



Board Decisions 2022

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Tha Boord o Ulster-Scotch

Meeting No: 201

Date: 7th April 2022

Paper No: 4.0

Agenda Item: Minutes of 24th February 2022
200th Board Meeting

**Tha Boord o Ulster-Scotch
200th Board Meeting
24th February 2022
Via Zoom
2.30pm**

| | |
|-----------------------------|--|
| Present: | Mr Freddie Kettle (Chair) |
| | Mr Trevor Wilson |
| | Ms Karyn Devenney |
| | Mr Allen McAdam |
| | |
| In Attendance: | Mr Ian Crozier, Chief Executive Officer |
| | Mr David McCallum, Director of Corporate Services |
| | Mr Richard Hanna, Director of Education & Language |
| | |
| Apologies: | Ms Lavinia Tilson |
| | |
| Recording Secretary: | Ms Lorna Elliott (HR/Office Manager) |

1. Welcome from the Chairperson

The Vice-Chairman, Mr Kettle, took the chair and welcomed everyone to the 200th meeting of the Board.

2. Apologies

The Board noted an apology from Ms Lavinia Tilson.

3. Declarations of Interest

No interests were declared.

4. Minutes of Last Meeting

Minutes from previous meetings 2nd December 2021 and 16th December 2021 were approved.

5. Matters Arising

There were no matters arising.

6. Outturn Report Against Business Plan 2021

Mr Crozier provided an overview on the Outturn Report Against Business Plan 2021, which was noted by the Board.

7. Finance Paper

The report was presented by Mr McCallum and noted by the Board.

Internal Audit

2021 Internal Audit – seven audits had been completed and all achieved satisfactory assurance. Final follow-up due over the coming weeks in relation to audit recommendations.

Annual Accounts

2020 audit is now complete. Accounts due to have final sign off end of February 2022.

2021 audit planning meeting held and audit due to commence April 2022.

Annual Budget

Mr McCallum 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 Review

Mr McCallum presented an overview of the report was noted by the Board.

7.2 Burns Campaign Review

Mr McCallum presented the report which was not by the Board.

7.3 Audit Committee Reports & Checklists

Mr McCallum presented the paper to the Board.

7.4 Audit Recommendations

Mr McCallum presented the paper to the Board.

7.5 Risk Register

Mr McCallum presented the paper to the Board.

8. Policies

8.1 The Board approved the Policy revisions to include:

- Gifts and Hospitality Policy
- Travel and Subsistence Policy
- Procurement Policy and Procedures

8.2 The Board approved the Disposal schedules.

8.3 The Board approved Terms of Reference for Audit & Risk Committee.

8.4 The Board approved Terms of Reference for the Grants Committee.

8.5 The Board approved Terms of Reference for the Personnel Committee.

8.6 The Board approved Terms of Reference for the Policy Committee.

8.7 The Board approved the Travel & Subsistence Policy.

9. CEO Report

Mr Crozier delivered the detail on the CEO report, which was noted by the Board.

10. AOB

There was no other business.

11. Date of Next Meeting

The date of next meeting to confirmed.

Action Point – L Elliott to circulate dates.

Signed:

Dated:

