

CONFIRMED

**MINUTES OF THE ONE HUNDRED & NINETY EIGHTH MEETING OF THE
COMMUNITY RELATIONS COUNCIL BOARD HELD ON WEDNESDAY 6TH
JUNE AT 12:30 LAGAN VALLEY ISLAND, LISBURN.**

- 3002/18** **Present:** Mr P Osborne (Chair), Ms Kasia Garbal (Board Member), Very Reverend N Hamilton (Board Member), Delia Close (Board Member), Mr N McKenna (Board Member)
- 3003/18** **In Attendance:** Ms J Irwin (CEO), Mr G McKeown (Director of Finance and Personnel), Mr P Jordan (Director of Funding and Development), Mr D McNally (Funding Evaluation Officer)
- 3004/18** **Apologies:** Ms Libby Keys, Ms S McClelland, Mr R Campbell, Mr D McKay
- 3005/18** **Presentation:** Linsey Gray (Lisburn and Castlereagh City Council Good Relations Officer)
- 3006/18** **Welcome and Introductions**
- 3007/18** **Presentation from Linsey Gray - Lisburn and Castlereagh City Council Good Relations Officer**

Chair welcomed everyone to the meeting and in particular Mr P Day who was attending his first meeting.

Mr P Day introduced himself as the new Director of Community Engagement, currently in the middle of his induction week. He stated that this has been a great week to begin, attending staff meetings, meeting directors and members of the team, and attending this Board meeting.

Ms L Gray introduced herself to Board Members, thanking them for the opportunity to present on Good Relations work in Lisburn and Castlereagh.

She presented the following information regarding her work:

Following the merger of Castlereagh Council and Lisburn Council, Ms L Gray is the only Good Relations Officer remaining on staff.

The merger of the Castlereagh Council and Lisburn Council saw the transfer of some areas from Lisburn Council to Belfast Council, making the new Council a PUL majority community.

The Council area has an estimated population of 137,000, made up of 20% aged 0-15 and 15.7% aged 65 and over. In the 2011 census 2.3% of individuals designated as being from an ethnic minority population, 23.95% of the population were brought up in the Catholic faith, and 66.95% brought up in the Protestant or other Christian faith.

The Together: Building a United Community Strategy published in 2013 informs The Council's priorities:

- Children and Young People
- Shared Community
- Safe Communities
- Cultural Expression

Under these key priorities there are:

- 2 programmes under Children and Young People
- 5 under Shared Community
- 2 under Safe Communities
- 4 under Cultural Expression

Ms L Gray then talked in detail about a number of programmes running in 2018/2019 scheme:

- Youth Council and Leadership Programme

The Youth Council was created following an open call for interested young people. Following interviews, there were 24 successful applications. This is a collaborative project with Community Planning, PSNI, and Education Authority. The Council opened their chamber for elected reps to answer questions from the Lisburn and Castlereagh Youth Council.

- International Children's Day 2018

2nd June 2018. On the site of Old Ward Primary School. Good Relations Office aim to promote and integrate the ethnic minority communities into Lisburn and Castlereagh Council. Worked with 'Welcome Project' who have been supporting refugees relocated to Lisburn through the Syrian Vulnerable Person's Relocation Scheme.

The were 600 attendees, engaged in music activities and workshops.
Ms L Gray hopes to move the festival to a bigger venue next year.

- 3 Mini Melas

The Council held three mini-Melas in Wallace Park, Moira Demesne, and Moat Park.

- Mediation training & network

Ms Gray took part in Mediation OCN Level 3 a number of years ago, and will now facilitate this training to others. Ms Gray hopes to develop a mediator network following this training.

- Urban and Rural Programmes

These programmes will address local good relations issues in Communities such as Ballybean and Dromara.

- Good Relations & Cultural Identity Grant

These grants make £2,000 available to groups doing good relations and cultural diversity work. The Council have seen an increase in the number of applications.

