

**CONFIRMED**

**MINUTES OF THE ONE HUNDRED & NINETY THIRD MEETING OF  
THE COMMUNITY RELATIONS COUNCIL HELD ON THURSDAY,  
2<sup>ND</sup> NOVEMBER 2017 AT 1.00PM IN SHESKBURN HOUSE,  
BALLYCASTLE**

**2896/17      PRESENT:**

Mr P Osborne [Chair], Mr R Campbell [Board Member], Rev Dr N Hamilton [Board Member) Ms L Keyes [Board Member], [Board Member] Mr D Mackay [Board Member],

**2897/17      APOLOGIES:**

Ms D Close [Board Member],, Ms K Garbal [Board Member], Mr B McAllister [Board Member], Mr N McKenna [Board Member], Ms S McClelland,,Ms R McGlone [Board Member].

**2898/17      IN ATTENDANCE:**

Ms J Irwin [CEO], Mr G McKeown [DFAP Director], Mr P Jordan [Funding and Development Director],

**2899/17      OBSERVER:**

Mr J Warnock [TEO]

**2900/17      OPENING REMARKS**

The Chair welcomed everyone to the meeting.

The Chair thanked Mr Campbell for the earlier tour of Rathlin Island and felt that it had been a very worthwhile experience, both generally and historically.

Due to the need to remain quorate, the Chair explained that the business of the meeting would be conducted on the basis of those items on the agenda which required the Board's approval first. He commented that he found this method of doing the Board's business most unsatisfactory but realised that given the circumstances regarding the appointment of Members to the Board, he had little option but to proceed on this basis.

2901/17

**Presentation by Joy Wisener and Julie Welsh, Causeway Coast and Glens Borough Council, regarding the progress of its Good Relations programme, followed by a short discussion of the issues.**

Ms Wisener outlined the Causeway Coast and Glen's Borough Council Action Plan for the year 2017/18. She explained that the Plan had 17 projects which were established to promote 4 T:BuC themes as follows:

- Our children and young people
- Our safe community
- Our shared community and
- Our cultural experience

Ms Wisener highlighted a number of the actions and pointed out some of the difficulties involved in moving forward. Members noted that most of the evidence associated with the various actions was gathered through engagement with the different groupings.

Good relations staff have been promoting and developing relationships, both internally and externally. The Council's top three priorities are bonfires, community engagement and civic leadership. Funding for the various projects emanating from these themes was 75% from TEO and 25% from the Council.

Members were concerned that there did not appear to be any category for older people. Ms Welsh responded that although there were no specific themes or projects for older people, community relations as a whole included family life and a wide variety of activities would involve older citizens.

There was some discussion about the corporate approach to Council Officers implementing the Plan. Ms Welsh informed Members that there were a number of difficulties. However, it was recognised that in the amalgamation of a number of smaller district councils to form the larger Causeway Coast and Glens Borough Council, there had been a different approach in some of the legacy councils, for example to dealing with bonfires. Although this presented new challenges, it gave staff the opportunity to assess where Councillors stood regarding Good Relations within the wider Borough. It had to be recognised though that there was a requirement on the Council to meet their statutory duty in the provision of community services.

Ms Irwin commented that the community audit offered a good opportunity to develop services on an evidence basis. There was a need to identify all of the people and issues involved in the process so that more accurate statistics can be produced and projects taken forward. It would be preferable for everyone including Councils to have more structured development through joint local planning

programmes. The CEO encouraged the Officers to take the opportunity to create collaborative programmes. Mr Warnock highlighted the need for more involvement by the TEO and pointed out that they had determined three major indicators in the Programme for Government - respect, reconciliation and shared space to assist in moving projects forward. However, he added that TEO was not blind to the issues and difficulties experienced by Councils.

A number of other issues were discussed such as (a) work to be done at public level (b) a collaborative approach to local projects (c) the definition of reconciliation (d) central government building better links with Councils and the use of a collaborative method (e) developing a tool kit (f) the top three priorities of the Causeway Coast and Glens Borough Council and how they can be programmed in the context of consultations and relationships within the Council.

