



Ulster-Scots Agency
Boord o Ulstèr-Scotch

Board Decisions 2016

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**Tha Boord O Ulster-Scotch
143rd Board Meeting
18 February 2016
Ulster-Scots Agency, Belfast**

Present:	Mr Tom Scott (Chair)
	Ms Ida Fisher
	Mr Freddie Kettle (Vice Chair)
	Mr William Leathem
	Ms Val O’Kelly
	Mr Lee Reynolds
	Mrs Hilary Singleton
Apologies:	Mr Allen McAdam
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
	Ms Trina Somerville, Director of Education & Language
Recording Secretary:	Ms Siobhan McNally, PA to Chief Executive

12. Core Funded Groups

- 12.1 The Chief Executive presented the report.
- 12.2 In 2016 the Agency has allocated a budget of £339,000 towards the Core Funded Groups.
- Ulster Scots Community Network £289,000
 - Monreagh Heritage Centre £50,000
- 12.3 The Board approved the recommendations. The USCN offer will be subject to Departmental approval.
- 12.4 The Board suggested having a slot at future Board meetings for members of the Core Funded Groups to come in and report on their aims and what targets have been achieved. It was also suggested that we hold a future Board meeting in Monreagh Heritage Centre this year and tie in a visit to the Raphoe office on the same day.

13. Policies for Approval

- 13.1 There were 3 policies on the Agenda for approval:
- Social Media
 - Standing Orders
 - Grant Appeals
- 13.2 The Social Media and Grant Appeals policies were approved subject to minor amendments.
- 13.3 At the Chief Executive's request the Standing Orders policy was deferred to the next Board meeting.
- 13.4 The Board requested that going forward, the cover page of policies show more detail.

14 HR

- 14.1 Board members were asked to approve salary changes in relation to non-industrial pay 2015, as per the circular submitted by Department of Finance and Personnel. The Board agreed the salary changes.
- 14.2 The Board discussed training requirements for Board members. It was agreed that the new Board members would have a follow up induction session with The Chief Executive.
- 14.3 Board members suggested attending Governance training and Recruitment and Selection training.
- 14.4 The Board noted the report.

**Tha Boord O Ulster-Scotch
144th Board Meeting
24 March 2016
Ulster-Scots Agency, Belfast**

Present:	Mr Tom Scott (Chair)
	Ms Ida Fisher
	Mr Freddie Kettle (Vice Chair)
	Mr Allen McAdam
	Ms Val O’Kelly
	Mrs Hilary Singleton
Apologies:	Mr William Leathem
	Mr Lee Reynolds
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
	Ms Trina Somerville, Director of Education & Language
Recording Secretary:	Ms Siobhan McNally, PA to Chief Executive

12. Ulster-Scots Community Impact Grant

- 12.1 A paper was tabled and The Chief Executive presented the report. At this point The Chief Executive declared his interest with one of the three Groups discussed in the paper.
- 12.2 The Chief Executive noted that the purpose of the paper was to secure the extension of the Ulster-Scots Community Impact Programme until the end of March 2017.
- 12.3 The Board discussed the proposal and agreed to extend the programme. It was also agreed that an external evaluation should be commissioned during 2016, with the draft terms of reference to be tabled at the Board for consideration.

13. Policies for Approval

13.1 There were two policies on the Agenda for approval:

- Disability Action Plan
- Fraud Response Plan

13.2 Mrs O’Kelly queried the Disability Action Plan and why it was Northern Ireland specific. The Director of Corporate Services will look into this before it is published.

13.3 The Board approved the Fraud Response Plan amendments and updates.

**Tha Boord O Ulster-Scotch
145th Board Meeting
21 April 2016
Ulster-Scots Agency, Belfast**

Present:	Mr Tom Scott (Chair)
	Ms Ida Fisher
	Mr Freddie Kettle (Vice Chair)
	Mr William Leathem
	Mr Allen McAdam
	Ms Val O'Kelly
	Mr Lee Reynolds
	Mrs Hilary Singleton
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
	Ms Trina Somerville, Director of Education & Language
Recording Secretary:	Ms Siobhan McNally, PA to Chief Executive

9. Marketing Report

9.1 The Chief Executive presented the Marketing Report.

9.2 The Board noted and approved the additional planned activity for May and June 2016. This included the following:

- Ballyclare May Fair 17th – 21st May 2016
- Bruce Festival 4th – 5th June 2016
- Great Game Fairs of Ireland (Antrim) 25th – 26th June 2016

10.3 The Board noted the report.

12.2 The Board noted the report.

13. 2016 Draft Action Plan

13.1 The Chief Executive presented the report.

13.2 The Board accepted the 2016 Draft Action Plan subject to some minor amendments. The Chair suggested that Board members read over the document again and send through any further feedback they may have.

