

**UNITE Ltd.**  
**MEDIATION•CONCILIATION•TRAINING**

**Board of Directors (BOD) Meeting**  
**Tuesday, 29 April 2008 at 5.00 p.m.**  
**Conference Room 2, Southlands Centre**

<b>Present</b>	J Shepherd	Vice Chair
	G Dobson	Treasurer
	C Butterfield	Director
	L Laidler	Director
	Henrietta Wallace	Volunteer Representative
	S Twist	Director (Left early)
<b>Apologies</b>	L Harding	Chair
	S Twist	Secretary
	P Frankland	Director
	D Whiting	Director
<b>In Attendance</b>	Helen Lowrie	CEO

**B001/07      Apologies for Absence and Declarations of Interest**  
As the Chair had given her apologies for absence the Vice Chair chaired the meeting. P Frankland forwarded his apologies for absence.

**B002/08      Approval of the BOD Minutes of the Meeting of 25 March 2008**  
The minutes were approved by Clare Butterfield and Gillian Dobson.

**B003/08      Matter Arising from the BOD Meeting of 25 March 2008**  
All of the actions were completed with the exception of the following:

B074/07      The Pay Policy Working Group has had two meetings and will be meet again in May. The group are keen to secure the assistance of a HR specialist/consultant and as such a request was made to the other Board members to find someone with the relevant experience. The Pay Policy Group will report on their pay policy progress at the May Board meeting.

It was acknowledged that since John Young retired from work the Board of Directors is missing the expertise of a personnel specialist and that energy should be invested in finding a suitable person to replace John.

The Vice Chair explained that the CEO's Performance Review had been scheduled for 28 April; however, it has now been re-arranged for 12 May. Two other two staff performance reviews are outstanding.

B076/07      The majority of the planning for the Zoning Pilot has been completed. The CEO stated that C Butterfield's input into Support Group had been invaluable in promoting the benefits of the zoning pilot. SMT are currently in the process of appointing Temporary Register mediators to support the pilot and re-organising the Administration Team to improve efficiency.

B078/07 The CMO is currently looking into it and thinks it may be possible. (*We now know that even if they do exist as the CMO thought, after many attempts the CMO is still unable to locate one with the memory we need which is 67Gb*)

B080/07 The Vice Chair suggested that as there had been changes to the H&S Policy as a result of the consultation with Paul Frankland that the document be circulated to the Directors for information. This was agreed.

## **B004/08**

### **Financial Matters**

#### *Income and Expenditure Account & Balance Sheet*

The Treasurer reported on the Income and Expenditure Account and Balance Sheet and that UNITE was in a strong financial position for 2008/09. There are xxx months of financial reserves, which is in line with the target figure.

The Treasurer asked whether the CEO and Resources Officer had checked the over spends and under spends from the 2007/08 budget and taken account of these when budgeting for 2008/09. The CEO confirmed that the variances had been taken into account during the budgeting process.

The Treasurer recommended that the Money Master investment continue. She added that this should be increased from 1 month to 3 months if the arrangement continues to work well. This was agreed.

The audit timetable has been agreed and there are no real changes from the previous financial year.

#### *Income Generation Table*

The contents of the table were noted.

#### *2008/09 Budget*

The CEO presented the Best Case Budget. This was approved. The CEO thanked the Resources Officer for her work on the budget.

L. Laidler asked about the marketing budget, which she thought was high. The CEO informed everyone that this was because it was an accumulation of marketing required in every bid. E.g. HO and EHRC budget includes a specialised project-marketing budget.

The CEO pointed out that the funding for the Capital Budget would need to be released from the financial reserves. She added that every attempt would be made to secure 50% of the costs from grants and donations. This was agreed.

#### *Letter from Tindles*

Tindles have increased audit fees by £250 for 2008/09 audit. The Treasurer stated that there had been no increase for two years and therefore the increase was not unreasonable. The CEO suggested that a quotation be secured from Lyons & Co. to benchmark Tindles fees against another company. This was agreed.

**B005/08**

**Human Resources**

*Annual Performance Reviews*

All of the staff and volunteer annual performance reviews had taken place with the exception of the CEO and two temporary staff members reviews; these had been postponed.

*Temporary Contracts of Employment*

A discussion took place about the cost of an office placement trainee (£xx a week, which is around £xxxx per year). It was agreed that the recruitment of the trainee should go ahead as it was in the 2008/09 budget.

It was also agreed that a part time Development Officer post was required to backfill vacant positions and to assist with zoning pilot. The cost of such a post is between £xxxxxx pro rata plus NI at 12.8%. The aim would be to appoint the staff member on the first point of the salary band.

The Treasurer asked that the budget be altered quickly to allow for the Development Officers post.

*Correspondence from M Zafarullah*

The Directors recommended that SMT deal with xxxxxx holiday request and that in future matters such as this should be dealt with at an operational level.

**B006/08**

**Business Plan Action Plan**

The Business Plan Action Plan was noted. The Vice Chair commented that the end of year results were very positive and the only outstanding issues appeared to be the overcrowded office environment and managing the increase in demand for mediation. The CEO stated that plans were in place to address both of the issues.

**B007/08**

**Connection Communities Plus (CCP) Report**

The CCP report was noted and xxxxxx thanked for his report.

**B008/08**

**Construction Industry Report**

The CEO's report was noted and the recommendation agreed.

**BO09/08**

**Good Governance Action Plan**

Vice Chair has read the NCVO Good Governance Action Plan Workbook and reported that it was informative. The Vice Chair is now awaiting a copy of the Good Governance Action Plan and agreed to feedback on its content at the next meeting. It was agreed that the next Board meeting should begin with a governance exercise from the Workbook.

**BO10/08**

**Time Management Report**

xxxxxxx has asked the Directors to reconsider one aspect of the Time Management Procedure that relates to long distance travel. She has asked whether it is fair and reasonable to expect staff to travel to places such as xxxxxx and not claim travelling time home when travelling before 8 a.m. and after 6 p.m. The Directors asked that R

Lofthouse provide quantitative data with regard to the impact on the service if the procedure was to change and monitor her travel for one month and to include this in a report to the May Board meeting.

- BO11/08**      **Equality & Diversity**  
Nothing to report on this item.
- BO12/08**      **Health and Safety Issues**  
Nothing to report on this item.
- BO13/08**      **Correspondence**  
Nothing to report on this item.
- BO14/08**      **Any other business**
- **Bank Mandate - tabled**  
Amendments were made to the HSBC bank mandate to include J Shepherd and N Darwent. The Directors approved the changes.
  
  - **Volunteer Representative**  
The Vice Chair proposed and L. Laidler seconded Henrietta.
- BO15/08**      **Date of next Board Meeting – Tuesday 27 May 2008 at 5.00 p.**  
The CEO requested that the May meeting be postponed xxxxxx.  
A new date was agreed for 4 June 2008 at 5 p.m.