

**CONFIRMED**

**MINUTES OF THE ONE HUNDRED & NINETIETH MEETING OF  
THE COMMUNITY RELATIONS COUNCIL HELD ON THURSDAY  
8<sup>TH</sup> JUNE 2017 AT 11.00AM IN COMMUNITY RELATIONS  
COUNCIL, EQUALITY HOUSE, 7-9 SHAFTESBURY SQUARE,  
BELFAST BT2 7DP**

**2874/17      PRESENT:**

Mr P Osborne [Chair], Mr R Campbell [Board Member], Ms L Keyes [Board Member], Mr B McAllister [Board Member], Mr N McKenna [Board Member], Ms S McClelland [Board Member]

**2875/17      APOLOGIES:**

Ms D Close [Board Member], Mr D Mackay [Board Member], Rev Dr N Hamilton [Board Member], Ms K Garbal [Board Member], Ms R McGlone [Board Member]

**2876/17      IN ATTENDANCE:**

Ms J Irwin [CEO], Mr G McKeown [DFAP Director], Mr P Jordan [Funding and Development Director], Ms D MacBride [Cultural Diversity Director], Ms D McGlade [Policy Director], Ms T Gibson [Admin Officer, Department of Finance, Administration and Personnel], Ms G Attwood [Policy Officer]

**2877/17      OBSERVER:**

Mr J Warnock [TEO]

**2878/17      STANDARD CHECKS:**

*1(a)*    The Chair reminded Members of the requirement to declare any conflicts of interests in any discussions where decisions were required.

*1(b)*    The Chair advised that Members need to register any offers of gifts or hospitality since the last Council meeting.

**2879/17      OPENING REMARKS**

The Chair welcomed everyone to the meeting. He thanked the Programme Directors for the update on the work within their individual Programmes which took place in the hour prior to the formal Board meeting.

Programme Directors had highlighted the following areas of work during their programme updates:

- Mr P Jordan, Director of Funding and Development – Core funding, Core reviews, CRCD Scheme, North Belfast Funding Scheme and Bonfires

- Ms D McGlade, Director of Policy – Bonfire scoping exercise, T:BUC Engagement Forum, Terms of Reference for the Engagement Forum, staffing and policy responses

- Ms D MacBride, Director of Cultural Diversity – BME work, Decade of Centenaries and Media Grant

Both staff and board members felt this session had worked well and it had been agreed to have a similar session at the beginning of each forthcoming Board meeting.

It was suggested that each session should have a particular focus. In addition members suggested having a special meeting at the end of June to discuss CRC's funding schemes. Thereafter the role of CRC, Decade of Centenaries and cohesion and integration will be discussed before subsequent Board meetings.

Members discussed the possibility of having the September Board meeting in Causeway Coast and Glens Council offices in Coleraine and having some input from the Good Relations Officers there. This will be confirmed if and when arrangements can be made and subject to sufficient members being available for the meeting.

ACTION: CEO / Chair

*Mr J Warnock, TEO joined the meeting at 11.00am*

The Chair welcomed Mr J Warnock to the meeting.

**Confidential Discussion:**

Staff were asked to leave the meeting to facilitate members to have a confidential discussion on staffing matters.

*Ms T Gibson and Ms D McGlade left the meeting at 11.22am*

*Ms T Gibson re-joined the meeting at 12.05pm*

The CEO advised members that Ms T Gibson was leaving CRC after 5 ½ years to take up a new post. The Chair congratulated Ms T Gibson on her new job and thanked her for her work during her time at CRC. He and the members of the Board wished Ms T Gibson well for the future.

**2880/17 MINUTES:**

Minutes dated 27<sup>th</sup> April 2017  
[Paper CRC/190/06/17/01 refers]

One correction was noted on Pg.3 – the word “Chair” in para 1 is to be replaced by “Mr B McAllister”.

Minutes were approved subject to this one correction.

**2881/17 MATTERS ARISING:**

None.

**2882/17 CORRESPONDENCE:**

- Letter to Dr M Browne, TEO  
[Paper CRC/190/06/17/02 refers]

The Chair said this correspondence had been discussed during the confidential conversation amongst members and therefore needed no further discussion.

- Letter from Ballynafeigh Community Development Association  
[Paper CRC/190/06/17/03 refers]

The Chair reminded members that this letter had been circulated by email and was in the Board papers for noting. The Director of Funding and Development, Mr P Jordan, had responded to the correspondence.