- Good Relations & Cultural Diversity Week

Lisburn and Castlereagh City Council have organised an event for each day of CRCD Week.

1. Drop in arts centre
2. Afternoon tea with Mayor and pensioners
3. Storytelling and rhyme session with Helping Hands – stories from around the world
4. Animated African Drumming workshop
5. Refugee sketches – talks and speeches

- The Great War Legacy Project

In previous years the Council took a number of residents to Belgium to see the Messines project. This year the Council hope to bring these two groups together to Dublin to discuss the Great War, and run an exhibition.

- #bepartofhere
Following a number of hate crimes in Lisburn and Castlereagh, the Council launched #bepartofhere campaign. This campaign was launched in collaboration with the marketing and communications team. Photos were taken of citizens from all backgrounds and displayed on marketing materials.

- Holocaust Memorial Day 2019
In the past the Council have held civic ceremony, in 2017 Lisburn held the main event for all of Northern Ireland. Council held an education programme in conjunction with the event, offering a ‘message of hope’.

In 2019 the Council hope to run a photography workshop where 16 members of the public are taken on a 4 day trip to Poland. They will produce a series of videos/photographs and launch an exhibit of this work.

- Good Relations Audit 2018-2021

- Good Relations Engagement
Various meetings and events throughout the year.

Issues with good relations work in Lisburn and Castlereagh City Council

- Legacy issues from council mergers – 2 different approaches to good relations
- Demographics and lost sense of belonging
- Syrian Vulnerable Persons Relocation Scheme – hate crimes
- Youth Council –some reluctance from elected reps
- Bonfires
- Financial funding from TEO – awaiting letter of offer
- Political buy-in

Aspirations for the future

- Increase sense of belonging
- Build meaningful relationships

- Buy-in from community and elected reps
- Increased partnership working
- Improvement following outcomes based accountability
- More work with CNP communities

Ms L Gray welcomed questions from Council Members.

Rev N Hamilton expressed his appreciation for the work Ms Gray does, and stated that great value should be placed on her work.

Ms D Close asked Ms L Gray to elaborate on the work of the Youth Council.

Ms L Gray explained that the Youth Council consisted of young people between the ages of 16 and 21, committed to two years of service. The group are cross-community, cross gender, cross ability. They meet twice a month, and have been on a team building residential, as well as attending social media sessions and committees.

Ms L Gray stated that they are a very intelligent and articulate group.

Mr N McKenna commended Ms L Gray's work, commenting that it must be difficult working in a Council area with a socially diverse population, as the sole Good Relations Officer.

Ms L Gray explained that there had been an opportunity for the Council to recruit a deputy/assistant to work with her, after TEO pledged to cover 70% of the salary. However, the Council voted against this.

Ms J Irwin asked if Ms L Gray saw a change in her work over time.

Ms L Gray responded stating that the work on #bepartofhere campaign and the relocation of vulnerable Syrians to Lisburn does feel like positive change. And with the additional admin staff member joining the team, Ms L Gray will be able to share the work load.

Ms K Garbal asked if she senses hostility following the arrival of Syrian refugees in Lisburn and Castlereagh.

Ms L Gray explained that there have been a number of hate crimes committed against people from the Syrian community. The #bepartofhere campaign was an attempt to be inclusive and demystify these communities. The Welcome Project had achieved great things when integrating the Polish and Lithuanian communities into Lisburn, and working with them on this project will hopefully achieve similar success.

Rev Hamilton asked, with all due respect, if Ms L Gray may be trying to achieve too much/ too ambitious.

Ms L Gray stated that while she has taken on a lot of work, if she were to reduce the number of good relations programmes it will be easier for the Council or TEO to cut the funding for these programmes, and they may never be able to run them again. Spreading her time may dilute some of the work, but as she has

run these programmes for years, some of the work comes instinctively without as much prep and planning. With the introduction of a Good Relations admin staff member, some of this burden will be shared.