Tha Boord O Ulster-Scotch
146th Board Meeting
26 May 2016
Ulster-Scots Agency, Belfast

Present:	Mr Tom Scott (Chair)
	Mr Freddie Kettle (Vice Chair)
	Ms Ida Fisher
	Mr William Leathem
	Mr Allen McAdam
	Mrs Hilary Singleton
Apologies:	Ms Val O'Kelly
	Mr Lee Reynolds
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Ms Siobhan McNally, PA to Chief Executive

7. Finance Report

7.5 The Director of Corporate Services presented the report on the extension of an IT support contract. He explained to the Board that the Agency had made a request to CPD to extend the IT support contract by circa £21K to see it through to the end of 2017. CPD have responded stating that the Agency had convincing reasons to modify the contract for technical reasons and could process the modification, subject to Board approval. The actual costs of the total project have not changed and the Agency still has one year to run on the contact with experience.

7.6 The Board approved the extension of IT support.

9. Marketing Report

9.2 The Board noted and approved the additional planned activity for June and July 2016. This included the following:

- Bruce Festival 4th – 5th June 2016
- Young Ambassadors 3rd – 17th June 2016
- Great Game Fairs of Ireland (Antrim) 25th – 26th June 2016

- Australian Pipe Band Event 4th July
- Glenarm Castle (Dalriada Festival) 16th – 23rd July 2016

12. Raphoe Office Expansion

- 12.1 The Chief Executive presented the report.
- 12.2 The Agency wishes to increase the activity in the Donegal area and an opportunity has been presented in the form of leasing the upstairs offices in the existing Raphoe premises.
- 12.3 The Board discussed the sustainability of the space available and noted that the upstairs office could be used to develop different aspects of Ulster-Scots in the area.
- 12.4 The Board agreed that discussions should be progressed with the landlord.
- 12.5 The Board noted the report.

13. Policies for Approval

- 13.1 The Director of Corporate Services reported.
- 13.2 The new Customer Complaint Procedure Policy was approved by the Board.
- 13.3 The following policies were put forward for review:
- Mobile IT Equipment Policy
 - Essential Car Users Policy
 - Mobile Phone Equipment Policy
 - IT Back-up Policy
- 13.4 The Board accepted the updated policies, subject to a few minor amendments.

**Tha Boord O Ulster-Scotch
147th Board Meeting
07 July 2016
Canal Stores, Clones, Co Monaghan**

Present:	Mr Tom Scott (Chair)
	Ms Ida Fisher
	Mr Freddie Kettle (Vice Chair)
	Mr William Leathem
	Mr Allen McAdam
	Ms Val O'Kelly
	Mr Lee Reynolds
	Mrs Hilary Singleton
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Mrs Lorna Blair, HR/Office Manager

7. Finance Report

7.4 The Director of Corporate Services reported to the Board that the Audit Committee was supportive of extending the current Audit contract for a further year, but this was subject to Board approval. The Board was content to extend the contract.

7.5 Tender process for new Audit Agreement would commence early 2017.

8. Education Report

8.1 No Education Report available at this time however, it would be presented at the next meeting.

8.2 The Board noted the position.

9. Marketing Report

9.1 The Chief Executive presented the Marketing Report.

9.2 The Board noted and approved the additional planned activity for July and August 2016. This included the following:

- Australian Pipe Band Event – 4th July 2016
- Glenarm Castle (Dalriada Festival) 16th – 23rd July 2016
- Cockle Row - July – September 2016
- Libraries NI Project July – December 2016
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13. Policies for Approval

13.1 The Director of Corporate Services reported to the Board.

13.2 The Board approved following policies with some minor changes:

1. Van Policy (New)
2. Clear Desk Policy (Review)
3. Risk Policy Framework (A&R Comm Mar 16) (Review)
4. Gifts and Hospitality Policy (Review)
5. Attendance, Flexi & Toil Policy (Review)
6. Income, Debtors & Petty Cash (A&R Comm Jun 16) (Review)
7. Month End Procedures (Review)
8. Credit Card Policy (Review)
9. Staff Training and Development Policy (Review)

13.3 The Board discussed the draft Career Break policy and asked that further work be undertaken to identify practice in other ALB's.

