

**MINUTES OF THE TWO HUNDRED AND FIRST MEETING OF THE COMMUNITY RELATIONS  
COUNCIL BOARD HELD ON WEDNESDAY 19<sup>th</sup> DECEMBER 2018 13:00 EQUALITY HOUSE,  
SHAFTSBURY SQUARE, BELFAST**

**3067/18**      **Present:** Mr Peter Osborne (Chair), Ms Delia Close (Board Member), Very Reverend Norman Hamilton (Board Member), Ms Sheila McClelland (Board Member), Mr Noel McKenna (Board Member)

**3068/18**      **In Attendance:** Ms Jacqueline Irwin (CEO), Mr Peter Day (Director of Engagement), Mr Gerard McKeown (Director of Finance and Personnel).

**3069/18**      **Apologies:** Mr Rory Campbell (Board Member), Ms Libby Keys (Board Member), Ms Kasia Garbal (Board Member), Mr Don MacKay (Board Member)

**3070/18**      **Observers:** Mr Andy Cole (TEO)

**3071/18**      **Standard 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*

Nothing to declare

**3072/18**      **Welcome and Introductions**

The Board noted their condolences to Mr Rory Campbell and Ms Libby Keys for their recent bereavements.

The Chair introduced Mr A Cole, TEO. Board Members introduced themselves and thanked Mr A Cole for attending the meeting.

Mr A Cole thanked CRC's Board for the invitation to attend this meeting. He stated that he has recently taken over Ms G Killen's position at TEO, and gave a brief summary of his prior roles.

He thanked the Board and commented that TEO recognise that CRC has been operating in difficult circumstances and that the position and contribution is appreciated and the relationship with TEO is based on collaboration and is working well. A Board member asked Mr A Cole what his current portfolio is within TEO, and he explained that he is responsible for; Good Relations and TBUC; B1, B2, and B3 of Tackling Paramilitarism; Ex-Prisoner and Good Relations agenda; Peace IV; and Flags Commission. He added that other

aspects of Tackling Paramilitaries, Race Relations and Urban Villages are in Ms Lindsey Farrell's portfolio, but a number of these projects are interconnected.

There followed a discussion which included the areas of budget, collaborative working, reconciliation and the impact of the recent legislation on NICS policies.

Mr A Cole left the meeting.

**3073/18 Minutes of the 200<sup>th</sup> Board Meeting on 7<sup>th</sup> November 2018 CRC/201/12/18/01**

Ms S McClelland stated that the minutes are unnecessarily long, and could be simplified. This was agreed.

The following changes were suggested to the minutes:

Pg 5 – M Hamilton > N Hamilton

Pg 21 – was vital to > had impact on access to VES

Pg 4 2<sup>nd</sup> paragraph – Shortened to read "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" by removing the sentence following this.

Pg1 – To read "Mid and East Antrim Council area is the happiest place in Northern Ireland according to a recent survey"

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

**3074/18 Matters Arising**

None

**3075/18 Correspondence**

i) **Letter from Solicitor regarding the Articles of Association**

CRC/201/12/18/02

The CEO explained that this correspondence related to a letter shared at the last Board meeting. The letter sets out possible and proposed changes that could be made to CRC's Articles of Association to bring them in line with best practice.

The solicitors were asked their advice on whether CRC should make amendments to the Articles now or when a new Board is in place. The solicitors stated that it is for the Board to decide.

The CEO suggested that a small sub-group of Board members could be convened to look over the proposed amendments in the correspondence and make a recommendation at a future Board Meeting. She added that it might be worth bringing Mr A Cole into these discussions as TEO had raised this matter.

**ACTION:** Sub Group of Board Members to review the solicitors proposed possible changes to the Articles of Association and report back at a future meeting. Sub Group could be made up of Rory Campbell, Sheila McClelland, and another Board Member if agreeable.