In general, Members recognised the difficulties faced by staff in promoting a number of project plans within their Council. The Chair felt that it was unfair just to criticise Councils given that it is unclear which is the most appropriate public body or agency that can give advice or assistance in developing and taking forward their plans in relation to bonfires.

The Chair thanked Ms Wisener and Ms Welsh for their very informative presentation and offered the Community Relation Council's support and appreciation of their contribution to the work of good relations.

**2902/17      STANDARD CHECKS:**

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

## 2903/17 FINANCE AND GENERAL PURPOSES

### (a) Financial Projections

Mr McKeown spoke to the paper on the allocation of additional financial resources and expenditure against targets. The Chair raised a question about the variances between the budget and financial projections and noted the total for the year 17/18 was 3.3m whereas the projection to the end of March 2018 was 3.8m giving a 3.4% variance. Mr McKeown explained that the original cut was a 4.0% variance. This reduced to 2.5% against the 16/17 budget. The figure of 3.4% variance was mainly due to an in-year allocation. However, Mr McKeown undertook to review the percentage variance.

Mr McKeown reported that in the case of core fund grant awards there was an allocation to two more groups. £10,000 was also being set aside for a media grant to develop resources linked to the 20<sup>th</sup> anniversary of the Referendum and Good Friday Agreement.

Members approved the payment of £17,500 in respect of fees for the audit by NIAO.

### (d) CRC Equality Scheme – CRC/193/11/17/06 refers

Mr McKeown set out the background to the ECNI request for a revised CRC Equality Scheme. In compliance with the ECNI guidelines for a consultation period, CRC received two responses and used them to update the Scheme. The summary of a discussion with the ECNI Officer in Appendix E covered the responses. Paper Appendix B was submitted to the Board for approval. It will then be passed to the ECNI and implemented in the new year 2018. Annex C includes a list of consultees and a number of ECNI recommendations.

Members were concerned that in relation to the last three lines of Appendix E, there was a lack of a fit description of good relations and it appeared that ECNI was going in a self-generated direction and did not take into consideration any other research work in this area.

Ms Irwin pointed out that this was in compliance with Section 75 of the NI Act and was a direct lift from the Equality Commission's recommended scheme. She noted that there was a wider policy discussion on the definition of good relations and the relationship to reconciliation that was not concluded and did not impact the legislation as yet.

The Board approved the CRC revised Equality Scheme subject to final agreement with ECNI.

**ACTION: CRC to seek final agreement**

**(b) Pay Remit**

Mr McKeown gave an update on the Pay Remit and Members noted that the application was still with DoF.

**(c) Health and Safety**

Mr McKeown noted that there had been no incidents in the reporting period.

**(d) Sickness Absence Report**

Members noted the sick absence statistics covering the period April – September 2017.

There was some concern about the increase in sickness levels in comparison to last year. Ms Irwin pointed out given the small size of CRC the long term sickness of a small number of staff tends to impact the statistics more in comparison to larger organisations.

**2904/17 MINUTES - CRC/193/11/17/01 refers**

Members approved the Board Minutes of the 21<sup>st</sup> September 2017.

**2905/17 APPOINTMENT OF BOARD MEMBERS FOR SECOND TERM (CHAIR)**

The Chair reported that he had contacted those Members who were due to finish their first term on the Board at the end of the month. Two Members were standing down including one who had sent in a letter of resignation. This means there are now 9 Members left on the Board.

Members agreed that Kasia Garbal, Sheila McClelland, Delia Close, Libby Keys and Don MacKay continue into a second term on the Board.

The Chair thanked and appreciated those Members who would extend their term of office. He also thanked and appreciated the contribution to the work of Council by Roisin McGlone and Brendan McAllister who are leaving the Board.

2906/17

## MATTERS ARISING

The Board agreed membership of the following Core Funding Sub-Groups -

- a) Membership of Funding Sub-Group - Mr Don MacKay and Ms Libby Keyes, Noel McKenna, Kasia Garbal, Rev Norman Hamilton & Sheila McClelland
- (a) Membership of Review Panel Sub-Group - Ms Delia Close and Mr Rory Campbell,

Mr Jordan advised Members that the assessments are likely to take place in February 2018 and he will notify Members when dates have been set.

