

**MINUTES OF THE TWO HUNDRED AND SECOND MEETING OF THE COMMUNITY
RELATIONS COUNCIL BOARD HELD ON WEDNESDAY 30TH JANUARY 2019 12:00 EQUALITY
HOUSE, SHAFTSBURY SQUARE, BELFAST**

3068/19 **Present:** Mr Peter Osborne (Chair), Mr Rory Campbell (Board Member), Ms Delia Close (Board Member), Ms Libby Keys (Board Member), Mr Don MacKay (Board Member), Mr Noel McKenna (Board Member)

3069/19 **In Attendance:** Ms Jacqueline Irwin (CEO), Mr Peter Day (Director of Engagement), Mr Gerard McKeown (Director of Finance and Personnel), Mr Paul Jordan (Board Member).

3070/19 **Apologies:** Ms Kasia Garbal (Board Member), Ms Sheila McClelland (Board Member), Rev Norman Hamilton (Board Member)

3071/19 **Observers:** None

3072/19 **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*

3073/19 **Minutes** CRC/202/01/19/01

Board Members reviewed the Minutes of the 19th December 2018 meeting.
Board Members proposed the following amendments:

- Pg 1 – Add Libby’s surname: Keys
- Pg 8 – Add Mr P Days surname under Directors Report

Pg 3-4 FOI – The Board asked for this section to be shortened to read:

“ 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.

It was agreed that the Bonfire Report be shared with Board Members; that CRC write to all councils asking for their reasons for not wishing the report to be published; and that the responses would be reviewed once received. "

Minutes to be confirmed at the next Board Meeting.

3074/19 Matters Arising

The Chair updated Board Members on the Bonfire Report FOI. Letters were drafted and due to be sent. The Chair is to have another conversation with TEO regarding this.

Ms L Keys arrived

3075/19 Correspondence

CRC/202/01/19/02

The Chair summarised correspondence he and the CEO had received from TEO in relation to the appointment of the new CRC Board. The correspondence has been circulated to Board members. Although this is two years after the original recruitment exercise in 2016, TEO sought a legal opinion last year on time limits to applications. Their legal advice stated that

there are no restrictions on length of time between the receipt of applications and Board appointments. Therefore, TEO now intend to move forward and appoint from the original list of successful applicants subject to there being no change in their circumstances that would prevent them taking up the position.

The Chair added that TEO would begin writing to those who were successful in 2016, asking if they would like to continue with their application. TEO hope to appoint in April-June 2019.

Mr R Campbell declared a conflict of interest in this discussion. The Board stated that they would like to mark the final meeting of the current Board with an event, following the Board meeting. This will possibly be 19th/20th June, subject to confirmation of the overall timetable.

ACTION: CEO and Mr G McKeown to speak with TEO to determine a timeline, and ask TEO what role current Board Members will be taking in the induction of new Board Members.

Mr D MacKay arrived

Mr R Campbell asked whether there is a conflict of interest in Board members discussing the changes to the Articles of Association, in terms of the proposals to remunerate members. The CEO explained that this comes under the Section 96 changes, which were agreed previously.

3076/19 Chair's Business

The Chair highlighted to Board Members, a number of events he had attended recently. This included:

- 18th December Meeting to discuss the launch of the Peace Monitoring Report
- 21st December -Reception marking the opening of the new Polish Consul
- 11th January – 4 Corners Festival Launch
- 18th January – Meeting with Joseph Rowntree Charitable Trust re: application for 2 further Peace Monitor Reports
- 22nd January - Meeting with Permanent Secretary for the Department of Finance
- 24th January – Met CEO of Holocaust Memorial Day
- 28th January - IEF Conference preparation meeting
- 29th January – Discussion with The Executive Office

The Chair highlighted to Board Members, a number of events he will be attending. This included:

- 31st January – Meeting community groups based in Derry
- 5th February – CRC Staff Meeting

- 7th February – Integrated Education Conference
- 8th February – CRC Board Sub Group Meeting re: proposals to change Articles of Association
- 13th February – CRC Core Funding decision meeting
- 15th February – All Ireland Forum
- Imagine Festival launch.

A Board member added a reminder of the CR Award Panel meeting on 8th February.