A Board Member asked if the applications received by TEO for CRC Board appointments conducted in 2016 still stand. The CEO explained that TEO had advised that they had sought legal advice last year and found that there is no law restricting the time between applicants applying and being appointed to a board, however, this might be different in practice if the applicants were no longer available.

ii) **Correspondence from the Belfast City Council regarding the Bonfire Report** CRC/201/12/18/03

The CEO reminded Board Members that during November's Board Meeting, it was stated that the Bonfire Report was to be taken to the next meeting of SOLACE in November. Correspondence relating to this matter from Mr N Grimshaw, BCC, has been included in today's Board Papers. She reminded members that CRC had received an FOI request earlier in the year seeking a copy of the report. At the time, CRC advised that it was not possible to release the Report as the work was not concluded with the councils. The FOI requester had asked for the decision to be reviewed. The Chair had conducted a review and agreed with the original decision, however, stating that some of the conditions were time bound and in due course may no longer be relevant.

The Chair summarised the Belfast City Council's correspondence, which stated that they believed the report was for internal use. They added that it is CRC's responsibility to release or withhold the report.

In relation to the background of the research, the CEO stated that CRC commissioned this piece of work in conjunction with SOLACE. A steering group was established with individuals from each council. Names, council areas and other sensitive information was redacted but it remains a very sensitive issue for councils. The CEO explained that, as part of FOI guidance, a report could be withheld if it is being used to draft policy. She noted that Mr Grimshaw's letter mentioned the report being used by The Commission on Flags, Identity, Culture, and Tradition. If this is the case CRC's FOI obligations would be fulfilled.

The Chair reminded the Board of CRC obligations under the Freedom of Information legislation, obligations to policy makers at regional and local government level, and to the use of public money.

The Board discussed the issues raised.

**ACTION:** Bonfire Report to be shared with Board Members

**ACTION:** To write to Councils, including the report, asking under FOI for their reasons why the report and appendices should not be published. Giving them a deadline at the end of February to reply.

**ACTION:** Review responses once received.

**3076/18**

**Staffing Review**

**CRC/201/12/18/05**

The CEO informed Board Members that, following the BCS conducted Staffing Review, CRC had drafted an implementation plan. This implementation plan was drafted with the input of directors, following meetings and correspondence from TEO.

She asked Board Members to bear in mind that grading was not part of this review; TEO may conduct a grading review in the future; the North Belfast Scheme was not part of the review either as BCS had stated that CRC have no established post below DP level taking on this work.

The CEO presented to the Board the implementation plan, which was approved.

**ACTION:** Mr P Day to share paper on CRC's policy procedures with Board Members when completed.

**3076/18**      **Grant Management System**      CRC/201/12/18/11

Mr G McKeown presented to the Board a paper on the Grant Management System. He stated that the TEO have approved additional funding for procurement of this system in the current financial year. He informed Board Members that it has been procured through the Government Framework and in line with CPD guidance.

He explained that the procurement exercise was conducted by CPD who established a G-cloud framework. CRC identified three suppliers from this process and awarded the contract to Fluent Technology.

The Board approved the £94,000 purchase order to Fluent Technology for CRC's new Grant Management System.

**3077/18**      **Community Relations Award**

Mr P Day informed Board Members that the nomination process for the Community Relations Award is open. The process will end in January, and a winner will be chosen by a committee made up of Board Members.

**ACTION:** Ms D Close, Mr N Hamilton, and Ms L Keys to sit on CR Award panel, if agreeable. Ms S McClelland and Mr N McKenna will act as reserves.

Mr N McKenna left the meeting

**3078/18**      **Chairs Business**

The Chair attended the following events November/December 2018:

- Cabinet Office meeting on peace
- WW1 Service
- Inter Faith Launch Dialogue
- Cartoon Launch at the Duncairn Ctr
- Radio 4 Today Programme
- Restorative Justice event 28<sup>th</sup> November
- Peace Monitor Press planning meeting
- Meeting Horn of Africa People's Aid NI
- Irish Association Conference

- St Mary's and Stranmillis panel on segregation in education
- Belfast City of Sanctuary event

Future events:

- Attending CRC staff meeting in January
- Meeting Permanent Secretary at Department of Finance
- Integrated Education Fund conference
- Four Corners Festival Launch
- Holocaust Memorial Day – CRC Board Members have been invited to an event by the Ards and North Down Council on 29<sup>th</sup> January in Bangor Town Hall.
- TBUC Engagement Forum 12<sup>th</sup> February – Enniskillen
- Core Funding application meeting – 13<sup>th</sup> February.

