noted this report

3061/18 Union Update

- i) Alignment of CRC HR Policies to NICS policies.

The Board noted this paper.

- ii) Measures to Address Staff Morale Issues

The Board noted this paper

3062/18 Funding and Development Director's Report

Mr P Jordan presented to the Board the Funding and Development Director's Report. He made particular reference to the following:

- CRC have opened the Core Funding application process. Two information sessions have taken place for interested organisations.
- CRC have been attending TEO grant information sessions to promote the open grant schemes.

3063/18 Audit and Risk Assurance Committee

- i) The Chair of the Audit and Risk Assurance Committee informed Board Members that during the meeting on 31st October the Risk Register, presented earlier in the meeting, was discussed, and Members did not make changes to the RAG status of the Risks.
- ii) The Board noted the minutes from Audit and Risk Assurance Committee Meeting 19th September 2018.

3064/18 Staffing Review

The CEO set out the timeline of correspondence CRC had with TEO regarding the Staffing Review:

- The CEO informed Board Members that CRC had received the Staffing Review report, described as a final draft on 25th September 2018 but also asking CRC to review the content and set up a meeting with TEO to discuss.

25 th Sept	<ul style="list-style-type: none"> • Report sent to CRC by email and described as “final draft” but asking CRC to review for accuracy and requesting a meeting. • CRC replied on the same day acknowledging receipt and with suggested dates for a meeting. • TEO replied setting up meeting for 9th October
4 th Oct	<ul style="list-style-type: none"> • CRC sent a paper based on the report observations asking for clarification of some areas, providing more information on other areas and raising the absence of any reference to the N. Belfast scheme
9 th Oct	<ul style="list-style-type: none"> • A meeting took place with TEO at which the issues raised in the paper which CRC had sent were discussed
15 th Oct	<ul style="list-style-type: none"> • TEO emailed CRC in response to two of the issues raised at the meeting on 9th Oct: one being the impact on the HR role of PA taking on a role suggested in the BCS report; the second stating that BCS would take a look at information on tasks undertaken in relation to N. Belfast but the information would need to be observational, not just a list of duties and that BCS would not make the observations but they could comment on them. BCS suggested that Paul and Gerard could keep a record of daily tasks and BCS could review. • On the same day CRC responded with a list of the tasks and indicated that information on the time involved in each task would follow. This was sent the following day on 16th Oct
24 th Oct	<ul style="list-style-type: none"> • TEO emailed CRC to ask if all the duties relating to N. Belfast had been included as the list of tasks did not match with what TEO had compiled prior to the transfer of the scheme to CRC. • CRC replied on the same day saying that the list had only included work below DP level (as these were the grades that the report had been focussed on). CRC also stated that it did not include verification work as this had been covered in the staffing report. CRC advised that it would however now sent the full list of tasks. • Later that same day CRC sent the complete list of tasks at all grades.
31 st Oct	<ul style="list-style-type: none"> • TEO sent an email asking if CRC wished to access the Public Sector Transformation Fund (sometimes referred to as the Voluntary Exit Scheme). • CRC replied on the same day to say that it was still awaiting the final version of the staffing review report.
1 st Nov	<ul style="list-style-type: none"> • TEO replied to say that the final report had been sent on 25th September. • CRC replied on the same day querying whether all the information that had since been provided was to be taken into account. • TEO replied on the same day to say that the action points from the meeting were:

	<ol style="list-style-type: none"> 1. CRC to provide information on what work is being done for the NBSGRP, sponsor team will then pass to BCS to consider. Information is currently with BCS for their view 2. CRC to set up meeting with sponsor team to discuss the work of the engagement directorate. Meeting took place 16 October 3. Sponsor team to clarify with BCS what the knock on effect would be to the HR Manager if managing the administrative staff was passed to the PA post. Elaine dealt with this point in an email to you on 15 Oct. <ul style="list-style-type: none"> • TEO also stated that “all other points raised in the table you supplied were clarified in our meeting and didn’t require any substantive changes to the report. I specifically recall that I said we would therefore treat the report as the final version with North Belfast to be dealt with separately. For the avoidance of any further doubt, please treat the report sent this morning as the final report.” • CRC replied on the same day to say that we did not share the recollection on North Belfast being treated as a separate matter and that it would have been helpful to have had a record of the meeting on 9th October. CRC also suggested having minutes of all such future meetings to prevent this problem in the future. We also noted that if there had been a misunderstanding, TEO had not corrected it in any of the correspondence. We also said that we would now circulate the report to our Board for its next meeting. CRC also sought an update for the Board on the N. Belfast element.
5 th Nov	<ul style="list-style-type: none"> • TEO sent an email to CRC forwarded from BCS which stated that they could not reach a conclusion on the loading of work under the N. Belfast Scheme and raising questions in relation to the information that had been provided.

ACTION: Mr P Jordan and Mr G McKeown working on response to North Belfast issue.

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- The CEO added that as Mr J Warnock stated earlier in the meeting, TEO believed the Staffing Review Report to be positive, but that there may be a few issues with loading which might be examined in a further exercise. CRC are not comfortable that this is the final draft, and will ask for all future meetings with TEO to be minuted. She noted that TEO had once again raised a question on what CRC’s role is in relation to policy. CRC and Mr A Cole will be meeting in the future to discuss this. It appears that this issue around policy is not about denying CRC’s expertise, but rather realising that CRC, as an ALB, are connected to the Government

and have other means to respond to policy rather than through public consultation.

- The CEO explained that the next steps is to draft an implementation plan.
- The CEO explained that a table setting out the errors in the Staffing Review Report are contained in Board papers.

The Chair stated that this report has an impact on access to VES. He reminded Members that VES removes a post as well as a person. The CEO stated that there was no recommendations in the report to release a post.

- A Board Member asked what tasks are involved in the North Belfast role. Mr P Jordan responded highlighting the following North Belfast related tasks; verification work; development/support work; site visits; and evaluations. However, this position is not filled at the moment.

The Chair read out comments for Ms L Keys who was not able to attend the Board meeting:

She asked if staff had the opportunity to discuss this. She was also interested in the views on changing the timeframe for the funding scheme. She wrote that the policy responses are always apt and linked to the core business of CRC and she felt that CRC should maintain one area not linked to TBUC. She finished by writing that the work of the Chair and CEO continues to be outstanding and is beyond anything that could or should be expected of a Chair and CEO.

ACTION: CRC to contact TEO and ask for their approval to share the Staffing Review with staff members.

ACTION: Staffing Review and implementation plan to be added to December's Board meeting agenda.

3065/18 **Any Other Business**

The Chair stated that he would hope to attend January or February's CRC Staff meeting.

ACTION: Ms H George to add January's Staff Meeting to the Chairs Calendar.

3066/18 **Date of Next Meeting**

Wednesday 19th December – CRC

Wednesday 30th January – Newry and Mourne