

**MINUTES OF THE TWO HUNDRED AND FOURTH MEETING OF THE
COMMUNITY RELATIONS COUNCIL BOARD HELD ON TUESDAY 16TH APRIL
2019 13:00 EQUALITY HOUSE, SHAFTSBURY SQUARE, BELFAST**

3117/19 Present: Mr P Osborne (Chair), Mr R Campbell, Ms D Close, Rev N Hamilton, Ms L Keys, Mr D MacKay, Ms S McClelland, Mr N McKenna.

3118/19 In attendance: Mr P Day (Director of Engagement), Mr G McKeown (Director of Finance and Personnel)

3119/19 Observer: Ms S Nicholson (TEO)

3120/19 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*

Nothing to declare

3121/19 Welcome and Introductions

The Chair welcomed Board Members to the meeting. He informed attendees that CRC's CEO, Jacqueline Irwin, has been off on sick leave and is due to return to work at the end of April. He added that he would be in touch with her regarding her recovery on Thursday 18th April.

The Chair thanked Mr A Cole, Mr G McKeown, Mr P Day, Mr P Jordan, and Ms H George for their work and co-operation in the CEO's absence. He added that temporary measures had been put in place for the Chair to sign off any large grants. A temporary Accounting Officer may need to be appointed over the next few weeks.

The Board wished the CEO a speedy recovery.

3122/19 Minutes

The minutes of the 203rd Board Meeting on 13th March 2019 were reviewed, and agreed as being a true and accurate record of the meeting.

3123/19 Matters Arising

All matters arising will be addressed in other sections of the meeting's agenda.

3124/19 Correspondence

i) TEO Correspondence on 19/20 budget

Mr G McKeown informed Board Members that on the 28th March CRC received the 2019/20 Opening Budget Allocation correspondence from The Executive Office. Mr G McKeown shared this correspondence with the Board.

Mr G McKeown presented a proposed 2019/20 budget for the Board to consider along with a supporting paper.

The correspondence stated that CRC would receive £2,613,000 budget for 2019/2020. This budget includes a £80,000 (3%) reduction on 2018/2019 resource. CRC's budget does not include the ring fenced £670,000 for the North Belfast Scheme however TEO have confirmed that this allocation will be made, which raises the CRC's budget to £3,247,000.

Mr G McKeown added that CRC would bid for an additional £50,000 in the June Monitoring Round to cover the shortfall resulting from increased employer pension contributions. This is not guaranteed, but has been allocated in previous years.

CRC strive to protect grants from larger cuts than the organisation faces overall. Mr G McKeown stated that he had met with Mr P Jordan to review the budget, and will be in a position to fulfil the Core Fund Awards for 2019/2020, as well as fund one group on the reserve list.

Mr G McKeown stated that, considering the implementation of CRC's Business Plan, the budget necessary to delivery this would be £3,282,000, which is £35,000 more than the budget allocation. CRC will bid for the additional employer pension cost of £50,000, which, if allocated, will allow CRC to deliver the Business Plan fully. Mr G McKeown confirmed that the expenditure profile allowed CRC to avoid committing to expenditure in advance of the budget being allocated.

The Chair added that when TEO began cutting CRC's budget, the Board asked for cuts not to impact grants. Cuts were targeted at admin and running costs. This is now unsustainable.

Mr G McKeown reminded Board Members that this budget has not been signed off by the Accounting Officer, Jacqueline Irwin.

The Board approved the budget in principle, subject to the approval of the Accounting Officer on her return. If any changes are made to the budget, an updated paper will return to the Board for approval.

The Chair and Board thanked Mr G McKeown and his team for their work on this paper.

ii) Board Appointment

The Chair provided Board Members with a draft timeline, shared by TEO, for the appointment of Board Members.

The Chair explained that following the submission of the amended Articles of Association, HOCS will approve proposed appointees and issue letters the week commencing 5th May. The first meeting of the new Board will take place at the beginning of June 2019.

3125/19 Chair's Business

i) Events and Meetings

The Chair informed Board Members of a number of events and meetings he attended following March's Board Meeting. These included:

- A panel discussion on Camlo Film as part of the International Ethnic Forum.
- Attended the launch of Imagine Festival.
- Interviewed as part of Holywell Podcast project.
- David Steven's Memorial lecture & CR Awards.
- North West Migrant Forum session.
- Peace Monitoring Report 5 briefing session.
- Cabinet Secretary meeting with a number of core groups. Core Funding/Shared Learning Forum meeting.

Events and meetings coming up:

- Meeting with delegate from the United States of America, including Speaker Nancy Pelosi.
- Meeting Permanent Secretary to the Department of Finance, inviting core funded groups to attend.
- Convening meeting in Derry/Londonderry with a number of youth organisations, the Education Authority, The Executive Office, and community groups.

ii) Purchase Order

The Chair informed Board Members of a Purchase Order, which requires Board approval. CRC are asking the Board to approve an invoice to NILGOSC for £24,000, which covers the deficit recovery for staff pensions.

Board Members approved this purchase order.

iii) Letter to TEO regarding the Pay Remit

The Chair drew Board Members attention to a draft letter to Mark Browne, TEO, regarding the outstanding Pay Remits owed to CRC staff.