Date confirmed 21<sup>st</sup> February 2018

2907/17

## CORRESPONDENCE

- (a) **Section 96 – CCNI reply** – CRC/193/11/17/02 refers

Ms Irwin referred to the correspondence from the Charity Commission regarding Section 96 and the Consent to Regulated Alteration and consent to amendments in the NI Community Relations Council's Articles of Association. Ms Irwin advised that a meeting with the Charity Commission was planned for the 20<sup>th</sup> November, in relation to registration.

- (b) **TEO correspondence in relation to CRC Core Funding Scheme** – CRC 193/11/17/03 refers

Members noted the e-mail from Mr Warnock, TEO regarding the meeting he, Ms Killen and Ms Irwin had about the alignment of Core Funding and small grant streams.

Members expressed disappointment that its recommendation to use small grants towards the expenditure of Core Funding Schemes had not been accepted. Mr Warnock understood Members concerns but pointed out the TEO is to review the relationship between Core Funding and other grant schemes so as to establish a broader alignment of all schemes.

**2908/17**

## **CHAIR'S BUSINESS**

The Chair provided Members with an update on some of the events he had attended and forthcoming events he planned to attend;

### Attended Events Reported:

- Launch of booklet to Joe Law
- Citizens Assembly in Dublin
- Reiff Lecture, QUB
- SF meeting
- Meeting with TEO re- art's and Board Members
- Somme Committee, Corrymela
- True North
- Think Tank
- One Small Stop
- Integrated Education Fund
- Ulster Museum
- Launch of Faille 3

### Future Events to be Attended:

- Flags and Identity Committee
- IEF Alumini
- Humanist AGM
- Decade of Centenaries - 21.11.17
- Reflections Conference
- Inter-Faith - 15.11.17
- Charity Commission – 20.11.17
- Apprentice Boys talk
- Citizen's Assembly Seminar
- Cantrell Policy

**2909/17**

## **VOLUNTARY EXIT SCHEME**

Ms Irwin informed members that CRC was awaiting approval of the Scheme and financial information of a technical nature from DoF, before the Scheme can go forward. Mr Warnock confirmed that he hoped to have the outcome as quickly as possible and recognised that the delay was unhelpful.

**2910/17**

## **OPERATIONAL PLAN**

Progress to date – CRC 193/11/17/04 refers

Members noted the review of the 2<sup>nd</sup> Qtr of the CRC Operational Plan. Ms Irwin summarised progress to date and gave further updates in the categories on page 7 and 8.

Ms Irwin thanked all who had contributed to the delivery to this point and specifically thanked Ms Gemma Attwood for her work on Strategic Objective 2 - T:BUC Engagement and Delivery in the absence of her colleagues in the team. She also thanked both Mr McKeown and Ms Tomasso for their part in progressing communications. It was noted that JComms have been contracted to carry out work to support communications and press releases for the rest of the current financial year.

The Chair commented that rather than see the CRC communications service being contracted out, he hoped that eventually this work will be undertaken in-house.

Members noted the Item on page 4 (6.2.11) regarding the timeline for GDPB. Ms Irwin thanked Mr Rory Campbell, Member, and Mr Gerard McKeown for taking the work forward.

**2911/17**

## **THE EXECUTIVE OFFICE BOARD REVIEW**

The Chair said that he and Ms Irwin had met with representatives of the TEO on 31<sup>st</sup> October to discuss matters of governance. It was agreed at that meeting that an options paper will be drafted along with TEO and it is intended this will be presented to the Board in December or early in the New Year.

### **ACTION: Prepare options paper for Board**

Ms Irwin thanked the Board for its commitment and contribution to the work of the Council. She reminded Members that although the Board was depleted in numbers because of the disrupted governance process, it was more or less the size that the incoming Board would be and was able to carry out its functions extremely well.