Mr P Jordan offered to run a small workshop/information event in Lisburn and Castlereagh for local groups who may not be aware that other funding is available for their good relations work.

The Board thanked Ms L Gray for presenting on her work in Lisburn and Castlereagh Council area, and commended her on what she has been able to achieve.

3008/18 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.*

3009/18 Board Discussion on Funding Priorities

During the April 2018 Council Meeting the board requested a discussion on funding priorities and strategy to take place at the June 2018 meeting.

Ms J Irwin asked the Board to consider this the first of a number of discussions on funding strategy and priorities. CRC needs to analyse what it is doing with our grants, and it is important that these discussions take place outside the assessment process.

Ms J Irwin asked Members to bear in mind that good relations funding is also allocated by The Executive Office, EU Peace funding, Central Good Relations Fund, Tackling Paramilitarism interventions, International Fund for Ireland and others. CRC is far from the only funder in this field.

Mr P Jordan and Mr D McNally drafted a briefing to inform this discussion, and made particular reference to the following:

- CRC Core funding for 2018/2019 is £1,276,241.
- Funding 32 organisations
- 123 programmes of work
- The paper presented identifies the themes and the locations these projects are delivered in.

- Graph one shows that the majority of Core Funded projects are delivered under the 'Addressing the Legacy of the Past' and 'Shared Spaces' themes, this is then, at a greatly reduced number, followed by 'Community Safety & Sectarianism, and 'Cultural Expression'. The project themes with the least funding allocation are 'CR preparatory Work with CNR Communities' and 'CR Preparatory Work with PUL Communities'.
- Each of the projects funded fit into the 4 T:BUC themes; Safe Community 11%; Shared Community 44%; Cultural Expression 26%; and Children and Young People 19%.
- The Core Funded groups geographical spread is mainly focused on Belfast and Derry & Strabane. Areas such as Ards and North Down, and Fermanagh and Tyrone have the fewest number of projects funded in their area. However, this is not a complete overview of geographic breakdown.
- £325,000 is awarded under Small Grants funding to 109 projects.
- The majority of funding awarded under Small Grants (Cultural Relations/Cultural Diversity and Pathfinder) goes to groups delivering 'Cultural Celebrations/Commemorations' projects, and 'Addressing Legacy of the Past' projects. Few successful applications propose work on the themes of: 'Identity based work for women' and 'Identity based work CNR/PUL communities'.
- Similarly to Core, Small Grants funding is awarded largely to groups in Belfast, Armagh and Derry & Strabane, with a small number awarded for work in Ards & North Down, and Antrim & Newtownabbey.

Council members discussed the document and made the following points:

- It would be useful to see how many people are affected by CRC's funding work
- It would be useful to see a full community background breakdown of who is attending/being touched by the projects
- Ensure that CRC is not double counting, due to other funding given to some projects.
- There was discussion around the graphs setting out geographical reach. It was stated that the area of the organisation marked for each is not necessarily where the community relations work is being conducted, rather it is where the organisation is based.
 - Mr P Jordan stated that it will take longer to analyse the exact location where work is being done, rely on the groups to offer that information.
- How does Core Funding sit with CRC's other funding i.e pathfinder
- Mr P Jordan stated that the TBUC themes really do not tell us very much in detail, they are catch-all terms.

- Mr P Jordan explained that Core Funding pays salaries for staff, which enables the organisations work to develop. Chair stated that any work the organisation are able to do due to funding of salaries should/could be considered a result of CRC funding.
- Board members asked if the way CRC distributes Core Funding might be diluting the work of the groups – maybe focus more funding on fewer organisations.
- How can CRC get more impact from funding fewer groups?
- What core CR services do people need?
- Is there a clear link between what CRC fund being informed by the policy comment work of CRC
- Need to address the geographical funding gap – and explore in more detail the causes of the difference.
- In terms of organisations funded to carry out ‘Cultural Expression’ work – to what extent is this work helping the groups look inward. Is this work causing further prejudice in communities? In what way is Cultural Expression work advancing good relations?
- Should CRC only be funding groups which are cross-community?
- Mr D McNally suggested having representative from funded groups attend Council Meetings and speak on their work.

