



# Ulster-Scots Agency

Boord o Ulstèr-Scotch

## Board Decisions 2023

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1<sup>st</sup> March 2023  
**Tha Boord o Ulster-Scotch**  
**209<sup>th</sup> Board Meeting**  
**12 noon via Teams**

<b>Present:</b>	Mr. Freddie Kettyle (Chair)
	Mr. Trevor Wilson (remote via Teams)
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Ms. Karyn Devenney
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Mrs. Gillian Pearson, Director of Development
<b>Apologies:</b>	N/A
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 16<sup>th</sup> December 2022 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2022 Internal Audit audits as follows:

- Grants Management & Government Funding Database (Underway)
- Key Financials Controls (Underway)

Mrs Stewart gave an update on Health & Safety recommendations that these have now been implemented fully.

***Annual Accounts***

2020 - Accounts have been laid.

2021 - Audit of 2021 accounts -queries with NIAO/C&AG.

***Annual Budget***

Mrs. Stewart presented the report which was noted by the board.

***Performance Actual Vs Budget***

The report was noted by the board.

***Gifts & Hospitality***

The report was noted by the board.

***Statutory Obligations Report***

The report was noted by the board.

***Prompt Payments***

The report was noted by the board.

***HR Report***

The report was noted by the board.

**7.1 Policy Revisions Update**

The Board considered the policy revisions paper and approved the following policies:

- Customer Charter
- Staff Code of Conduct

**7.2 Disposal Schedule**

The Board considered and approved the Disposal Schedule in line with the Agency's Disposal Policy.

**7.3 Marketing Report**

Mrs Pearson presented the Marketing Report, which was noted by the board.

**7.4 Audit & Risk Checklist**

Mrs. Stewart presented the report, which was noted by the Board. The report was recommended to the Board by the Audit & Risk Committee Chair, Mr McAdam.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the board.

*Mr. Allen McAdam left the meeting.*

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the board.

**10. Funding Approval**

Mr Crozier presented the Energy Support paper. The Board approved the funding of 139 applications and rejected 12 applications.

*Ms Karyn Devenney left the meeting.*

**11. Business Plan**

The Business plan was discussed and will be circulated and approved by correspondence.

**12. AOB**

Letter of thanks from Gamble Library was noted by the Board.

**13. Date of Next Meeting**

The next meeting will take place either remotely on 29<sup>th</sup> March or in person in Belfast 30<sup>th</sup> March. Dates to confirmed.

30<sup>th</sup> March 2023  
**Tha Boord o Ulster-Scotch**  
**210<sup>th</sup> Board Meeting**  
**11.00am via Teams**

<b>Present:</b>	Mr. Trevor Wilson (Acting Chair)
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Mrs. Gillian Pearson, Director of Development
<b>Apologies:</b>	Mr. Freddie Kettyle (Chair)
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 1<sup>st</sup> March 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the Board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2022 Internal Audit audits as follows:

- Grants Management & Government Funding Database (Fieldwork completed)
- Key Financials Controls (Fieldwork completed)

Mrs. Stewart gave an update on Health & Safety recommendations that these have now been implemented fully.

***Annual Accounts***

2021 Audit queries with C&AG.

2022 Annual Return and Accounts to be submitted tomorrow following Board approval.

***Annual Budget***

Mrs. Stewart presented the report which was noted by the Board.

***Performance Actual Vs Budget***

The report was noted by the Board.

***Gifts & Hospitality***

The report was noted by the Board.

***Statutory Obligations Report***

The report was noted by the Board.

***Prompt Payments***

The report was noted by the Board.

***HR Report***

The report was noted by the Board.

**7.2 Marketing Report**

Mrs. Pearson presented the Marketing Report, which was noted by the Board.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

**10. Review of Invest NI**

Mrs. Stewart presented the review of Invest NI which was noted by the Board.

**11. Annual Report and Accounts 31 December 2022**

Mrs. Stewart presented the Draft Annual report which was noted by the Board.

Mrs. Stewart advised draft accounts would be submitted to the department by 31<sup>st</sup> March 2023.

**12. Summer Schools Funding**

Mrs. Stewart presented the Summer Schools Funding paper. The Board approved enhanced support for Ulster-Scots Summer Schools.

**13. AOB**

***Changes to the Bank Mandate***

Mrs Stewart requested permission from the Board to update the Agency's bank mandates in both jurisdictions for employees who have left/joined. This was approved by the Board.

