

**Minutes of the Board of Directors' Meeting
Wednesday, 25th November 2009 at 5.00 p.m.
Conference Room 1 Southland's Centre**

Present	J Shepherd	Chair
	C Butterfield	vice Chair
	G Dobson	Treasurer
	S Twist	Director
	H Wallace	Director
	M Kuby	Director
	A Davies	Prospective Director (observing)

Apologies	D Whiting	Director
	C Fields	Director
	L Laidler	Director
	P Frankland	Director

In Attendance	H Lowrie	CEO
	N Darwent	

BO42/09 Presentation by 7KS

BO43/09 Apologies for absence and declarations of interest
There were no declarations of interest. D Whiting, L Laidler, P Frankland and C Fields gave their apologies.

BO44/09 Approval of the minutes of the BOD Meetings of 30th September 2009
The minutes were approved by H.Wallace and G Dobson.

BO45/09 Matter arising from the BOD Meeting 30th September 2009

- ❖ L Laidler proposed a date for the Board get together but very few people could make it. Another date to be arranged after Christmas
- ❖ With support of P. Frankland, the CEO has made contact with UNITE union and there may be an opportunity for UNITE mediation to provide some training for the union in Newcastle. In any event the Union is now aware of UNITE
- ❖ The Business Plan was emailed out to Directors

All other actions on the agenda.

BO46/09 Financial Matters
Income and Expenditure Account
The Treasurer reported on the Income and Expenditure Account and confirmed there were no surprises. UNITE was on target for a better result than the worst case budget.

The Treasurer reported no unexpected issues with cash flow. It was declining but satisfactory to the end of March 2010

Income Generation Table

The CEO reported that although none of the large bids had materialised, small amounts of funding continue to be obtained.

In addition the expenditure budget was being very strictly monitored and savings were being made there.

The CEO reported on a development from Redcar and Cleveland who have requested a 3 month pilot of a full time dedicated Mediator from January to March 2010. This post would respond to all neighbour nuisance complaints. The CEO is pursuing this but asked the Board to recognise that UNITE remains short of paid mediators, because of the financial situation and two recent resignations.

The CEO also reported that from 1 January 2010, Erimus will be processing Tees Valley's referrals for mediation. It is hoped that this will improve the process and the speed to payment.

S Twist joined the meeting.

The CEO and a Development Officer is also speaking to Durham about community and intra family mediation. M Kuby suggested approaching the University as there could be issues that arise between the university and the local inhabitants.

Action: SMT to approach Durham University regarding the possibility of securing work.

BO47/09

Human Resources

Sub Group notes 25th August

The Board received the notes of the sub group. It was noted that the Board was to be asked to extend the contracts to xxxxxxx but in the light of the income generation update the CEO now asked if the contracts could be extended to xxxxxxxxxxx

Action: The Board agreed to extend the contracts to xxxxxxx

The HR sub group asked the Board to agree to bi-annual performance reviews for Directors.

Agreed. The Board considered that in the light of the governance activity which is undertaken at Board meetings and elsewhere that bi annual performance reviews were acceptable but that new directors should have an appraisal within the first year. This would mean that not all Directors would be seen at the same time.

The HR sub proposed an additional Board meeting in February

Agreed An additional Board meeting to be held on 23rd February at 5pm

Organisational Learning and Development Plan

The CEO had circulated this but the Board felt it was a management issue and had no comments to add.

Action: In future L&D Plan to be ratified at SMT meetings.

Case by Case arrangement

The CEO and ND explained that they would like to take up the offer to a mediator who has moved out of area but is suggesting that she continue to take cases until February 2010. The CEO asked that this arrangement is accepted for the short time it is proposed and it be treated as a pilot. It was confirmed that the mediator concerned would continue to attend training and the service quality would be assured.

BO48/09

Allotment report

Agreed The Board agreed to the proposal that UNITE staff should develop a small garden within the Southlands Quadrangle and no more than 5 hours per week staff time be spent on this (less if the organisation is under resource pressure)

BO49/09

Membership for 2009

The CEO reported that three new members had joined UNITE, Martin Harvey Middlesbrough Council, Jean Westmorland, Partner of Volunteer Mediator and Heather Tisbury from Erimus Housing. The Board welcomed these members. S Twist commented that as Richard Westmoreland was such an outstanding volunteer that Jean Westmoreland may also be worth approaching to discuss volunteering within UNITE.

Action: S Twist suggested that Jean Westmorland may be worth approaching to train as a volunteer.

BO50/09

Statistics

The Board considered the report on the use of the web site and discussed the implications

H Wallace asked about the waiting times for mediation. The CEO reported that there was significant pressure at the moment and mediators were struggling to achieve the service promise. There was discussion about single person joint meetings which concluded that these should be encouraged for those mediators who felt confident about them but that those who did not should not have to do so. C Butterfield, reminded the CEO that she had offered support as a mentor and M Kuby, also offered to act as a second mediator in Hambleton joint meetings. S Deehan and H Moody have made similar offers. It was requested that as much notice as possible to be given so that people could help.

BO51/09

Equality and Diversity

Nothing to report.

BO52/09

Health and Safety

Nothing to report

BO53/09

Correspondence

No correspondence received.

BO54/09

Any other business

- ❖ G Dobson attended a governance presentation and suggested that Directors may like to see the slides. CEO to circulate
- ❖ J Shepherd and H Wallace requested that they receive a Board Induction Pack as they had not done so when they became Directors. J Shepherd also requested that a copy of the governing document be included in Induction Packs for new Directors.

Action: CEO to ask the Resources to Team Leader to alter the Induction Pack and to send out the governing document

BO55/09

Date of next Board Meeting

Wednesday 27th January at 5:00 pm

**Action sheet from the Board of Directors' Meeting
Wednesday 25th November 2009**

Agenda Item Number		Action	By Whom	Deadline
This Meeting	Previous Meeting			
	BO91/08	Invest reserves in £50,000 tranches	Treasurer/ RTL	On going review
	BO40/09	S Twist to contact probate solicitor re UNITE's success in achieving awards and suggest that it be included in charitable lists.	S Twist	
BO42/09		Small sub group to look at the proposal by 7KS. Outcome to be sent to all board members	CEO/HW/CB/ND	Asap
BO45/09	BO33/09	L Laidler to confirm Board get together	L Laidler	January 2010
BO46/09		SMT to approach Durham University	SMT	December 2009
BO47/09		In future the Organisational L&D Plan to be ratified by SMT	SMT	Ongoing
BO48/09	BO33/09	UNITE to support upgrade of the Southlands quadrangle. Costs to be agreed by Board.	CEO	Ongoing
BO49/09		SMT to consider approaching Jean Westmoreland re. volunteering within UNITE	SMT	December 2009
BO54/09		CEO to ask Admin. Team to send out packs and to ask that the governing documents be including in the Induction Pack	CEO and Resources Team Leader	November 2009