Ms D Close asked if CRC has the staff to complete this analysis. Ms J Irwin stated that CRC will need to balance operational ability with making time to think strategically to address these questions, and will rely on groups to provide a complete breakdown of geography of the work completed and the number of persons affected.

ACTION: P Jordan to do further work to establish how many affected by work/ what difference/impact did the work make/ where it delivered / what are the gaps

ACTION: The Board will spend one hour before Sept 2018 Board Meeting discussing funding again.

The minutes of the 197th Community Relations Council Meeting 25th April 2018 were reviewed and the Board adopted these minutes as true and accurate reflection of the meeting.

3011/18 Matters Arising

i) Pay Remit

This will be discussed under another agenda item in the meeting

ii) Query one: Whether back pay will include interest

Mr G McKeown has asked TEO. The question had been returned to DoF and is awaiting response.

iii) Funding Directorate to look at Core Funding Terms of Reference

Mr P Jordan stated that this is ongoing, and will need to be completed before February 2019.

iv) Equality Commission query

Mr G McKeown explained that during the previous meeting it was suggested that he ask the Equality Commission whether the CRC should be doing more to ensure a broader range of communities are applying for open positions. The Equality Commission stated that CRC need to be balanced in employment, but cannot necessarily control the imbalance in applications provided the posts are open and broadly advertised

v) Union options re: staff morale

CRC is meeting with Union again to take this forward.

3012/18 Chair's Business.

The Chair informed Board Members of the events he had attended since the previous Board Meeting:

- Chair and Paul Jordan attended a meeting with TASCIT and Ardoyne group
- Attended meeting with Linen hall Library where they raised an issue they have experienced.
- Interview with US TV station
- All Island Brexit Dialogue
- Youthlink launch
- ‘Poles Apart’
- BCDA and Green Party MLA meeting
- Referendum Shorts – CRC and NI Screen funded films launch
- World Health Organisation Conference – event on peace discussion
- Moygashel Community Association meeting

Upcoming events:

- Integrated Education Fund, two events
- Red Cross BME Community panel
- GROW
- Residents Reception
- Housing Conference
- John Hewitt panel
- Launch of Sinn Fein policy
- US Consul event
- Met French MP at French Embassy
- Remembering Srebrenica Northern Ireland

3013/18 CEO Report

Ms J Irwin welcomed Mr P Day who has begun his first week at CRC as Director of Engagement.

Ms J Irwin thanked Mr G McKeown and his team for putting together the Annual Report and Account draft, and the General Data Protection and Information policies, which will be presented later in the meeting.

Ms J Irwin presented her CEO report, making particular reference to the following:

- Staffing Review

- All but one staff member has been interviewed. This member of staff is currently ill.
- Some staff reported that they found the process uncomfortable.
- A further update will be provided at the next Board Meeting.

- Governance

- TEO requested a meeting about CRC's Articles of Association. They asked CRC to prepare a draft which will bring the format of the articles up to date with what is currently recommended.
- CEO attended a TEO briefing to prepare work of the assessment panel on community plans for transitioning away from paramilitarism. Rev N Hamilton commented that the TEO need to understand that a Community Plan without a clear Judicial/Justice framework will be useless. The CEO advised that this was only one of over thirty actions being implemented. Some are directly related to criminal justice aspects.

