

# **TRANSPORT TRAINING BOARD FOR NORTHERN IRELAND**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

---

The trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The Transport Training Board for Northern Ireland's (TTB) purpose is to promote and advance the education and training of persons employed or seeking employment in the automotive, transportation and logistics industries.

During 2023 TTB and its wholly owned subsidiary company and social enterprise, Transport Training Services (NI) Ltd continued to provide a diverse range of skill development at its Nutts Corner based training centre.

The training centre, which was officially opened in 2014, has the following facilities available for use by trainees:

- Three dedicated well-resourced Light and Heavy Vehicle workshops are used in the delivery automotive industry training.
- Seven temperature-controlled training rooms which are modern industry standard professional learning environments, equipped with high standard teaching & learning resources;
- E-Learning facilities
- The design of the building ensures the new facilities are accessible to people with a range of disabilities and meets all the current disability legislation; its location is in a central location for access for trainees from across Northern Ireland.

The Board owns the land of the Nutts Corner Business Park from which ground rents provide income.

#### **Grant making policy**

Grant funding did not present itself during the year.

#### **Achievements and performance**

During the year of 2023 TTB exceeded all expectations by inducting 127 apprentices into the training centre. A great achievement, bringing the total number of young people being trained in the centre to an all time high of 300 and offering us the opportunity to expand our current team of trainers. This intake firmly establishes TTB as the market leader for Transport Apprenticeships in NI with a market share of 30%.

This year we were proud to be selected as the officially delivery partner for the prestigious Toyota Academy in NI, to accompany our already established academies of Ford, Kia and the Stellantis Group.

Our performance in the year secured an extension of the existing Dfe Delivery Contract and was further recognized by the successful attainment of the Education, Training Inspectorate Quality Audit.

All Business Park operations performed as normal with no defaults or closures being experienced. Towards the end of the year an increased level of interest was shown in available sites, hopefully to progress further into 2024.

# TRANSPORT TRAINING BOARD FOR NORTHERN IRELAND

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

---

#### Financial review

During the year there was income of £1,497,135 (2022 £1,177,565). The key sources of income for Transport Training Board, is received income for apprenticeship training from the Department of Economy's Apprenticeship NI program and sales of other training services. This has seen its greatest growth with record apprentices attending the centre. The year also saw an injection of income from backdated rent reviews.

The main assets of the Charity continued to be the Training Centre at Nutts Corner, the land of the Business Park and Transport Training Services (NI) Ltd, the wholly-owned subsidiary company and social enterprise.

General expenditure for the year was £1,226,700 (2022 £1,067,855). This included the costs of delivering training services, management of the training centre and business park.

At the year-end Transport Training Board had £2,182,400 of unrestricted funds of which £1,467,936 is represented by fixed assets particularly the training centre and business park site. The remaining funds will continue to be held as current assets which the Directors view as essential level of working capital for the next year and has retained funds which will be required in 2024 to ensure growth and development of training provision in the year ahead.

#### Reserves policy

The trustees have an agreed reserve policy to hold a value equivalent to six months salary cost for the organisation. This reserve can be used to cover costs including proposed expenditure on programmes, redundancy payments and capital refurbishment or new build. All spends should demonstrate a reimbursement plan to restore the reserve level.

#### Risk factors

The trustees have assessed the major risks to which the charity is exposed including:

- Non payment of ground rents by tenant organisations
- Trading losses by the subsidiary organisation
- Failure to meet requirements of Department of Economy and other key training contracts

These risks will be monitored by the Board throughout the year by reviewing monthly management accounts and through discussions with the staff of the subsidiary.

#### Plans for future periods

As we prepare for an unrestricted year of trading the Directors anticipate further growth in the type and scale of the provision of training at its modern training centre. It anticipates further provision of funding through grants to enable new developments in transport training across Northern Ireland and a consolidation of activity which will allow a stronger, simpler and more sustainable group structure.

To accommodate further planned increases in apprentices a refurbishment/extension plan has been developed to cater for this increased capacity. Building work on this commences during the summer of 2024.

#### Structure, governance and management

The Transport Training Board for Northern Ireland is a company limited by guarantee with no share capital. Its operations are defined by a Memorandum and Articles of Association. A Board of Directors meets throughout the year to govern the operations of the charity.

All Directors are members of the company. No external body or individual has the power to appoint new charity Directors.

Through their governance of the charity, the Directors have had regard to the Charity Commission's guidance on public benefit.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Pamela Dennison  
Mr Rodney Ferguson

---

# TRANSPORT TRAINING BOARD FOR NORTHERN IRELAND

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

---

Ms Catherine Boyd  
Mr William Dougan  
Mr William Gribben  
Mr Paul Harris  
Dr Sharon Loane  
Mr Seamus Scallon  
Mr Stephen Weekes  
Mr Gordon White

None of the trustees has any beneficial interest in the charity.

The wholly owned subsidiary company and social enterprise Transport Training Services (NI) Ltd has a separate Board whose Chairman attends Transport Training Board meetings to provide regular reporting and review of performance. Its CEO also acts as Company Secretary for both companies.

Previously the Board commenced a process of review on its structure and agreed its intention to transfer, assets and the majority of activities from its subsidiary to the parent company TTB. This transfer was completed on 31st December 2021.

The trustees recruit and select new trustees as set out in the governing document. The board recruits new trustees with regards to skills gaps and the potential of new members to make a real contribution to the charity's overall governance.

#### **Organisational structure**

The Board will deal with all major decisions facing the charity as they arise and plan the overall strategy for the charity. The Company Secretary as acting CEO supported by the SMT deals with day-to-day matters.

#### **Induction and training of trustees**

We predicate trustees appointments on our organisational values and make new members aware of their legal responsibilities under charity and company law. A new member induction pack outlines our articles of association, board structure, organisational structure, decision making processes and our overview of finances. Our formal induction provides new board members with the information and training they need to take up their appointment as effectively as possible.

#### **Remuneration policy**

Trustees do not receive remuneration, expenses are paid for the costs associated with fulfilling their roles and are disclosed in the notes to the accounts.

The board based the senior staff's pay on an internal salary scale as a guide to appropriate remuneration for all staff pay. This will be benchmarked at regular intervals.

Pay levels are currently subject to annual increments or cost of living expenses.

#### **Relationship with related parties**

Relationships with related parties are monitored by the Board who are required to disclose any personal interests that may have an effect on the charity as they arise. The principal related party is the charity's subsidiary, details of this are disclosed in the notes to the accounts.

#### **Auditor**

In accordance with the company's articles, a resolution proposing that Moore (N.I.) LLP be reappointed as auditor of the company will be put at a General Meeting.

#### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

**TRANSPORT TRAINING BOARD FOR NORTHERN IRELAND**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

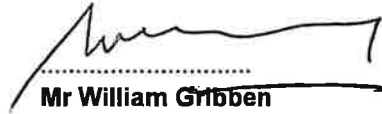
**FOR THE YEAR ENDED 31 DECEMBER 2023**

---

The trustees' report was approved by the Board of Trustees.



.....  
**Mr Rodney Ferguson**  
Trustee  
Dated: 19-9-24



.....  
**Mr William Gribben**  
Trustee  
Dated: 19-9-24