



**Ulster-Scots Agency**  
Boord o Ulstèr-Scotch

## **Board Decisions 2014**

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**Tha Boord O Ulster-Scotch  
Board Budget Meeting  
9 January 2014  
Ulster-Scots Agency, Board Room**

<b>Present:</b>	Mr Tom Scott (Chair)
	Trevor Wilson
	Ms Val O'Kelly
	Ms Ida Fisher
	William Leathem
	Mrs Hilary Singleton
	Tony Crooks
<b>Apologies:</b>	Ms Sharon Treacy-Dunne
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive
<b>Recording Secretary:</b>	Catriona Holmes

**3. 2014 Music and Dance Tuition**

- 3.8 Board approved for groups to continue with funding for the 2014 year but next year 2015 the Agency may need to look at the time constraints in FAS.

**Tha Boord O Ulster-Scotch**  
**129<sup>th</sup> Board Meeting**  
**27 February 2014**  
**Cookstown Council Chamber, Cookstown**

<b>Present:</b>	Mr Tom Scott (Chair)
	Trevor Wilson
	Ms Val O'Kelly
	Ms Ida Fisher
	Tony Crooks
	Mrs Hilary Singleton
<b>Apologies:</b>	William Leathem Ms Sharon Treacy-Dunne
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Mr David McCallum, Director of Corporate Services
<b>Recording Secretary:</b>	Catriona Holmes

**No Decisions Taken**

**Tha Boord O Ulster-Scotch**  
**130<sup>th</sup> Board Meeting**  
**27 March 2014**  
**Corn Exchange, Ulster Scots Agency**

<b>Present:</b>	Mr Tom Scott (Chair)
	Mr William Leathem
	Ms Val O'Kelly
	Ms Ida Fisher
	Mr Tony Crooks
	Mrs Hilary Singleton
<b>Apologies:</b>	Mr Trevor Wilson Ms Sharon Treacy-Dunne
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Mr David McCallum, Director of Corporate Services Jim Millar, Director of Education and Language
<b>Recording Secretary:</b>	Catriona Holmes

**6. Progress Report Against Business Plan**

6.4 Board approved 2014 Business Plan and 2014 Corporate plan

**10. Procedures / Policies**

10.1 Board noted policy papers on;

- Policy Approval Procedure
- Payroll Procedure
- Bank Reconciliation
- Cash Handling
- Anti-Bribery
- Drawdown Procedure

10.2 Board approved an Anti Bribery Policy.

It was agreed that Papers on procedures and systems will be agreed at the Audit and Risk Committee and reported to the Board; Policy Papers will go to the Board for approval.

**Tha Boord O Ulster-Scotch**  
**131<sup>st</sup> Board Meeting**  
**12 June 2014**  
**The MAC Theatre, Belfast**

<b>Present:</b>	Mr Tom Scott (Chair)
	Mr William Leathem
	Ms Val O’Kelly
	Ms Ida Fisher
	Mr Tony Crooks
	Mrs Hilary Singleton
	Mr Trevor Wilson
	Ms Sharon Treacy-Dunne
<b>Apologies:</b>	None
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Mr David McCallum, Director of Corporate Services
<b>Recording Secretary:</b>	Catriona Holmes

**5. CEO Report**

5.3 the Chief Executive proposed bringing a paper for sign off by the grants committee in relation to funding for the 2014 Walled City Tattoo. The Agency is proposing £30,000 with a DCAL contribution of £20,000.

Board approved bringing the funding paper to the Grants committee subject to Department approval of £20,000.

5.4 Budget issues are still ongoing between DCAL and DAHG. DFP and DCAL are currently agreeing legality of spend without approvals.

*Board approved lobbying of MLA’s to rectify matter.*

**Tha Boord O Ulster-Scotch**  
**132<sup>nd</sup> Board Meeting**  
**28<sup>th</sup> August 2014**  
**Millennium Forum, Londonderry**

<b>Present:</b>	Mr Tom Scott (Chair)
	Ms Val O'Kelly
	Ms Ida Fisher
	Mr Tony Crooks
	Ms Sharon Treacy-Dunne
	Mr Trevor Wilson (arrived late)
<b>Apologies:</b>	Mr William Leathem Mrs Hilary Singleton
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Mr David McCallum, Director of Corporate Services
<b>Recording Secretary:</b>	Catriona Holmes

**11. Tutor Programme**

11.1 The Chief Executive presented the paper on the current position on the peripatetic tuition. As the business case is still with Sponsor Departments awaiting approval we have been unable to progress as envisaged. The Board approved a proposal to open a specific grant round for schools under the 'working with others' strand of the Financial Assistance Scheme in order to ensure the provision of a measure of activity in schools. The Board also agreed to exercise its discretion to raise the maximum Agency contribution from 50% to 75% in order to maximize the value of the scheme for schools. It was agreed that an update on the progress of the grant round would be provided at the next meeting.

12.1 The Director of Corporate Services presented the following policies for approval by the Board - Anti- Bribery, Disciplinary & Grievance, Hospitality.

Board agreed Anti- Bribery policy and Hospitality policy.

**Tha Boord O Ulster-Scotch**  
**133<sup>rd</sup> Board Meeting**  
**9<sup>th</sup> October 2014**  
**Corn Exchange, Belfast**

<b>Present:</b>	Mr Tom Scott (Chair)
	Ms Val O'Kelly
	Ms Ida Fisher
	Dr Tony Crooks
	Ms Sharon Treacy-Dunne (arrived late)
	Mr William Leathem (arrived late)
<b>Apologies:</b>	Mr Trevor Wilson Mrs Hilary Singleton
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Mr David McCallum, Director of Corporate Services
<b>Recording Secretary:</b>	Catriona Holmes

**11. Policies**

- 11.1 The Director of Corporate Services presented the following policies for approval by the Board - Disciplinary and Grievance Procedure, Business Continuity, Budget Process, Staff training policy, Exit Interview policy.

Board approved policies.



**Tha Boord O Ulster-Scotch  
134<sup>th</sup> Board Meeting  
11<sup>th</sup> December 2014  
Corn Exchange, Belfast**

<b>Present:</b>	Mr Tom Scott (Chair)
	Ms Ida Fisher
	Dr Tony Crooks
	Ms Sharon Treacy-Dunne
	Mr William Leathem (arrived late)
	Mrs Hilary Singleton
<b>Apologies:</b>	Mr Trevor Wilson Ms Val O’Kelly
<b>In attendance:</b>	Mr Ian Crozier, Chief Executive Mr David McCallum, Director of Corporate Services Ms Trina Somerville, Director of Education & Language
<b>Recording Secretary:</b>	Siobhan McNally

**8. Marketing Report**

8.2 The Board noted and approved the additional planned activity for January and February 2015.

**11. Policies**

11.1 The Director of Corporate Services presented the following policies, which had been updated, for approval by the Board: Fixed Asset Procedure; Data Protection Policy; Display Screen Equipment; IT Security; and Purchase Ledger.

11.2 The Board approved the policies.

**13. Education – School Funding for Music and Dance Tuition (Tutor Programme)**

13.1 The Chief Executive presented the report, seeking Board approval for an interim grant call to cover Music and Dance Tuition in schools for 2015 with a maximum budget of £60k.

- 13.2 The Board discussed the proposal and agreed to approve a grant call covering the period January 2015 to June 2016, with a maximum budget of £90k, £60k from the 2015 budget and £30k from the 2016 budget.
- 13.4 The Board agreed to exercise its discretion to increase the maximum Agency contribution to the grants from 50% to 75%.