- Advocacy

- TBUC Engagement Forum took place on 22nd May. Ms J Irwin thanked the engagement team for their work on this event, which was well received. Next Engagement Forum will take place on 18th Sept.
- Community Relations/Cultural Awareness Week – 17th Sept, theme will be 'Then, Now, What Next'. The title of the week has been shorted to 'Good Relations Week'.
- No further progress on Bonfire Scoping Study. Belfast City Council has advised that they will meet with CRC to discuss.
- Peace Monitoring Report was originally due to be completed by June 2018 – the team have asked for this to be extended so that they can work on it over summer and have it completed by September to launch in October.
- Belfast Healthy Cities had invited CRC to run an event during World Health Organisation Conference 1st-4th October– the theme will be Peace.

Ms J Irwin thanked the Chair for his suggestion that the event be used to launch the Peace Monitoring Report.

- Team Building

- Next event will take place out of Belfast, in the Jethro centre. This meeting will be about looking at community relations issues in smaller towns and rural areas. The afternoon will be used for staff to consider CRCs own work and what it should do more of, what it should stop, and what it should start doing.

3014/18 Funding and Development

Mr P Jordan presented a written update of the Funding and Development directorate. The Board noted this report.

3015/18 Community Engagement

a) Policy Papers

Ms J Irwin informed Board Members that following discussion at the previous meeting, Ms G Attwood and Chair had drafted a number of Statements of Ambition to the 'Housing', 'Education', and 'Children & Young People' policy briefings.

A discussion followed around the issues at Cantrell Close in Belfast.

Ms K Garbal asked if CRC support Integrated Education. The chair stated that CRC supports further integration and is against segregation, but are not explicitly tied down to one strand of education or type of education.

The Board asked for more explicit recognition of diverse society in the 'Children & Young People' section.

ACTION: Ms G Attwood to include explicit recognition of diverse society in the 'Children & Young People' section.

ACTION: The Board agreed to review policy statements and let Mr P Day know if there are further amendments.

The Board was content to adopt the papers following addition of recognition of diversity in C&YP paper.

b) Sector Reports

i) Communications

The Communications sector report was noted by the Board

ii) Policy

The Policy sector report was noted by the Board

3016/18 Finance and General Purposes

a) Draft 2017/2018 Annual Report and Accounts

Mr G McKeown presented a draft of the Annual Report and Accounts to the Board, and made particular reference to the following:

- Pg3-5 Chair's forward and CEO comments
- Pg11 Strategic Report
- Pg9 Performance Summary
 - o Awarded £2,333,000 funding
 - o 3 Tbuc event
 - o Other policies, activities, seminars, events, newsletters etc
 - o 17/18 Business Plan – delivered and on budget
- Pg12 Overview of achievements
 - o Performance Summary – in this section there are attempts to move from narrative style to graphs and tables
- Pg13 Business Plan Objectives – 17 achieved and 3 partially (due to lack of Ministers)
- Pg 18 Detailed performance analysis
 - o Directors Report
- Pg31 Governance Statement
- Pg34 Outline
- Pg35 Attendance of Board
- Pg 56 Financial Statement
- Pg80 CRC transactions

The Board asked for the following points to be reviewed and amended:

- Pf 23 – Roisin and Brendan resigned – should read 'Roisin and Brendan's first term came to an end Nov 2017'
- Pg.35 Chair asked Mr G McKeown to review the number attributed to his Board attendance.
- Pg80 – Some Directors – Board asked for 'some' to be removed

- Pg79 A Board member asked what ‘Net Benefit’ was referring to. Mr G McKeown explained that this is the pension paid to retiring staff. A Board Member asked what ‘Settlement’ was referring to. Mr McKeown explained that the Victims and Survivors Service had the option to join the Civil Service Pension Scheme and move away from NILGOS. This process took a considerable amount of time, but when it was resolved a settlement was made from NILGOS to the Civil Service Pension Scheme.

ACTION: Mr G McKeown to add these explanations to the accounts for clarity.

- Pg81 – MLA should be noted as Member of the Legislative Assembly, not ‘for’ the Legislative Assembly.