3077/19

Chief Executive Officer's Report

CRC/202/01/19/03

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

1. The CEO and Mr P Day met with TEO regarding CRC's Engagement work. As a result of this meeting CRC drafted a paper which was forwarded on to TEO. TEO confirmed that they were content with the proposed way forward. This will be added to the Business Plan 2019-20.
The CEO added that the only outstanding item with TEO on the Engagement side of CRC's work is the Peace Monitoring Report.
2. CRC's North Belfast work was not included by BCS in the recent Staffing Review. A business case has been drafted by CRC and shared with TEO on this work.
3. A Board Sub-Group will be meeting on 8th February to discuss the changes to the Articles of Association and all Board Members are welcome to attend. The final proposals will be presented to the Board for approval.

The Board discussed the conflict of interest that might occur from Board Members making these decisions, but concluded that the direction of travel had already been requested by TEO, approved by the Board, and the Sub Group is simply meeting to draft a proposal on how this direction of travel can be implemented. The CEO noted that any matter related to the pecuniary aspects of the proposals had already been approved under the Section 96 application to CCNI last year.

ACTION: Mr G McKeown to draft terms of reference for the Sub Group.

The CEO returned to her paper, highlighting the following:

4. Page 3 – Lesley Johnston attended the Holocaust Memorial Event on behalf of CRC, rather than the CEO, as planned and recorded in her paper.

5. The CEO thanked those Board Members who will be taking part in the CR Award panel on 8th Feb and the Core Funding assessment panel on 13th February.
6. The CEO informed Board Members that CRC will be running a programme of Shared Learning Events with Core Funded groups. CRC have also been holding regular meetings with North Belfast groups.
7. On 12th February, the TBUC Engagement Forum will meet in the Killyhevlin Hotel, Enniskillen. All Board Members are welcome to attend. The theme for this event is 'understanding the rural impact of TBUC'.
Board Members commented that the transport links to Enniskillen might prevent some individuals attending.
The CEO suggested that one of the things to emerge from the Forum discussion may be guidance on things to keep in mind when planning rural events'.
8. Peace Monitoring Report – The CEO thanked the Chair for his work on the press launch. A meeting with the authors has been arranged to discuss the wider dissemination of the report.
9. Page 4 – The new CRC logo has now been rolled out. The CEO thanked Mr P Day for his work on this.
10. The CEO thanked Mr G McKeown for his work on the new grant database. Mr R Campbell reminded the meeting that his firm represent the business awarded this contract – however he has no direct contact with them.
11. The Labour Relations Agency held an information session with staff. Staff agreed a terms of reference for the work.
12. The TEO has confirmed that a letter of guarantee will be drafted and laid in the NI Assembly. The CEO thanked Mr G McKeown and TEO for their work on this.

3078/19 Planning

The CEO stated that the updates on the 2019.20 Business Plan had been covered in her CEO report. These related to the Engagement work and the Peace Monitoring Report.

3079/19 Funding and Development

i) Core Funding Review Procedure CRC/202/01/19/04

Mr P Jordan presented to the Board the revised core funding review procedure, drawing Board Members attending to the following changes:

- Language has been changed to 'appeal' rather than 'review'
- Sets out the makeup of the panel (Board Members and an Independent Chair)

- Pg 1 sets out that CRC will reply to applicants with acknowledgment of receipt and setting out whose role that will be.
- If the appeals panel agrees with the original decision, then the applicant will be notified. However, if the panel upholds the appeal the decision will be returned to the Board with the panel's recommendation.
- Groups can meet with CRC staff in the interim, before the appeals meeting.

Board Members proposed the following additions:

- 'Once the panel have made a decision, applicants will be notified within approximately X days'
- Page 9 – points 9.1/9.2 – to be put into bullet points.
- Page 9 – point 9.2 – make clearer 'failure to follow procedure'

ACTION: Mr P Jordan to incorporate amendments into revised procedures.

ii) Funding and Development Sector Report CRC/202/01/19/05

Mr P Jordan presented to Board Members an update on the work of the Funding and Development Directorate, making particular reference to the following:

- Small Grants – the number of applications has increased on last year.
- Core Funding – peer review meeting taking place to review applications on 30th January. Mr D McNally has been conducting evaluations of 18 groups.
- North Belfast – Support meeting took place on 25th January. Applicants for 2019/2010 have been received.
- Media Grant Scheme – Met with Barr Academy, who own Cool FM and Downtown Radio. They are seeking funding to conduct a project recording sessions to be broadcast along with the news. Mr R Campbell expressed concern at how these videos may make personal information on minority ethnic communities or vulnerable people public.