2883/17

## **CHAIRS BUSINESS:**

The Chair provided members with an update on events he had attended and forthcoming events he planned to attend:

Events attended:

- Sheila Katz Lecture
- North Belfast Fund
- Galvanising the Peace
- Messines
- Feile launch
- John Hewitt Summer School

Upcoming events:

- Victims Commission / Srebrenica – 10<sup>th</sup> July, Stormont
- Commemoration events
- Bands – DFA
- ALB Forum
- CRIS Session
- T:BUC Engagement Forum
- Peace IV launch
- John Hewitt – 24<sup>th</sup> July 2017
- Panel on reciprocation – 2 August

Purchase Orders Approval:

- JComms – CR/CA Week 2017 £20,000
- NILGOSC – Deficit Recovery Contributions £22,000

Mr G McKeown provided some background information on the Purchase Orders.

Approval was granted for the signing of the Purchase Orders.

2884/17

## **OPERATIONAL PLAN:**

[Paper CRC/190/06/17/04 refers]

Ms J Irwin, CEO, updated members on the status of the Operational Plan; highlighting some changes to the plan that were made to link CRC's work to the "Programme for Government". These changes were made as a result of a guidance note received from TEO which was included in the Board papers.

Members queried Strategic Objective 2 – T:BUC Engagement and Delivery; T:BUC Engagement Forum; asking how CRC will know that "Stakeholders

will feel connected”. A conversation ensued and members were advised that evaluation sheets are part of each Forum. The CEO said she would also investigate the possibility of a survey being carried out with stakeholders.

The draft was approved subject to further comments from TEO.

ACTION: CEO

Ms J Irwin informed members that the IT Business case had been approved by TEO.

Ms J Irwin circulated an early draft of the end of year Performance Report. She said that there were a number of issues that would carry forward into the new year: appointment of the new Board, the Section 96 application with the Charity Commission, Policy thematic papers, the TEO review of CRC that was due to take place in March but was postponed by TEO, and the staffing report, which has also been temporarily withdrawn by TEO.

*Mr P Jordan, Ms D McGlade and Ms D McBride re-joined the meeting at 12.20pm*

**2885/17 THE EXECUTIVE OFFICE BOARD REVIEW:**

- Copy of response to Charity Commission NI [Paper CRC/190/06/17/05 refers]

Mr G McKeown, Director of Finance, Administration and Personnel, updated members on the Section 96 application to the Charity Commission. He said progress had been slow to start with because the caseworker assigned had changed but that things were now advancing. He said the Charity Commission had determined this was a “complex case” and was to be referred to the Charity Commission legal team. Mr G McKeown said he would report back when he receives further information.

**2886/17 FINANCE AND GENERAL PURPOSES:**

- 2016/17 Year to date summary [Paper CRC/190/06/17/06 refers]

Mr G McKeown updated members on the 2016/17 Year to date summary. He said there had been some changes since this was presented to the Board in April. He said he still expected the underspend to be 0.8%.

- Financial Projections to 31<sup>st</sup> July 2017  
[Paper CRC/190/06/17/07 refers]

Mr G McKeown presented members with the financial projections to 31<sup>st</sup> July 2017. He said as there was still no budget in place, he was working from a cash allocation from TEO. He drew members' attention to the £998,000 cash allocation and added that the cash forecast was £1,292,000, leaving a shortfall of £294,000. He said CRC was keeping in close contact with TEO and hoped that the extra cash would be made available from TEO.

The Board noted their concern and expressed the need for this to be resolved as expediently as possible.

- Shared Services Project  
[Paper CRC/190/06/17/08 refers]

Mr G McKeown provided members with some information on the Public Sector Shared Services Programme. He said CRC has been asked to complete some questionnaires to feed into the business case. He added that, subject to the outcome of the exercise, it would be 2020 before this would become operational.

- Pay Remit

Mr G McKeown updated members on the pay remit. He said stage 1 and 2 of a three stage process were complete. He said the paperwork for stage 3 was now with TEO's Finance Branch.

- Health and Safety Update

Mr G McKeown informed members that there had been no Health and Safety incidents since the last Board meeting. He said all staff were in the process of completing Health and Safety training online.

- ECNI Annual Return  
[Paper CRC/190/06/17/09 refers]

Mr G McKeown said the ECNI Annual Return had been completed. He said a copy of the Return was included in the Board papers for information.