***Board Email Addresses***

Mrs Stewart presented the Sponsors Department's direction which was approved by the Board.

***FD Letter – Appraising Financial Assistance to the Private, Voluntary and Community Sectors***

Mrs Stewart presented the FD letter, which was noted by the Board.

**14. Date of Next Meeting**

The next meeting will take place in person on 27<sup>th</sup> April 2023.



27<sup>th</sup> April 2023  
**Tha Boord o Ulster-Scotch**  
**211<sup>th</sup> Board Meeting**  
**11.00am Hybrid (USA Boardroom, Belfast and Teams)**

<b>Present:</b>	Mr. Freddie Kettyle (Chair)
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Mrs. Gillian Pearson, Director of Development
<b>Apologies:</b>	
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 30<sup>th</sup> March 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the Board.

### ***Internal Audit***

Mrs. Stewart gave an update on the progress of 2022 Internal Audit audits as follows:

- Grants Management & Government Funding Database (Fieldwork completed)
- Key Financials Controls (Fieldwork completed)

Mrs. Stewart gave an update on Health & Safety recommendations that these have now been implemented fully.

### ***Annual Accounts***

2021 Audit queries with C&AG.

2022 Annual Return and Accounts submitted following Board approval.

### ***Annual Budget***

Mrs. Stewart presented the report which was noted by the Board.

### ***Performance Actual Vs Budget***

The report was noted by the Board.

### ***Gifts & Hospitality***

The report was noted by the Board.

### ***Statutory Obligations Report***

The report was noted by the Board.

### ***Prompt Payments***

The report was noted by the Board.

### ***HR Report***

The report was noted by the Board.

## **7.1 Policy Revisions**

The following policies were approved by the Board:

- Income, Debtors & Petty cash
- Fixed Asset Policy & Procedure
- Credit Card Policy.

## **7.2 Marketing Report**

Mrs. Pearson presented the Marketing Report, which was noted by the Board.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

Mr Crozier highlighted the success of the Declaration of Independence launch at PRONI.

**10. AOB**

***Changes to the Bank Mandate***

Mrs Stewart requested permission from the Board to update the Agency's bank mandates in both jurisdictions for employees who have left/joined. This was approved by the Board.

Mr Crozier provided an update on the Coronation Event at Stormont which took place on 22<sup>nd</sup> April 2023.

**11. Date of Next Meeting**

The next meeting will take place via Teams on 25<sup>th</sup> May 2023.

25<sup>th</sup> May 2023  
**Tha Boord o Ulster-Scotch**  
**212<sup>th</sup> Board Meeting**  
**11.00am via Teams**

<b>Present:</b>	Mr. Freddie Kettyle
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson (Acting Chair)
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Gillian Pearson, Director of Development
<b>Apologies:</b>	Mrs. Karen Stewart, Director of Corporate Services
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 27<sup>th</sup> April 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mr. Crozier, which was noted by the Board.

***Internal Audit***

Mr. Crozier gave an update on the progress of 2022 Internal Audit audits as follows:

***Annual Accounts***

2021 Final Audit queries with C&AG.

2022 Annual Return and Accounts submitted and audit fieldwork underway.

***Annual Budget***

Mr. Crozier presented the report which was noted by the Board.

***Performance Actual Vs Budget***

The report was noted by the Board.

***Gifts & Hospitality***

The report was noted by the Board.

***Statutory Obligations Report***

The report was noted by the Board.

***Prompt Payments***

The report was noted by the Board.

***HR Report***

The report was noted by the Board.

**7.1 Marketing Report**

Mrs. Pearson presented the Marketing Report, which was noted by the Board.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

Mr. Crozier highlighted the success of the Declaration of Independence launch at PRONI.

**10. AOB**

Ms. Elliott requested permission from the Board to create a Board Group for messaging. This will help keep the board updated with events etc.

**11. Date of Next Meeting**

The next meeting will take place in person on Thursday 29<sup>th</sup> June 2023.

29<sup>th</sup> June 2023  
**Tha Boord o Ulster-Scotch**  
**213<sup>th</sup> Board Meeting**  
**11.00am, Hybrid (USA Boardroom, Belfast and Teams)**

<b>Present:</b>	Mr. Freddie Kettyle (Acting Chair)
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Gillian Pearson, Director of Development
	Mrs. Karen Stewart, Director of Corporate Services
<b>Apologies:</b>	
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 25<sup>th</sup> May 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the Board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2023 Internal Audit.