**Tha Boord O Ulster-Scotch
148th Board Meeting
16 September 2016
Foras na Gaeilge, Dublin**

Present:	Mr Tom Scott (Chair)
	Ms Ida Fisher
	Mr Freddie Kettle (Vice Chair)
	Mr William Leathem
	Mr Allen McAdam
	Ms Val O’Kelly
	Mrs Hilary Singleton
Apologies:	Mr Lee Reynolds
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to Chief Executive

9. Marketing Report

9.2 The Board noted and approved the additional planned showcasing activity for September, October and November 2016. This included the following:

- Libraries NI Project July – December 2016
- Culture Night 16th September 2016
- Hidden History Talk 20th September 2016
- Irish Game Fair 24th and 25th September 2016
- Stone Mountain Highland Games 15th – 16th October 2016
- Launch of CS Lewis Exhibition 1st November 2016

13. Policies for Approval

13.1 The Director of Corporate Services reported to the Board.

13.2 The Board approved the following policies:

- Fixed Assets Policy (Review)
- Disposal Policy (New)
- Fire Evacuation Policy (Review)
- Managing Attendance Policy (Review)
- Health & Safety Policy Statement (Review)
- Data Protection Policy (Review)

13.3 The Board discussed the Career Break Policy, which was under review. The Board agreed to approve it on the basis of having a Personnel Sub-Committee set up, so they may consult on these issues in the future.

14 Mid Armagh Community Network

14.1 The Grant Sub-Committee approved an award of £24,881.50 to Mid Armagh Community Network earlier this month. This was noted by the Board.

14.2 The Board discussed what level of grant award requires Board approval. This will be followed up again at a future meeting.

**Tha Boord O Ulster-Scotch
149th Board Meeting
27 October 2016
Ulster-Scots Agency, Belfast**

Present:	Mr Tom Scott (Chair)
	Mr Freddie Kettle (Vice Chair)
	Mr William Leathem
	Mr Allen McAdam
	Ms Val O’Kelly
	Mr Lee Reynolds
Apologies:	Mrs Hilary Singleton
	Ms Ida Fisher
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to Chief Executive

9. Marketing Report

9.2 The Board noted and approved the additional planned showcasing activity for November and December 2016. This included the following:

- Libraries NI Project July – December 2016
- C.S. Lewis Exhibition Launch – 1 November 2016
- C.S. Lewis Films Launch – 19 November 2016
- St Andrews Day Celebration 2016 – 3 December 2016

11. Personnel Report

11.4 The Board approved the HR & Personnel Terms of Reference.

12. Audit & Risk Committee Terms of Reference

12.1 The Board approved the Audit & Risk Committee Terms of Reference. This document had been previously approved at the last Audit meeting.

13. Policies for Approval

13.1 The Director of Corporate Services reported to the Board.

13.2 The Board approved the following policies:

- Data Protection Policy (South) (New)
- Employee Exit Policy (Review)

14 Juvenile Pipe Band Programme

14.1 The Chief Executive presented the report.

14.2 It was recommended to the Board to award a grant of 83.64% as allowed under FAS rules in exceptional circumstances.

14.3 The Board approved the recommendation and the Group will receive an award of £49,715.

15. Risk Register

15.1 The Director of Corporate Services presented the report.

15.2 Internal Audit have requested that the Risk Register go to the Board twice annually. The Board noted the Risk Register.

**Tha Boord O Ulster-Scotch
150th Board Meeting
17 November 2016
Ulster-Scots Agency, Belfast**

Present:	Mr Tom Scott (Chair)
	Mr Freddie Kettle (Vice Chair)
	Mr William Leathem
	Mr Allen McAdam
	Ms Val O’Kelly
	Ms Ida Fisher
	Mrs Hilary Singleton
Apologies:	Mr Lee Reynolds
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to Chief Executive

7. Marketing Report

7.2 The Board noted and approved the additional planned showcasing activity for December 2016 and January 2017. This included the following:

- Libraries NI Project July – December 2016
- C.S. Lewis Films Launch – 19th November 2016
- St Andrews Day Celebration 2016 – 3rd December 2016
- Burns Concert – 21st January 2017
- Belfast Burns Week – 21st – 28th January 2017

7.3 The Board noted and approved a number of ongoing marketing related projects. The Chief Executive gave an update on each one.

9. Draft Corporate Plan

- 9.1 The Chief Executive presented the report.
- 9.2 The Board considered the draft Corporate Plan. It was agreed that any members with comments would forward them to The Chief Executive by 24th November and the Corporate Plan would be tabled again in December.
- 9.3 It was noted that no Finance Department guidance had yet been issued.

10. Policies for Approval

- 10.1 The Board approved the Social Media policy which was under review.

11. Dance Tuition 2017

- 11.1 The Chief Executive presented the report.
- 11.2 The Agency received 136 applications under the 2017 Music and Dance Tuition Programme. 30 applications were for Dance tuition and the remainder for Music projects. All dance applications were submitted to a two stage assessment process. All 30 applications met the criteria under both stage 1 and stage 2 assessments and these had been approved for funding to the amount requested of £61,754.00, conditional on the implementation of capped rates as per the programme guidelines.
- 11.3 The Board noted the report.