



Ulster-Scots Agency
Boord o Ulstèr-Scotch

Board Decisions 2017

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**Tha Boord O Ulster-Scotch
152nd Board Meeting
23rd February 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Mr Freddie Kettle (Vice Chair)
	Ms Val O’Kelly
	Mr Iain Carlisle
	Ms Julie Andrews
	Mr David McNarry
Apologies:	Ms Ida Fisher
	Mr Allen McAdam
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Mrs Lorna Blair, HR/Office Manager

1. Welcome from the Chairperson

1.1 Mr Gamble welcomed Board Members to the 152nd Meeting of the Board.

5. CEO Report

6. Action Plan 2016

6.3 Mr Crozier advised that the previous Board had approved the Corporate Plan and Business Plan, but these had not moved forward as a result of political issues. He suggested using the opportunity for the new board to familiarise itself with the plans and make any amendments which were necessary in light of changed budget assumptions.

9. Marketing Report

9.7 Mr McCallum presented a paper seeking Board approval to extend the existing contract for production of *The Ulster-Scot* newspaper for a period of one year. The facility for this extension was included in the existing contract and would allow for the Agency to engage with Central Procurement Directorate to ensure that the next contract was procured in a timely way. The Board agreed to the recommendation.

12. Grants

12.1 Mr McCallum presented the music and dance grants report to the Board and explained the approval process to the Board.

12.2 The Board noted the report.

13. Membership of Committees

13.1 Mr McCallum advised members that the Board had a number of Sub-Committees which required additional members. Several Board members volunteered for the various committees and Mr McCallum agreed to follow up with other members to meet requirements.

Action: Mr McCallum

15. AOB

15.1 Mr Derek Reaney presented the Board with a short paper proposing a three month extension of the Community Impact Programme, in order to allow for the completion of a review, which was currently being carried out by John Edmund.

(Mr Crozier declared an interest in the matter and retired while the paper was presented.)

15.2 The Board discussed the impact on groups including possible redundancies. Mr Reaney confirmed that the groups themselves were responsible for such payments if necessary.

15.3 The Board approved the proposal for a 3 month extension and agreed to use its discretion to provide funding for the period at 90%.

15.4 Mr Crozier mentioned a number of observations which had been forwarded by Mr McAdam, who was unable to be present at the meeting.

**Tha Boord O Ulster-Scotch
153rd Board Meeting
30th March 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Mr Freddie Kettle (Vice Chair)
	Ms Val O’Kelly
	Mr Iain Carlisle
	Ms Julie Andrews
	Mr David McNarry
	Ms Ida Fisher
Apologies:	Mr Allen McAdam
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to CEO

6. Progress Report Against Draft 2017 Business Plan

6.3 The Board discussed the funding rounds for Summer Schools, Festivals and School Tuition, which had been delayed due to budget uncertainty. The Board supported the Chief Executive’s recommendation that the funds should now be opened because further delay would risk damage within the sector and suggested that calls should be opened without making reference to the number and size of grants likely to be awarded.

9. Marketing Report

9.1 Mr Crozier presented the Marketing Report.

9.2 The Board noted the evaluation reports for the recent Ulster-Scots presence at various events in February and March 2017; and approved the additional planned showcasing activity for April and May 2017.

13. Membership of Committees

13.1 At the last meeting Mr McCallum advised the Board that there were a number of Sub-Committees which required additional members. Board members volunteered for the various committees and the updated Sub-Committee members are as follows:

Audit & Risk Committee	Policy Committee	Education Committee	Grants Committee	Grants Appeals Committee	HR Committee
Julie Andrews	Iain Carlisle	Allen McAdam	Ida Fisher	Julie Andrews	Iain Carlisle
Allen McAdam	Keith Gamble	Iain Carlisle	Freddie Kettyle	Keith Gamble	Val O’Kelly
Val O’Kelly			David McNarry	Val O’Kelly	

15. Policies for Approval

15.1 The Board noted the Anti-Bribery Policy and the Whistleblowing Policy, which were both approved at the last Audit & Risk Committee meeting.

15.3 The Board agreed the Dignity at Work Policy.

**Tha Boord O Ulster-Scotch
154th Board Meeting
20th April 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Mr Freddie Kettle (Vice Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Ms Julie Andrews
	Mr David McNarry
	Ms Ida Fisher
Apologies:	Iain Carlisle (attending late)
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to CEO

9. Marketing Report

9.2 The Board noted the evaluation reports for the recent Ulster-Scots presence at various events in March and April 2017; and approved the additional planned showcasing activity for April and May 2017.

11.2 The Board noted the report.

13. 3 Year IT Support Business Case

13.1 Mr McCallum updated the Board on what IT support the Agency requires.

13.2 The Board approved the Business Case for IT support from January 2018 – December 2020.

**Tha Boord O Ulster-Scotch
155th Board Meeting
17th May 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Mr Freddie Kettle (Vice Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Ms Julie Andrews
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
In Attendance:	Mr Ian Crozier, Chief Executive
	Mrs Karen Stewart, Staff Officer Accountant
Apologies:	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to CEO

8. Education Report

- 8.1 Mr Crozier presented the report.
- 8.2 The Board discussed the applications submitted to the Ulster-Scots Agency for the Music and Dance Tuition School Programme for 2017.
- 8.4 The Board agreed to the recommendation to proceed with issuing Letters of Offer.