Mr G McKeown presented the Board with a paper explaining the history of CRC's outstanding Pay Remits.

The 2014/2015 Pay Remit is the most recently approved pay remit year, with accruing back pay being settled in June 2018. No further outstanding pay remits have been settled since June 2018. The following year's Remits have stalled. During a staff meeting, staff expressed their continued frustration with the delay, and asked if the Board could write to TEO.

The Board expressed their support for the staff on this issue. They added that the issue had gone on too long, and asked for a line to be added to the letter expressing their desire for the issue to be settled before the end of the current Board's tenure.

Following this addition, the Board were content with the draft letter.

3126/19 Management Accounts as of 31st March 2019

Mr G McKeown presented the Board with CRC's Management Accounts up to the end of March 2019. He made particular reference to the following:

- £2.5million was awarded to grants in 2018/19.
- £3k increase of funding to grants compared with 17/18 on a like for like basis.
- £182,000 extra spending on grants was allocated during the financial year.
- £5,000 less spent on operational costs
- 0.86% underspend (£31,000).
- £47,900 spent delivering a new grants management system and renewing part of CRCs IT hardware infrastructure.
- 2% increase in staff cost due to agency staff taken on because of increased work pressures, including grants processing in quarter

4, and support for implementation of the new grants management system.

- He reminded Board Members that these accounts are still to be audited.

The Board congratulated Mr G McKeown and his team for this work.

3127/19 Health and Safety

No incidents to report

3128/19 Sickness Absence

The board noted the Sickness Absence report.

3129/19 Draft Disability Action Plan

Mr G McKeown presented Board Members with CRC's draft Disability Action Plan. Ms J Adamson led the development of the plan and agreed proportionate, deliverable, and timely interventions with each Director.

Mr G McKeown made particular reference to the following:

- Deliver awareness training by the end of financial year
- Consider how CRC portrays persons with disabilities
- How accessible is CRC's website for persons with disabilities
- Consider DFAP processes around recruitment and selection, and make reasonable adjustments and review policies.
- Consult with expert seeking advice on how to make funding schemes fully accessible.

The Board approved the draft Action Plan, which will now be sent out to consultation.

The Board suggested that the outcome of the consultation and final plan be shared with CRC funded groups, to allow them to consider reviewing their own policies.

3130/19 Union Update

Mr G McKeown presented the Board with an update on the alignment of CRC HR policies with NICS policies. He stated that the process has made good progress, however, no policies are agreed until every policy is agreed.

Ms L Keys added that there are three policies remaining, one of which relates to the hours of work extending from 35 to 37.

Mr G McKeown added that colleagues had indicated to him that it is unlikely that staff will agree anything with the Pay Remit still outstanding.

The Board noted this paper, and thanked staff and Ms L Keys for their work on this.

3131/19 Funding and Development

The Board noted Mr P Jordan's report, and commended the great financial work that allowed the core reserve organisation to receive funding.

3132/19 Engagement

Mr P Day presented the Board with his Engagement Report, making particular reference to the following:

- CRC have received promotional materials, information sheets, business cards, to be included in information packs.
- The transition to the new logo is now complete.
The Board commented that the new logo and materials look excellent.
- CR Awards – Mr P Day thanked Mr N McKenna, Ms D Close, Ms L Keys, Mr A Cole, and the Chair for attending this event.
This event received good press coverage, and Ms C Jones and Ms M Jamison will be participating in an interview with NVTV.
- Shared Learning Forum – The 2019/20 Core Funded groups met and introduced themselves and their work. The Chair and Mr A Cole were also in attendance.
- The next TBUC Engagement Forum will be taking place in the Guildhall, Derry/Londonderry on 21st May.
The Board then discussed the recent news story about anti-Semitism in this area, and whether this and other forms of intolerance should be addressed at the Forum.
- TEO are conducting a stocktake of TBUC.
- Website has been refreshed. CRC have received positive feedback on this.
- Good Relations Week will be taking place week commencing 16th September. The first meeting of the Steering Group has taken place.
The theme of GR Week is being confirmed.
- Decade of Centenaries conference will be taking place on 21st November 2019
- Mr P Day stated that CRC have a Leadership for Sustainable Development Masters student on placement conducting a research project, looking at peacebuilding and achievement of the UN Sustainable Development Goals, over the next 8 weeks.
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Mr P Day added that Ms P O'Neill had indicated that she would be taking early retirement at the end of June.
The Board expressed their thanks to Ms P O'Neill and asked for the occasion to be marked at the Board's final meeting.

3133/19 Audit and Risk Assurance Committee

i) Minutes

The minutes of the 66th Audit and Risk Assurance Committee, 1st March 2019, were noted by the Board.

ii) **Update from Chair of ARAC**

Mr R Campbell updated Board Members on recent discussions at the Audit and Risk Assurance Committee. He stated that ARAC suggested the 'Political' risk remains red, as there has been no change in the situation.

Mr G McKeown then informed Board Members that there had been a recent allegation of fraud with a potential loss to CRC. An investigation was conducted and has now been completed. CRC are now moving on to the disciplinary process.

3134/19 AOB

None

3135/19 Date of Next Meeting

The next meeting will take place in final week of May 2019. Board Members will be contacted about their availability.