***Annual Accounts***

2021 Going forward for NSLB approval and signing.

2022 Annual Return and Accounts submitted and audit fieldwork underway.

***Annual Budget***

Mrs. Stewart presented the report which was noted by the Board.

***Performance Actual Vs Budget***

The report was noted by the Board.

***Gifts & Hospitality***

The report was noted by the Board.

***Statutory Obligations Report***

The report was noted by the Board.

***Prompt Payments***

The report was noted by the Board.

***HR Report***

The report was noted by the Board.

**7.1 Policy Revisions**

The following policies were approved by the Board:

- IT Back Up Policy
- Conflict of Interest Policy
- Banking Procedures
- Contract Management Policy

**7.2 Marketing Report**

Mrs. Pearson presented the Marketing Report, which was noted by the Board.

**7.3 Audit & Risk Committee Annual Report**

Mrs. Stewart presented the Audit & Risk Committee Annual Report.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

**10. AOB**

Ms. Elliott requested permission to implement the 2022 Pay Award as per NICS pay scales.

Mrs. Stewart presented the U-SA SLA 2023 which was noted by the Board.

**11.**    **Date of Next Meeting**

The next meeting will take place in person on Thursday 17<sup>th</sup> August 2023 in Belfast.



17<sup>th</sup> August 2023  
**Tha Boord o Ulster-Scotch**  
**214<sup>th</sup> Board Meeting**  
**11.00am, Hybrid (U-SA Boardroom, Belfast and Teams)**

<b>Present:</b>	Mr. Freddie Kettyle (Acting Chair)
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
<b>Apologies:</b>	
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 29<sup>th</sup> June 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the Board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2023 Internal Audit.

***Annual Accounts***

2021 Going forward for NSLB approval and signing.

2022 Annual Return and Accounts submitted and audit fieldwork underway.

***Annual Budget***

Mrs. Stewart presented the report which was noted by the Board.

***Performance Actual Vs Budget***

The report was noted by the Board.

***Gifts & Hospitality***

The report was noted by the Board.

***Statutory Obligations Report***

The report was noted by the Board.

***Prompt Payments***

The report was noted by the Board.

***HR Report***

The report was noted by the Board.

**7.1 Policy Revisions**

There were no policy revisions to be noted by the Board.

**7.2 Marketing Report**

Mrs. Stewart presented the Marketing Report, which was noted by the Board.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

**10. AOB**

Mrs. Stewart presented the DAO DoF Conflicts of Interest update paper which was noted by the Board.

**11. Date of Next Meeting**

The next meeting will take place on Thursday 21<sup>st</sup> September 2023 via Teams.

21<sup>st</sup> September 2023  
**Tha Boord o Ulster-Scotch**  
**215<sup>th</sup> Board Meeting**  
**2.00pm, Remote Via Teams**

<b>Present:</b>	Mr. Freddie Kettyle (Acting Chair)
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Mrs Gillian Pearson, Director Of Development
<b>Apologies:</b>	
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 17<sup>th</sup> August 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the Board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2023 Internal Audit.

***Annual Accounts***

2021 Should be laid by Mid-October

2022 Annual Return and Accounts submitted and audit fieldwork underway.

***Annual Budget***

Mrs. Stewart presented the report which was noted by the Board.

***Performance Actual Vs Budget***

The report was noted by the Board.

### ***Gifts & Hospitality***

The report was noted by the Board.

### ***Statutory Obligations Report***

The report was noted by the Board.

### ***Prompt Payments***

The report was noted by the Board.

### ***HR Report***

The report was noted by the Board.

## **7.1 Policy Revisions**

The following policies were approved by the Board:

- H&S ROI Policy Statement
- H&S UK Policy Statement
- Inefficiency – Poor Performance Procedure
- Inefficiency – Sickness Absence Procedure
- Probation Policy
- Whistleblowing Policy
- Fraud Prevention Policy
- Fraud Response Policy
- Month End and Year End procedures
- Risk Management Framework Policy
- Drawdown Procedure
- Grants Appeal Procedures
- Stakeholder Engagement

## **7.2 Marketing Report**

Mrs Pearson presented the Marketing Report, which was noted by the Board.