**3079/18**

**Chief Executive Officer Report**

CRC/201/12/18/04

The CEO presented to the Board a paper outlining her activities since the previous Board Meeting, making particular reference to the following:

- Pg1 - Business Plan – met with TEO who proposed a number of changes in the layout they had previously requested. The CEO is awaiting correspondence from Jamie Warnock TEO regarding the TEO funding transition group and the Reducing Bureaucracy project after which these may be removed from the Business Plan.
- In relation to the Peace Monitor Report CRC will be requesting a meeting with TEO to discuss the future of the Project and CRC's involvement. The outcome will be discussed at a future Board Meeting. The current Peace Monitor is currently with the printer. CRC's Chair and the Chair of the Advisory Group have met with the authors of the report to discuss press launch.
- Pg2 – DoF is carrying out a review of The North Belfast Scheme and Good Relations Programme.
- Pg3 – CRC will be holding bi-monthly shared learning forums for Core Funded groups similar to those held with the North Belfast Strategic GR Fund groups.
- The next TBUC Engagement Forum will take place on 12<sup>th</sup> February in Enniskillen
- The CEO attended an Inter Church Seminar on 21<sup>st</sup> November which was also attended by Board Member Mr N Hamilton. A further event is expected in the New Year.
- The CEO thanked Board Members for confirming the new logo by written procedure and also thanked Mr P Day for his work with the designers.
- The CEO thanked Mr G McKeown for carrying out further data protection legislation training with staff.

- The CEO noted that the Labour relations Agency would be holding two information sessions in January for staff to decide if there is need for further discussion on morale following dealings arising from governance and staffing reviews.

### **3080/18 Funding and Development**

a) **Directors Report** CRC/201/12/18/0

In Mr P Jordan's absence, the CEO highlighted from the report that CRC had received 46 Core Funding applications. 12 were deemed ineligible due to incomplete applications, therefore 34 applications will be considered in February 2019. She added that those whose applications were ineligible have been notified.

The Board Paper was noted.

### **3081/18 Finance and General Purposes**

a) **Financial Projections to 31<sup>st</sup> March 2019** CRC/201/12/18/07

Mr G McKeown presented the latest projections to the Board. He highlighted that there is an underspend of £14,000, and that all procurement has been conducted in line with CPD rules.

b) **Pay Remit** CRC/201/12/18/08

The Pay Remit paper was noted.

c) **Health and Safety**

No incidents were reported

d) **Sickness and Absence Report** CRC/201/12/18/09

This paper was noted

e) **Union Update** CRC/201/12/18/10

Mr G McKeown informed Board Members that the second HR handbook alignment meeting would be taking place on Thursday 20<sup>th</sup> December.

### **3082/18 Community Engagement**

**a) CRC Logo**

Mr P Day informed Board Members that there would be a transition period for rolling out the new logo, with new resources being ready for the TBUC Forum in February.

**b) Directors Report**

CRC/201/12/18/13

Mr P Day highlighting that JComms have been selected as videographer for an upcoming project. They are currently working on a storyboard which will be shared with Board Members at a future meeting.

This paper was noted.

**3083/18 Report from Audit and Risk Assurance Committee**

**a) Minutes form ARAC meeting 19<sup>th</sup> September 2018**

CRC/201/12/18/14

In the absence of the Chair of the Committee the minutes from ARAC meeting on 19<sup>th</sup> September 2018 were noted.

**3084/18 AOB**

A discussion followed on Core Funding information events. The Chair raised a query on how CRC should pursue new groups to fund through the Core Funding Scheme. The CEO stated that she and Mr P Jordan had discussed this matter and the relationship of this fund to other CRC and TEO schemes. This will continue to be worked on with TEO.

**3085/18 Date of Next Meeting**

30<sup>th</sup> January 2019

The Chair stated that due to a conflicting engagement he would need to leave the next Board Meeting at 3:30pm. It was suggested that instead the Board Meeting could begin at 12:00 noon.

**ACTION:** An email to be send to Board Members asking if a 12:00 noon start would suit for the next Board Meeting.