

<b>National Adult Literacy Agency</b>	
<b>Minutes of the NALA Board</b>	
<b>Date:</b>	3 March 2021
<b>Time:</b>	5pm-7pm
<b>Venue:</b>	Virtual

<b>Chairperson:</b>	Margaret Kelly (MK)
<b>Present (Charity Trustees):</b>	Kevin Kelly (KK) Anna Touhy Halligan (ATH) Frances Ward (FW) Gwen Redmond (GR) Michael Duffy (MD) Ciaran Casey (CC) Pat Ayton(PA)
<b>Quorum:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>In Attendance (Others):</b>	Colleen Dube (CD) Niamh O'Connor (NOC) (Minute Taker) Paul Cahill (PC) (Finance Manager)
<b>Apologies:</b>	Elma Teahon (ET)

<b>Approval of the minutes of the meetings on 2 December 2020 and 9 December 2020</b>
The minutes for the meetings held on 2 Dec 2020 and 9 December 2020 were approved.
<b>Matters arising:</b>
None
<b>Declarations of conflicts of interest:</b>
None

<b>Minutes and Reports from the Sub-Committee's</b>
<b>Student Sub-committee</b> MD updated the board on the last subcommittee meeting including the ideas for the student development fund.
<b>Education, Training and Assessment Sub-committee</b> PA provided an update on the last sub-committee meeting.

### **Staff and Policy Sub-committee**

MK provided an update and referenced the policy documents relevant to the last meeting. The Board approved the Annual Leave and TOIL Policy and Training and Development Policy and Procedure.

### **Audit and Finance Sub-committee**

CC provided an update on the last meeting. The Board approved the risk register and risk policy subject to the amendment of minor typos. The items with a relatively high (albeit medium) risks were discussed – dependence on Solas funding, risk of staff changes, GDPR and IT systems potential problems. These were left unchanged.

CC updated the board on the Financial Statements and Audit Report for 2020 and noted the minor issues that the Audit and Finance Sub-committee will monitor such as the reserve fund and travel and subsistence claims. PC noted that the reserve fund will be reviewed during Q2. The Board approved the report. The outstanding statement from An Post was now available. The signature requirements re T&S claims are in place. While the forecast for 2021 was agreed on an interim operational basis, the final budget for the year could not be approved until Solas funding was known.

The Board approved the going concern assessment and the Letter of representation.

The Board approved the Mazars final Audit results report and the NALA budget and forecast for 2021.

CD noted to the board that David Heylin the current chair of the Audit and Finance committee will be stepping down as chair at the April meeting. The board thanked him for his work.

**CEO's Report**

The CEO updated the board on the 10 Year Strategy.

**NALA Procedural Rules**

The board approved the amended Procedural rules. It was noted that the rules will be considered by the NALA members at the AGM in April.

**Revised Terms of reference and name changes– Audit and Finance Sub-committee and Staff and Policy Subcommittee**

The board approved the new terms of reference and the name changes for the sub-committees (Audit, Risk and Finance Sub-committee and Literacy and Staff Policies and Governance Sub-committee)

**Child Safeguarding Statement Policy and Procedure**

The Child Safeguarding Statement, Policy and Procedure was approved by the board pending a check in relation to the references to Under 16's as opposed to Under 18's.

The Board further noted that there was a more significant need for a Vulnerable Adults Policy and that staff should revert to the Board on this in due course.

**AGM update**

The Board discussed the board member and officer vacancies for 2021.

MK reminded the board that all relevant forms outlining proposers and seconders needed to be submitted to NALA by 24 March 2021.

**Current staffing matters**

The CEO updated the board on the documents on staffing matters and provided background in relation to the NALA pension scheme.

The board discussed various aspects of NALA's pension scheme in particular the retirement age in NALA versus the state pension age and availability of pension

entitlements after retirement age if the staff member continues working. According to the pension consultants, these are decisions for NALA to consider.

PC noted that current NALA contracts are aligned with the state pension age.

The Board approved that NALA staff should be eligible for pension until the age of 66, and maintain continued alignment with the State pension age.

On the issue of the two year service entry requirement to the scheme, the Chair noted the cost in amending this to one year. The CEO noted that the two year service entry requirement is not in line with common practice and that NALA would like to investigate amending this as this could be a potential deterrent in recruiting. The options discussed were (i) pensionability from the start, (ii) pensionability after probation ends, and (iii) pensionability from the start of the second year. It was noted that the arrears costs for the employer's share would have to be borne by NALA, and the employee's share paid by staff. The next steps cannot be taken until the budget from Solas is known and the reserve fund needs are determined.

The Board agreed that the Audit, Risk and Finance Sub-committee should review the feasibility of this as soon as possible.

The Board agreed the proposal to move staff to October 2020 pay scales with the exception of staff who would not benefit from the move, and the payment of arrears where due. The Board further noted that it would be advisable to consult the union in relation to this matter. Those on higher scales should remain at that level until they could be aligned with the revised scales. No decision was made on further increases due after October 2020 until the budget from Solas is known. However, as a principle, the board was in favour of a continuing alignment with 35/37.5 of the relevant public sector scales on an ongoing basis.

#### **2021 Recruitment Proposal**

The board approved the recruitment proposal for five new positions.

It was noted that three roles will be subject to the confirmation of Solas funding. The Administrator role and EU Projects Support Officer will be advertised as soon as possible. The board added the contracts should make clear the conditions of the pension scheme.

Any other business (AOB):

None

**Next Meeting**

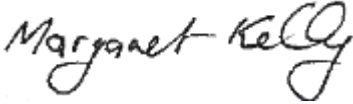

Date: 21 April 2021

Time: 5pm – 7pm

Venue: Virtual

**Actions Arising From This Meeting:**

Item	Action	Person Applicable	Timeframe
Pension waiting period	Audit, Risk and Finance Sub-committee to review feasibility of changing two year waiting period	PC/Audit, Risk and Finance Sub-committee	Next Audit, Risk and Finance Sub-committee meeting

	
Chairperson's Signature and date	Secretary Signature and date
<b>MARGARET KELLY</b>	<b>PATRICIA AYTON</b>