## **8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

## **9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

## **10. AOB**

The Board passed on their well wishes to Mrs Gillian Pearson as she is leaving the Agency.

10.1 The Board approved with the format of the Board Papers.

10.2 Mrs Stewart presented the M&D Amendment and will be circulated for approval by correspondence.

**11.**     **Date of Next Meeting**

The next meeting will take place in person on Tuesday 17<sup>th</sup> October 2023.

17<sup>th</sup> October 2023  
**Tha Boord o Ulster-Scotch**  
**216<sup>th</sup> Board Meeting**  
**11am, Hybrid**

<b>Present:</b>	Mr. Freddie Kettyle (Acting Chair)
	Ms. Karyn Devenney
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Ms Christan Moreland, Receptionist
<b>Apologies:</b>	
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 21<sup>st</sup> September 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was noted by the Board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2023 Internal Audit.

### ***Annual Accounts***

- 2021 Accounts signed with designer and then laying in both jurisdictions.  
2022 Annual Return and Accounts submitted and audit fieldwork underway.

### ***Annual Budget***

Mrs. Stewart presented the report which was noted by the Board.

### ***Performance Actual Vs Budget***

The report was noted by the Board.

### ***Gifts & Hospitality***

The report was noted by the Board.

### ***Statutory Obligations Report***

The report was noted by the Board.

### ***Prompt Payments***

The report was noted by the Board.

### ***HR Report***

The report was noted by the Board.

## **7.1 Policy Revisions**

The following policy was approved by the Board:

- Payroll Procedure Policy.

## **7.2 Marketing Report**

Mr Crozier presented the Marketing Report, which was noted by the Board.

## **8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

## **9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

## **10. AOB**

10.1 Board Away Day to be arranged to discuss resourcing and Agency priorities.

10.2 FD Letter noted: Laying of annual reports and accounts in the NI Assembly.

## **11. Date of Next Meeting**

The next meeting will take place in person on Thursday 16<sup>th</sup> November 2023.

16<sup>th</sup> November 2023  
**Tha Boord o Ulster-Scotch**  
**217<sup>th</sup> Board Meeting**  
**11am, Hybrid**

<b>Present:</b>	Mr. Freddie Kettyle (Acting Chair)
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Ms Christan Moreland, Receptionist
<b>Apologies:</b>	Ms. Karyn Devenney
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 17<sup>th</sup> October 2023 were approved.

**5. Matters Arising**

There were no matters arising.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was discussed and noted by the Board.

**6.1 Leid Week 2023 Schedule**

Mr Crozier presented the Schedule was discussed and noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was discussed and noted by the Board.

***Internal Audit***

Mrs. Stewart gave an update on the progress of 2023 Internal Audit.



### ***Annual Accounts***

2021 Accounts have now been laid in both jurisdictions.

2022 Annual Return and Accounts submitted and audit fieldwork underway. NIAO have not updated when completion of field work will be undertaken.

### ***Legal Action***

Case management hearing was postponed by Tribunal and not yet been rescheduled.

### ***Annual Budget***

Mrs. Stewart presented the report which was discussed and noted by the Board.

### ***Performance Actual Vs Budget***

The report was discussed and noted by the Board.

### ***Gifts & Hospitality***

The report was discussed and noted by the Board.

### ***Statutory Obligations Report***

The report was discussed and noted by the Board.

### ***Prompt Payments***

The report was noted by the Board.

### ***HR Report***

The report was discussed and noted by the Board.

## **7.1 Policy Revisions**

The following policies were approved by the Board:

- Discipline and Grievance Procedures
- Advanced Payment Season Ticket
- Secondment Policy
- Shared Parental Leave
- Dignity at Work Policy.

## **7.2 Marketing Report**

Mr Crozier presented the Marketing Report, which discussed and was noted by the Board.

**7.3 PA Grading Paper**

Mrs Stewart presented a PA regrading Paper. The board discussed and unanimously approved the recommendations.

**7.4 Draft Business Plan**

Mr Crozier presented the Draft business, which discussed and was noted by the Board.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9. CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

Trevor Wilson left the meeting.

**10. AOB**

10.1 Mrs Karen Stewart reminded the Board to update their car insurance certificates.

10.2 Mrs Karen Stewart requested permission for the Agency to procure a credit card for the CEO. Further details will be circulated in writing for approval.