The Chair of the Audit and Risk Committee, Mr R Campbell, provided a verbal update on the Audit and Risk meeting which took place on 25<sup>th</sup> May 2017. He highlighted the following points:

- Two red risks remain unchanged – “Political” and “Resources”.
- CRC is awaiting confirmation from TEO that FIOG has closed the case on one of the investigated groups. Once this has been confirmed, CRC can close the file on this group.
- Mr P Jordan gave an update on the other group under investigation. He reported that he had received information from the group’s solicitor in relation to salaries and said that £17,000 of the £24,000 debt could now be vouched.
- ASM, Internal Auditors, presented their Annual Assurance Report - all three Internal Audits received a satisfactory rating and all KPI’s were achieved.

Mr R Campbell, Chair of the Audit and Risk Assurance Committee, thanked staff for their role in achieving good audit results.

- Minutes from the 13<sup>th</sup> April Audit and Risk Assurance Committee meeting  
[Paper CRC/190/06/17/10 refers]

Members received the ARAC Minutes of 13<sup>th</sup> April 2017 for information.

**2888/17**

**FUNDING:**

- Grants Update Report  
[Paper CRC/190/06/17/11 refers]

Mr P Jordan, Director of Funding and Development, updated members on the various grant schemes including CRCD and Pathfinder.

In relation to the Core Funding Scheme Appeals Process, Mr P Jordan said that the Panel had met and all of the Board’s decisions were upheld. He said he was now in a position to offer funding to Ballynafeigh Community Development Association which had been held on a reserve list.

Board members thanked Mr P Jordan and Ms F Dennison, Core Funding Officer, for their work in relation to the Core applications and appeals. A special thanks was noted for Mr D Russell, CEO of the Human Rights Commission, who stepped in to Chair the Appeals Panel at very short notice. The Chair said he would write to Mr D Russell to thank him.

Mr P Jordan said that TEO had issued contracts to the North Belfast Groups and the groups were in the process of returning these to CRC.

*Ms G Attwood joined the meeting at 1.00pm*

**2889/17**      **MEDIA GRANT SCHEME 2017/18:**  
[Paper CRC/190/06/17/13 refers]

Ms D MacBride, Director of Cultural Diversity, gave an overview of the 2017/18 Media Grant Scheme. She said the criteria would be the same as that in previous years. She said she anticipated the Scheme opening in late June and closing again in mid-August.

Members discussed the marketing and the dissemination of material funded by the Media Grant with the possibility of collaborating more with others who could use the materials including schools. It was noted that CRC is currently cataloguing the resources and highlighting those that would benefit from expert facilitation.

Members approved the opening of the 2017/18 Media Grant Scheme.

**2890/17**      **POLICY PAPERS:**

- CRC's response to the Education Authority Strategic Plan  
[Paper CRC/190/06/17/12 refers]

Ms G Attwood, Policy Officer, provided some background information on the Education Authority – Strategic Plan 2017-2027. She highlighted a number of points that she had incorporated into CRC's response.

Mr B McAllister, Board member, expressed an interest in receiving further information on "rights based culture". Ms G Attwood said she would provide him with this information.

ACTION: Ms G Attwood

The Board approved the consultation response to the Education Authority – Strategic Plan 2017-2027.

**2891/17**      **CEO'S REPORT:**  
[Paper CRC/190/06/17/14 refers]

The CEO provided an update to members on her CEO Report which was circulated with the Board papers. In relation to the District Council training, she said this was now complete.

**2892/17      SECTOR REPORTS:**

Programme Directors provided members with Sector Reports for information –

- Policy  
[Paper CRC/190/06/17/**15** refers]
  
- Communications  
[Paper CRC/190/06/17/**16** refers]
  
- Funding and Development  
[Paper CRC/190/06/17/**17** refers]
  
- Cultural Diversity  
[Paper CRC/190/06/17/**18** refers]

**2893/17      AOB:**

None.

**2894/17      DATES OF NEXT MEETINGS:**

Thursday 21<sup>st</sup> September 2017 @ 1pm – Causeway Coast and Glens Council Offices, Coleraine – **To Be Confirmed**

Thursday 2<sup>nd</sup> November 2017 @ 11am

Thursday 14<sup>th</sup> December 2017 @ 1pm