

UNITE Ltd.
MEDIATION•CONCILIATION•TRAINING

**Board of Directors (BOD) Meeting on
Wednesday, 4 June 2008 at 5.00 p.m.
In Conference Room 2, Southlands Centre**

Present	J Shepherd	Vice Chair
	G Dobson	Treasurer
	C Butterfield	Director
	L Laidler	Director
	H Wallace	Director
Apologies	L Harding	Chair
	S Twist	Director
In Attendance	H Lowrie	CEO
	M Stocks	Administration Officer

BO16/08 Good Governance Game

It was agreed that at the July Board meeting the Directors undertake a governance exercise, which looks at an overview of aspects of Board practice to see what can be improved from the Good Governance Action Plan for Voluntary Organisations.

BO17/08 Apologies for Absence and Declarations of Interest

As the Chair had given her apologies for absence the Vice Chair chaired the meeting.

BO18/08 Approval of the BOD Minutes of the Meeting of 29 April 2008

The minutes were approved by L Laidler and J Shepherd. BO14/08 to say Board member rather than Voluntary Representative.

BO19/08 Matter Arising from the BOD Meeting of 29 April 2008

All action points completed with the exception of the following:

BO03/08 Pay Policy

- CEO collecting data in relation to Voluntary Sector salaries. The CEO has not been able to secure a HR specialist to join the Board of Directors.

It was agreed that the CEO should continue to collect job descriptions, specifications and advertisements in the local media. P Frankland offered to share information about SembCorp Pay Policy review.

CEO reported on the Zoning Pilot and its success with reducing the waiting list.

Health and Safety Policy (H&S P) – Vice Chair commented on the improvements in the H&SP.

BO04/08 UNITE awaiting a visit from Lyons and Co. regarding a quote for the Annual Audit.

BO05/08 Office Administration Trainee

- Secured a fully funded Wise Group trainee for 26 weeks.
- xxxxx secured the temporary Development Officer's post.
- xxxx was delighted with the final arrangement regarding his sabbatical

BO20/08

Financial Matters

Income and Expenditure Account & Balance Sheet

The 2007/08 audit work is currently underway and Tindles are back on schedule.

There are no areas of concern for the April 2008 Income and Expenditure Account. The audit fees were accrued for last year financial year although Tindles have not yet invoiced for the work. The result of this is that a credit is showing on the Balance Sheet, which will reverse when the invoice has been received.

W5 budget summary did not match the detail by xxxx. The budget has been corrected.

The CEO asked that the Treasurer be thanked for supporting Office Administrator with the Income and Expenditure Account and the Balance Sheet.

Income Generation Table

The contents of the table were noted. The CEO has thanked C Fields for her support.

b6 - Projects Officer secured a £xxxx retainer for a new SEN mediation contract in South Tyneside. UNITE has only to secure £xxx of income to achieve 2008/09 annual budget target of £xxxx.

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Revenue and Customs Feedback

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The CEO will highlight the Revenue and Customs feedback to Redcar and Cleveland Borough Council who contracted the payroll services to Liberata based in Sheffield. The Directors agreed that UNITE would pay the outstanding tax. Anderson Barrowcliff Chartered Accountants are now undertaking the payroll service for UNITE. It was agreed that they should be asked when they will be submitting the P11D forms and to advise staff to look out for the P11D Expenses and Benefits 2007/08 form in future.

It was agreed that the CEO/Projects Manager should report back to the July meeting on how much tax would need to be repaid. (*The Revenue and Customs have informed UNITE that the outstanding tax to be paid is £xxxxx*)

BO21/08

Human Resources

CEO's Performance Review

The Directors reviewed the CEO's salary.

BO22/08

2008/09 Business Plan Action Plan

The CEO pointed out that any changes to the Business Plan Action Plan were printed in italics. It was agreed that work in schools/education setting would be part of the strategy to replace lost funding. It was also agreed that a Pay Policy document would be produced by 31 January 2009 and that this would also be added to the Business Plan Action Plan.

In line with good governance guidelines the Vice Chair requested a list be produced of all the complaints received by UNITE and a note about how/if they were resolved. L Laidler added that the table should also include compliments that the organisation had received. This was agreed. It will be the CEO's responsibility to produce the table and bring it back to the Board meeting on an annual basis.

P Frankland stated that he had been through a similar exercise and agreed to forward a copy of SembCorp's work to UNITE.

- BO23/08 Project Officer's (RL's) Report on the Travel Pilot**
The Directors thanked R Lofthouse for her report. It was agreed that the starting point for travel was the UNITE office. R Lofthouse to calculate the mean travel time to places such as Sunderland, Newcastle and Northallerton and add this information to the Time Management Procedure.
- BO24/08 Waiting List – tabled**
The Directors were pleased to see that the zoning pilot was continuing to ease the waiting list although it was acknowledged that UNITE is still very busy.
- BO25/08 Equality and Diversity**
Nothing to report on this item
- BO26/08 Health and Safety Issues**
Nothing to report on this item.
- BO27/08 Correspondence**
Nothing to report on this item.
- BO28/08 Any other Business**
A discussion took place about the Board minutes and how they are accessed through UNITE's website. It was agreed to set up a system for monitoring the number of hits on the document and report back to the Board meeting in three months.
- BO29/08 Date of next Board Meeting – Tuesday 27 July 2008 at 5.00 p.**
The Resources Team Leader had made a request to move the July meeting from 22 July to the 29 July.

Due to annual leave the Projects Manager will deputise for the CEO at the July meeting.