

**Minutes of the Board of Directors' Meeting
Wednesday 27th January 2010 at 5.00 p.m.
Conference Room 1 Southland's Centre**

Present	J Shepherd	Chair
	C Butterfield	Vice Chair
	G Dobson	Treasurer
	L Laidler	Director
	P Frankland	Director
	D Whiting	Director
	C Field	Director
	M Kuby	Director
	A Davies	Director
Apologies	S Twist	Company Secretary
	H Wallace	Director
In Attendance	H Lowrie	CEO

BO57/09 Apologies for absence and declarations of interest
There were no declarations of interest. S Twist and H Wallace gave their apologies.

BO58/09 Approval of the minutes of the BOD Meetings 25th November 2009
The minutes were approved by L Laidler and G Dobson.

BO59/09 Matter arising from the BOD Meeting 25th November 2009

- ❖ S Twist contact with probate solicitor is ongoing
- ❖ It was agreed to postpone the Directors get together until better weather.
- ❖ SMT is awaiting a response from xxxxxx
- ❖ Southland quadrangle upgrade is on-going. The CEO reported that an approach had been made to Groundwork for a grant for tools and equipment. S Twist has given a donation of £xxx for the project and the Board agreed that the £xxx won as part of the Green Business award would be put to the project.
- ❖ SMT still to approach JW re volunteering as a Mediator Assistant
- ❖ Inductions packs and Governing Document have been sent out to all Directors

All other actions on the agenda.

BO60/09 Financial Matters
Income and Expenditure Account
The Treasurer reported on the Income and Expenditure Account and confirmed that it was in line with expectations and there were no surprises. The CEO reported that expenditure had increased in postage

due to anger management marketing and telephone because of work done to improve the waiting list times. Income on anger management had increased by £xxxx in January.

The Board commended all the work that had been undertaken by staff in a very tough year.

The February Board would have the first draft of next year's budget both a best case and a worst case scenario.

Income Generation Table

The CEO reported steady progress in income generation and that negotiation for 2101/ 2011 was proceeding with £xxxx negotiated so far.

Cash flow forecast

The information sheet on cash flow was commended by the Directors who felt the format to be very useful. The Treasurer commended the staff input into the cash flow.

BO61/09

Human Resources

Sub Group notes 16th December

The Board received the notes of the sub group. It was agreed

- ❖ Any changes to the structure of UNITE would await the final budget for 2010/11
- ❖ Professional services organisation applications have been made and outcomes are awaited.
- ❖ Director's skill mix chart completed and it was noted that IT expertise is an area that needs strengthening.
- ❖ Apprenticeship funding being made available to the sub region is still being investigated by P Frankland.

BO62/09

Business Plan Action Plan

The Plan had been circulated to Directors. It was noted that the areas not yet achieved had been reported to the Board previously and the reasons were fully understood. Directors also thanked staff for the work that had been achieved in this difficult year.

The format of the action plan was felt to be very helpful in allowing the Board understand progress. The CEO reported that this format was also very useful for SMT

BO63/09

Mediation Resources Report

The Board discussed this update on the current situation and noted the current deployment of staff. The recommendations as set out were agreed

- ❖ To continue with the dedicated paid mediation resources.
- ❖ LM to carry a mediation workload and backfill development officer areas.
- ❖ Continue to refine case by case contract.
- ❖ Continue to put together a temp register of mediators.
- ❖ Recruit 2 office admin volunteers.
- ❖ Train admin team to carry out some mediation related work.

- ❖ Assuming the tender successful a new lead officer for xxxx to be sought with strong networking, negotiation and customer service skills.

M Kuby suggested that UNITE could offer community mediation training to people leaving industry in the area as a means to develop new skills. It was suggested that this be offered at a cost with accreditation being dependent on evidence of practice. M Kuby also commented that some of the trainees may continue to volunteer at the end of their mediation training and that this would be a benefit to UNITE. The Directors felt that this idea was worth exploring immediately as firms might wish to support employees leaving employment in the immediate future. It was suggested that UNITE develop a small flier explaining what was offered and expected of mediation trainees. A report on the progress of this to come to the February Board

BO64/09 xxx Mentoring Project Report

It was agreed that

- ❖ Using the funding already secured, to visit xxx
- ❖ To visit a local mentoring project
- ❖ To clarify the model of mentoring
- ❖ An update to return to the Board in February on progress

BO65/09 Membership for 2009/10

Sue Deehan, Helen Moody and Louise Master all welcomed as members of UNITE.

BO66/09 Statistics

The CEO reported on the waiting list and allocations and the key performance indicators.

The drop off of referrals in the bad weather of December and January was noted and UNITE's response of marketing particularly in the areas most affected.

It was noted that the conversion rate which had been problematic previously had significantly improved following changes in practice. The Board thanked staff for this improvement.

BO67/09 Equality and Diversity

Nothing to report

BO68/09 Health and Safety

Nothing to report

BO69/09 Correspondence

No correspondence.

BO70/09 Any other business

- ❖ Dates for 2010 Board meetings confirmed. The dates of HR sub however are difficult for some and so it was agreed that these be reviewed at the first meeting in April.
- ❖ HR issue considered. It was agreed that payment be made for additional responsibility of a member of staff in 2009/10 but that

the person's roles within their job description be reduced in 2010/11 to offset the additional work.

- ❖ The CEO asked for help for her focus group as set out in her email. Board members to reply to her email.
- ❖ All directors were asked to complete an up to date Declaration of Interest form – CEO to send copies to absent Directors.

BO71/09

Date of next Board Meeting

Tuesday 23rd February 2010 at 5pm

**Action sheet from the Board of Directors' Meeting
Wednesday 27th January 2010**

Agenda Item Number		Action	By Whom	Deadline
This Meeting	Previous Meeting			
	BO91/08	Invest reserves in £50,000 tranches	Treasurer/RTL	Ongoing 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	
BO59/09	BO18/09	Board get together to be arranged in better weather	L Laidler	Summer
BO61/09		Apprenticeship funding being made available to the sub region is still being investigated	CEO/P Frankland	Feb 2010
BO61/09		Professional services organisation applications outcomes awaited.	CEO	
BO63/09		Opportunity for UNITE to sell mediation training to be explored	CEO	Feb 2010
BO64/09		Opportunity for UNITE to undertake mentoring project to be developed with visits to 2 schemes	SMT	Feb 2010
BO70/09		All Directors to complete a new declaration of interest form for 2010/2011	All directors	ASAP