Mr Warnock, TEO concurred with Ms Irwin's remarks and added that TEO did not take the role of the Board for granted. However, TEO continued to seek a formula to deal with the appointment process.

**2912/17**

## **REPORT FROM AUDIT AND RISK COMMITTEE**

(a) Verbal Update from Chair

The Chair of the Audit and Risk Assessment Committee gave a verbal update on the meeting of the 31<sup>st</sup> October. He highlighted the insolvency case involving a group funded by CRC which was currently under review by the TEO to find out the most appropriate means of handling the loss. TEO is considering an option to have the amount of £4957 written off.

He referred to the category of the risks entered in red in the Risk Register and it was agreed that these risks should remain red because of the uncertain political climate.

Mr Campbell gave a brief overview of the ASM internal audits and indicated that the Committee was satisfied with the recommendations made by ASM and the steps being taken to implement them.

(b) Minutes of Audit and Risk Assurance Committee of the 12<sup>TH</sup> September 2017 – CRC/193/11/17/08 – refers

Members noted the minutes of the meeting of the ARAC held on the 12<sup>th</sup> September 2017.

2913/17

**PRESENTATION ON THE GENERAL DATA PROTECTION REGULATIONS (GDPR) BY RORY CAMPBELL, MEMBER OF THE BOARD, CHAIR OF AUDIT AND RISK ASSURANCE COMMITTEE**

Mr Campbell gave a brief outline of the process CRC needed to implement if it is to comply with the new data protection legislation being introduced in 2018.

Most of the data protection focussed on personal information and the risks this can be subject to if proper steps are not taken to ensure organisations handle data properly. Initially organisations will have to carry out a mapping exercise to determine the various types of data and how it is recorded and retained. An exercise on a gap analysis should then be

carried out and this will enable the organisation to identify how it can effect proper protection of data.

Members noted that CRC had already employed a specialist advisor to take the new legislation forward and this was a welcome development and meant that CRC has taken a major step in its preparation for the new law.

**2914/17**

**CEO's REPORT - CRC/193/11/17/10** refers

Ms Irwin spoke to her CEO Report and highlighted some of the areas as follows:

- Strategic and Operational Planning
- Together : Building a United Community
- Government and Local Government
- CRC Advocacy Strategy
- CRC Funders and Project Partners

She noted the recent difficulties in the Ravenhill Road Shared Housing Schemes. Ms Irwin said she had already attended a multi-agency meeting about this and that there will be another meeting on 9<sup>th</sup> November, which will address some of the policy issues around the Shared Housing initiatives.

Ms Irwin reported that on the 27<sup>th</sup> October, she had attended the funeral of Mr Glenn Barr, a founder Board Member of CRC. In recent decades Mr Barr had been a tireless worker in his commitment to peace building. A tribute to Mr Barr can be found on the CRC website.

**2915/17**

**SECTOR REPORTS**

These reports are for members information/updates on the main areas of Programme work –

**(a)** Communications                      CRC/193/11/17/011

**(b)** Funding and Development Programme  
  
CRC/193/11/17/012

**(c)** Cultural Diversity                      CRC/193/11/17/013

**2916/17**

**AOB**

There was no other business.

**2917/17**

**PROPOSED DATES OF NEXT MEETINGS**

Thursday 14<sup>th</sup> December 2017 at 1.00pm

Thursday 25<sup>th</sup> January 2018 at 11.00am

Thursday 8<sup>th</sup> March 2018 at 1.00pm

The Chair suggested that Members be circulated to see if there was a need to change the date of the next meetings.

He also pointed out that the date of the meeting on the 25<sup>th</sup> January will coincide with the regional event to mark International Holocaust Memorial Day in Londonderry/Derry. It was agreed that it would probably be appropriate for the Board to have its meeting in the Seamus Heaney HomePlace, Bellaghy, in the afternoon and invite a presentation on good relations from the Mid-Ulster District Council prior to the meeting. Following the meeting Members will have the opportunity to travel on to the memorial event.

**ACTION: circulate Members for an appropriate date of the next meeting**