Presuming these changes are made, the Board were content with the draft.

Mr G McKeown explained that this draft will be presented to the auditors on the 21st June 2018.

Chair thanked Mr G McKeown for his work on the draft, and for presenting it to the Board today.

b) Pay Remit

Mr G McKeown informed the Board that the 14/15 Pay Remit has now been approved by DoF. This will bring staff up the pay scale and many will receive back pay. These changes will appear in June’s pay.

DFAP will now start the 15/16 Pay Remit process.

Ms K Garbal asked what effect this will have on staff who have retired from CRC. Mr G McKeown explained that VES was based on contracted amount at the time of leaving, any money they are entitled to as a result of pay remit changes will trigger a new calculation and pay out to these staff. A contingency for this has been included in CRC accounts.

Chair thanked staff and TEO for progressing this, and indicated that he hoped to see further progress on the following years Pay Remits.

c) Health and Safety

Mr G McKeown informed the Board that there were no health and safety incidents to report during the month of May.

d) Sickness Absence Report

Mr G McKeown present the latest Sickness Absence Report, which the Board noted.

e) Information Governance Policies

Mr G McKeown presented to the Board the Information Governance Policies which include:

- Updated Data Protection Policy which will make CRC compliant with GDPR
- Updates Security Policy
- Document Retention Policy

Mr G McKeown made particular reference to the following:

- The implementation of these politics is vital to ensure CRC is compliant with GDPR and to manage CRC's corporate memory.
- Redraft of Data Protection policy
- Mr G McKeown and Mr P Jordan reviewed requirements to ensure compliance
- 3rd party agreements are in place, or are in the process of being put in place
- Information Sharing Agreements have been sent to funded groups
- Project to review CRC archives is almost complete
- Data Protection Officer training has been undertaken
- Privacy Notice has been drafted, placed online and circulated to mailing lists. Legal advice was sought before this was completed.
- Staff will receive training in the future

Chair asked if there was anything in the new policies which the Board should be aware of.

Mr G McKeown stated that strictly speaking the Data Protection Officer should not also be a data controller, but should report to the CEO and Board. Mr G McKeown, Mr P Jordan, and Mr P Day are the only staff members who could take on this job, but all three are data processors. To mitigate this, Mr G McKeown has proposed that he become the DPO and report all data logs to CEO and ARAC regularly.

Ms J Irwin thanked Mr G McKeown for the enormous amount of work involved in putting these policies together.

Rev N Hamilton asked if CRC will be seeking written assurance that funded groups are GDPR compliant. Mr G McKeown stated that the Core Funded groups have received and will be signing 'Information Sharing Agreements'. Ms J Irwin added that CRC have informed Core

Funded groups of the implementation date of GDPR and asked these groups to ensure that they fulfil their responsibilities under the new regulations.

The Board approved the three Information Governance Policies, including naming Mr G McKeown as Data Protection Officer.

f) Purchase Orders

Mr G McKeown informed the Board of two purchase orders which require Board approval.

- ECNI - £16,280 – Cost of IT support
- NILGOS - £23,000 – CRC moved out of mainstream pension fund to higher risk fund.
- This payment is a fee to NILGOS to make up the pension deficit.

The Board was content with both purchase orders, which the Chair then signed.

3017/18 Audit and Risk Committee

a) Verbal Update

- In the absence of Mr R Campbell, Mr G McKeown provided a verbal update on the 24th May 2018 ARAC meeting.

He stated that following an open tendering process ASM have been appointed as the new internal auditors for 2018-2021.

- CRC have received a ‘satisfactory’ rating in the Annual Assurance Statement, which is the highest rating achievable.

b) Minutes

The Minutes of the Audit and Risk Committee 12th April 2018 were noted

3018/18 AOB

No other business

3019/18 Date of next meeting

19th September 1pm Equality House

The Board agreed that the Meeting at end of October be out of Belfast – potential dates to be circulated.