**Tha Boord O Ulster-Scotch
156th Board Meeting
22nd June 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Mr Freddie Kettle (Vice Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Ms Julie Andrews
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to CEO

5. CEO Report

5.5 Approval has now been secured to proceed with filling the three vacant posts (2 x Directors and 1 x Staff Officer) and work is ongoing.

9. Marketing Report

9.2 The Board noted the evaluation reports for the recent Ulster-Scots presence at various events in April and May 2017; and approved the additional planned showcasing activity for July and August 2017.

12. Grants for Noting

12.1 The Board noted the Grant Sub-Committee minutes from 31st May 2017. The Committee had approved the Summer School and Festival recommendations for 2017.

12.2 The Board then discussed the most recent Grant-Sub Committee meeting which took place on the morning of 22nd June 2017. This was to extend the Community Impact funding. Mr Kettyle who had chaired the Committee meeting gave a brief update to the decisions made. Mr Crozier agreed to arrange a meeting with one of the Groups to ensure parameters are clear.

15. Policies

15.1 The Board approved the following policies:

- Early Retirement on Medical Grounds
- Inefficiency Procedure Policy – Performance
- Inefficiency Procedure Policy – Sickness Absence
- Performance Management Policy
- Probation Policy
- Secondment Policy
- Equipment Loan Policy
- Visitor and Security Procedures
- Core funding
- Health and Safety
- Health and Safety (RoI)
- Induction Policy
- Internet Usage
- It Back Up Policy
- Events Management Policy & Procedure
- Contract Management

15.2 The following policies were previously approved by the Audit Committee and required ratification by Board:

- Terms of Reference Audit & Risk Committee
- Drawdown Procedure
- Bank Reconciliation Procedure
- Fixed Asset Procedure
- Payroll Procedure
- Purchase Ledger Procedure

15.3 The Board noted the policies.

**Tha Boord O Ulster-Scotch
157th Board Meeting
23rd August 2017
The Corn Exchange, Belfast**

Present:	Mr Freddie Kettle (Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
Apologies:	Mr Keith Gamble
	Ms Julie Andrews
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to CEO

10. Marketing Report

10.2 The Board noted the evaluation reports for the recent Ulster-Scots presence at various events in June, July and August 2017; and approved the additional planned showcasing activity for September and October 2017.

13. Grants for Noting

13.1 The Grant Sub-Committee recently approved a paper by email. This was for Mid Armagh Community Networks Music and Dance Programme for 2017/2018. The Board noted the recommendation for funding not exceeding £24,930.

16. Policies

15.2 The Board noted and approved the following policies:

- Education Committee TOR
- Grants Committee TOR
- Policy Committee TOR
- Personnel Committee TOR
- Audit & Risk Committee TOR

- Board Induction Pack

17. Board Questionnaire

17.1 The Board agreed to complete and return the questionnaire.

18. Record of Disposal Schedule

18.1 Mr McCallum updated the Board on the disposal of records schedule. The Board were content.

**Tha Boord O Ulster-Scotch
158th Board Meeting
14th September 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
	Mr Freddie Kettle
	Ms Julie Andrews
Apologies:	Mr Iain Carlisle
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Miss Siobhan McNally, PA to CEO

6. CEO Report

6.8 At a meeting on 8th September, the Chief Executive of Ards and North Down assured the Agency that the removal of the Ards Borough signage bearing the Ulster-Scots greeting “Fair faa ye tae the Airds” had not been as the result of any deliberate decision to remove the Ulster-Scots, rather that there had been no lobby for Ulster-Scots to be included in the new signage. The Council wishes to consider any new signage within the context of a more developed policy framework and intends to look at how this will be developed.

6.9 While accepting this, the Agency has pointed out that the language has lost ground in a way that it should not have and that the local language community in the area continues to feel a sense of loss in connection with the matter. The Agency has agreed to consider ways that greater visibility could be given to the language within the Borough and revert to the Council with some suggestions, which we are now working on.

9. Marketing Report

9.3 The Board discussed Burns Week for 2019. Mr Crozier agreed that C Holmes would circulate any ideas she may have to the Board to keep them informed.

14. Policies

14.1 The Board noted and approved the following policies that were under review:

- Income, Debtors Policy
- Budget Process
- Freedom of Information Policy
- Fraud Response Plan
- Fraud Prevention Plan
- Business Case Approval Policy

15. Internal Audit Extension December 2017

15.1 Mr McCallum updated the Board on the The Agency's Internal Audit contract. It was awarded to RSM McClure Watters now RSM Global on 11th December 2013 and the initial contract period came to an end 10th December 2016. The Agency Board granted approval to extend the contract by one of the further two contract extension periods available until the 10th December 2017, which left one further possible extension.

15.3 The Board agreed to extend the contract for the final period up to 10th December 2018. An approval request will be taken to the next Audit and Risk Committee.