Mr G McKeown explained that in terms of GDPR all funded groups will have signed a third party processing agreement. The CEO added that the organisers must have to ensure that participants understand how the broadcast is to be used. Mr R Campbell stated that, the copyright notice should be clearly visible on the website, that way, if there is a misuse of the product, it can be removed immediately. He added that a Data Protection Impact Assessment is a good step to take.

Following a question, Mr P Jordan explained that the applicants in the spreadsheet with value of £0.00 are applications where no decision has been made. It was agreed that this be changed to 'live'

ACTION: Mr P Jordan to add 'live' to the spreadsheet, in the fields relating to value where applications are still pending.

3080/19 Finance and General Purposes

i) Financial Projections to 31st March 2019 CRC/202/01/19/05

Mr G McKeown stated that CRC is on target for 2018/19 spend. He added that direct activities, grants, and programme spend are in line with their budgets.

All procurement had been undertaken in line with guidance and CPD rules.

ii) Pay Remit CRC/202/01/19/05

Mr G McKeown explained that the projected liability in outstanding staff pay will be £80,000 by May 2019. This liability has been accruing from August 2015. Pay Remit was submitted to the Department in December 2018, TEO are expecting further queries.

iii) Health and Safety

No instances to report

iv) Sickness and Absence Report

The Board noted this report.

v) Union update

a) Consultation on alignment of HR policies

Mr G McKeown updated Board Members on the progress of this consultation process. He stated that CRC is in the third stage of the process and has completed the third policy bundle meeting. 90 policies have been reviewed and agreed in principle or sought clarity on. Three policies have not been agreed and will be set aside for the final meeting. These include; maternity leave (six months currently, NICS reduces this to four); adoption leave (same

issues as maternity leave); hours of work (increases by 2 hours per week).

Mr G McKeown added that an open session was held for non-unite members of staff.

Ms L Keys added that these meetings have been open and constructive, and everyone seems to be working towards a positive end. She commended Mr G McKeown, Ms J Adamson, and Ms L Foster, Sector Matters, for their work on this.

b) Labour Relations Agency

Mr G McKeown explained that this will be a three step process. Step one, the information session with staff has been completed. Step two, the agreement on terms of reference has been completed. The third step, facilitated focus groups will be taking place in March. These sessions will inform a questionnaire that will be completed by staff members.

3081/19 Community Engagement

Mr P Day provided Board Members with an update on projects within his directorate. He made particular reference to the following:

- Logo and promotional materials – New logo being rolled out to external organisations. Signage and information sheets are being designed.
- Mr P Day presented draft information sheets to the Board
The Chair suggested further consideration of the colours.
- Quarterly newsletter has received positive feedback, and team are putting together the monthly ebulletin.
- Videography project –The videographers have begun filming raw footage which will be used in the twenty-minute video, and one minute condensed videos.
This film will be premiered at GR Week 16/17th September 2019.
- GR Week – the tender for this contract closes in February.
- CR Awards – Closing date for nominations is 31st January. The nominations will be shared with the CR Award panel members, who will meet on 8th February to discuss the applications.
- The next Shared Learning event will be taking place on 11th April in Derry/Londonderry.
- Engagement Team have been collecting case studies from across CRC funded programmes.
- Working on communications guide

The Chair recommended a potential speaker for the CR Awards whom he heard speak recently at four corners event, from the Crossfire Trust.

ACTION: The CEO and Mr P Day to discuss a CR Award speaker, following the panel meeting.

3082/19 Audit and Risk Assurance Committee

Mr R Campbell, Chair of CRC's Audit and Risk Assurance Committee, updated Board Members on the discussions at this last Committee meeting. He stated that at the last meeting on 17th January the Risk Register was discussed, and it was decided that 'Political' would remain red as there is still uncertainty related to; the lack of NI Executive; and Brexit.

3083/19 AOB

The Board expressed its condolences to Ms T Wilson and her family for their recent bereavement, the loss of her brother, a number of weeks ago.

3084/19 Date of Next Meeting

13th March – Potentially Ards and North Down District Council.
April's TBD