10.3 DAO DoF 0423 - Update to MPMNI was presented by Mrs Stewart and noted by the Board.

**11. Date of Next Meeting**

Dates will be circulated via email.

11<sup>th</sup> December 2023  
**Tha Boord o Ulster-Scotch**  
**218<sup>th</sup> Board Meeting**  
**2.pm, Hybrid**

<b>Present:</b>	Mr. Freddie Kettyle (Acting Chair)
	Ms. Lavinia Tilson
	Mr. Allen McAdam
	Mr. Trevor Wilson
	Ms Karyn Devenney
<b>In Attendance</b>	Mr. Ian Crozier, Chief Executive
	Mrs. Karen Stewart, Director of Corporate Services
	Ms Christan Moreland, Receptionist
<b>Apologies:</b>	
<b>Recording Secretary:</b>	Ms. Lorna Elliott (HR/Office Manager)

**4. Minutes of Last Meeting**

Minutes from previous meeting on 16<sup>th</sup> November 2023 were approved.

**5. Matters Arising**

The Board discussed the purpose of the Board members and roles were clearly defined.

**6. Progress Report**

Mr. Crozier presented the Progress Report, which was discussed and noted by the Board.

**7. Finance Paper**

The report was presented by Mrs. Stewart, which was discussed and noted by the Board.

***Internal Audit***

Mrs. Stewart provided an update to the Board that all internal audits are now completed for 2023 and all received Satisfactory Assurance.

***Annual Accounts***

2022 Annual Return and Accounts submitted and audit fieldwork underway. NIAO have indicated that it is expected to have a clean 2022 audit.

***Legal Action***

Case management hearing was postponed by Tribunal and not yet been rescheduled.

***Annual Budget***

Mrs. Stewart presented the report which was discussed and noted by the Board.

***Performance Actual Vs Budget***

The report was discussed and noted by the Board.

***Prompt Payments***

The report was discussed and noted by the Board.

***Statutory Obligations Report***

The report was discussed and noted by the Board.

***Gifts & Hospitality***

The report was discussed and noted by the Board.

***HR Report***

The report was discussed and noted by the Board.

**7.1 Policy Revisions**

The following policies were approved by the Board:

- Travel & Subsistence Policy

**7.2 Marketing Report**

Mr Crozier presented the Marketing Report, which discussed and was noted by the Board.

**7.3 Leid Week 2023**

Mr Crozier presented the post Leid Week report.

**8. Education Report**

Mr. Crozier presented the Education Report, which was noted by the Board.

**9.**      **CEO Report**

Mr. Crozier presented the CEO report, which was noted by the Board.

**10.**      **AOB**

- 10.1      Mrs Karen Stewart presented a number of applications to the Board for approval funding which were approved by the Board.

**11.**      **Date of Next Meeting**

Dates for 2024 will be circulated via email.

## Decisions Made by Correspondence

Date	Paper	Decision
02 <sup>nd</sup> March 2023	Business Plan	Approved
02 <sup>nd</sup> March 2023	Increase to Small Events intervention rate	Approved
10 <sup>th</sup> March 2023	Small Events Funding (Paper 1)	Approved
15 <sup>th</sup> March 2023	Small Events Funding (Paper 2)	Approved
20 <sup>th</sup> March 2023	Corporate Plan	Approved
22 <sup>nd</sup> March 2023	Small Events Funding (Paper 3)	Approved
24 <sup>th</sup> March 2023	Small Events Funding (Paper 4)	Approved
18 <sup>th</sup> May 2023	Festival Funding	Approved
18 <sup>th</sup> May 2023	Summer School Funding	Approved
18 <sup>th</sup> May 2023	FAS Other Funding	Approved
05 <sup>th</sup> June 2023	Heritage asset acquisition	Approved
01 <sup>st</sup> September 2023	Mid Armagh Community Network Tuition Funding	Approved
12 <sup>th</sup> September 2023	Music and Dance Tuition Funding_22.08.23	Approved
20 <sup>th</sup> September 2023	<i>Revised</i> Music and Dance Tuition Funding_20.09.23	Approved
26 <sup>th</sup> September 2023	<i>Revised</i> Music and Dance Tuition Funding_25.09.23	Approved
08 <sup>th</sup> December 2023	CEO Credit Card	Approved
21 <sup>st</sup> December 2023	Community Impact Program 2024 Uplift	Approved