**Tha Boord O Ulster-Scotch
160th Board Meeting
19th October 2017
The Corn Exchange, Belfast**

Present:	Mr Keith Gamble (Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
	Mr Freddie Kettle
	Ms Julie Andrews
Apologies:	Mr Iain Carlisle
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Ms Jacqui Leeman, PA to CEO

6. CEO Report

6.6 Following the agreement of additional resources of €142k from DCHG, the Agency is working to deliver a series of Border County projects. Mr Crozier has confirmed all projects are either procured or in procurement at the moment.

6.7 The (2) grant schemes which have been issued, have now been evaluated and the total funding is €50K for €43k for musical instruments and €7k for small grants. continue to feel a sense of loss in connection with the matter. The Agency has agreed to consider ways that greater visibility could be given to the language within the Borough and revert to the Council with some suggestions, which we are now working on.

9. Marketing Report

- 9.3 The Board discussed Burns Week, 22nd – 27th January 2018. Mr. Crozier circulated the ideas and listing by Catriona Holmes showing possible events and dates to mark this occasion. A new draft programme is to be revised for next meeting in November. All ideas are welcomed from the Board Members.

Action: C Holmes

- 9.5 It was also suggested that perhaps we need a Grant for Tutors to be trained in various disciplines - to promote awareness and interest among communities. Working alongside Principals and schools to promote the music and dance and encourage pipes and drums in music lessons to be mainstream within the curriculum.

13. Policies

The Board approved the policies.

- 13.1 **Advance of Pay for Season Ticket**
- 13.2 **Discipline & Grievance Procedure**
- 13.3 **Exit Interview Policy & Procedure**

14. AOB

- 14.1 It was noted by the Board in relation to the issue of signage – we must remain careful not to get political on the bigger picture and that this doesn't fall under Council Signage but rather under Heritage Signage.

**Tha Boord O Ulster-Scotch
160th Board Meeting
22nd November, 2017
The Corn Exchange, Belfast**

Present:	Mr Freddie Kettle (Vice Chair)
	Ms Val O’Kelly
	Mr Allen McAdam
	Mr David McNarry
	Ms Ida Fisher
	Mr Iain Carlisle
	Ms Julie Andrews
	Mr John Edmund (Head of Arts Council)
Apologies:	Mr Keith Gamble (Chair)
In Attendance:	Mr Ian Crozier, Chief Executive
	Mr David McCallum, Director of Corporate Services
Recording Secretary:	Ms Jacqui Leeman, PA to CEO

9. Marketing Report

- 9.4 St Andrews Day at Carrickfergus Castle is scheduled for 2nd December 2018. It was agreed to charge admission this year and we are expecting numbers up to 700.
- 9.6 Website – the Agency is in talks with several web companies, we await feedback and costings from (4) web providers. Mr David McCallum explained the website needs to be more user friendly and give the Agency more control to update and revamp when necessary. We need to create a link on the site between the Scotch-Irish and the Ulster-Scots, this needs to be highlighted as there is a large market to be explored.
- 9.7 Tourism opportunities will mean more money as it opens up our audience. At present the N.I.T.B are unconvinced about the value of the Ulster-Scots Agency – we need to promote our heritage. Mr Allen McAdam suggested the Agency must establish itself so we retain some credibility while working with different groups, both North and South. We need a strategy along with an image for the Agency.

13. Policies

- 13.1 The Board approved the policies.
- **Procurement Policy (Review)**
 - **Shared Parental Leave Policy (New)**
 - **Conflict of Interest (Review)**
 - **Month End & Year End Procedure**
 - **Project Management Policy**

14. Policies

- 14.1 John Edmund gave this presentation on the new policies currently being amended;
- **Stakeholder Engagement Policy**
 - **Publishing Policy**
 - **Communications Policy**
 - **Public Affairs Policy**

It was noted that these policies give us a more controlled communications platform. Helps build dialogue with stakeholders which is very important as an element of risk. It's a framework for a guideline that will allow us to build cultural knowledge within small and larger projects.

16. CEO Report

- 16.6 **Church House** – The Agency is continuing to work with the Presbyterian Church in Ireland to secure the resources for the Church House project. There is a shortfall of £110K and we are looking to DFC to assist in making up this amount.
- 16.7 **All Party Parliamentary Group** – Discussions are under way with Ian Paisley MP on the formation of an All Party Parliamentary Group on Ulster- Scots at Westminster. S.N.P.'s very interested in being involved and we are looking into the opportunity. This would raise awareness of the Culture, heritage and Language of the Ulster-Scots people.
- 16.8 **Gallo Visit** – Mr Crozier shared his experience of the recent outreach trip to Brittany which was a great success in meeting with the Galo Language community. The Board expressed their support and we look forward to sharing our language and resources with them on promoting a direct parallel with the Ulster-Scots Institute.
- 16.9 **Gobbins Project** – This facility at Islandmagee is due to reopen in the Spring of 2018. The Agency is currently working with the ME&A Council on the project of signage along the route. This project is in the relatively early stages and we are hoping to allocate 10k before the end of 2017 and more in 2018.

