

**MEETING OF THE ENGLAND COMMITTEE**  
**23<sup>rd</sup> May 2023**  
**Microsoft Teams**

**MINUTES**

**PRESENT:**

John Mothersole	Chair
Kevin Bone	Member
Ray Coyle	Member
Maggie Jones	Member
Kamran Rashid	Member
Halima Khan	Member
Karin Woodley	Member

**FOR SPECIFIC ITEMS:**

Diane Hall-Williams	Funding Manager
Vicki Smith	Funding Manager
Scott Hignett	Head of Funding
Roger Winhall	Head of Funding
Sarah Pattinson	Funding Manager
Lucinda Leonard	Funding Manager
Rachel Stephens	Head of Funding
David Trumper	Funding Manager
Jenny Fish	Funding Officer
Beth Barker	Portfolio Officer
Sophy Proctor	Senior Head of Funding
Callen Chin Anderson	Funding Officer
Juliette Kelvin	Senior Grant Making Manager
Catherine Stevens	Funding Manager

**IN ATTENDANCE:**

Phil Chamberlain	Director, England
Jon Eastwood	Deputy Director, England
Mark Purvis	Deputy Director, England
Hannah Rignell	Deputy Director, England
Sophy Proctor	Senior Head of Funding
Emily McChrystal	Youth Voice Participant
Vicki Ramsden	Senior Head of Performance, England
Emily McChrystal	Youth Voice Participant
Catherine Roberts	Head of Governance (minutes)
Lucy Taylor	Governance Officer (minutes)
Rachel Campbell	Executive Assistant (minutes)

## 1. COMMITTEE INFORMAL CATCH UP

- 1.1. The Committee held a closed session for members only.

*ESMT, the head of Governance and the Executive Assistant joined the meeting.*

## 2. WELCOME

- 2.1. The Chair opened the meeting and welcomed Ray Coyle back to the Committee. Ray confirmed that he had accepted his re-appointment for a second term. The Chair also confirmed that new members were now formally appointed having received consent from the Secretary of State for DCMS and the Committee was quorate to make decisions.
- 2.2. Apologies were received from Jennifer Rees. Kevin Bone would join for part of the meeting in the afternoon.
- 2.3. Karin Woodley declared an interest as the CEO of Cambridge House who are in receipt of Propel/Access to Justice Foundation funding as well as TNLCF funding. Karin declared a further interest as she is a current trainer for the School for Social Entrepreneurs.
- 2.4. The Chair requested that Karin not participate in Access to Justice discussion and decision.
- 2.5. Kamran Rashid declared an interest as a regional partner in Yorkshire and Humber for the Phoenix Way. Kamran declared that he is part of the leadership group on the Phoenix Way. The Chair confirmed no decisions were to be made on Phoenix Way.
- 2.6. Ray Coyle declared that a close family member has a business interest in the Access to Justice EDA. The Chair confirmed that this was a disqualifying interest. Ray was asked not to partake in the Access to Justice EDA discussion and decision.
- 2.7. The minutes of the previous meeting held on 19<sup>th</sup> April were approved as an accurate record.

- 1.1. Matters Arising - No matters were raised.

## 3. ENGLAND UPDATE

*Jo McHugh joined the meeting.*

- 3.1. Phil Chamberlain provided the Committee with an update on the internal strategy launch day (16<sup>th</sup> May) and reflected positively on the outcome of the day. It was noted that the Committee would receive a briefing pack prior to the external launch.
- 3.2. Following the external launch on the June 7<sup>th</sup>, the England Directors would provide another summary to the Committee. Phil suggested that going forward an update on

progress on the strategy implementation should be provided to the Committee on a bi-monthly basis.

- 3.3. Emma Corrigan provided the Committee with an overview of the Engagement Survey results and highlighted some key points:
  - i. The response rate was high at 84%, but the overall engagement score 64%.
  - ii. There was a large shift to the middle zone i.e., those answering “not sure/don’t know” on overall satisfaction, suggesting that this could be explained by the uncertainty of change.
  - iii. There was a drop in areas around knowledge and learning. Colleagues have felt unable to progress or use their skills in the right way.
  - iv. Anecdotal evidence across the Civil Service shows that trends are compatible with pay and reward.
  - v. The Committee was informed that the England Directors hosted a session with the England Leadership Team to present the results and an additional session was offered to the England Directorate. This open and transparent approach had a positive impact, being the first time for the Fund to hear Directors give their feedback. Emma and Phil will continue with this approach going forward.
- 3.4. The executive welcomed the challenges and positive feedback that had come through open comments on the survey. The importance of taking action on the feedback as opposed to simply observing the data was emphasised.
- 3.5. The Committee acknowledged that the executive was engaging staff regarding solutions to issues detailed in the survey. The members stressed the need to maintain honesty and engagement going forward, ensuring that people feel their views have been considered.
- 3.6. The members sought assurance regarding the portfolios capacity to deliver on its grant commitments. The Committee was assured that the executive understood the capacity issues and had acted on them.
- 3.7. In closing, Phil reminded the Committee of the need to ensure that the Fund has a staff base that is committed to the delivery of the new strategy, and that there will be opportunities and challenges within any new way of working. Ensuring that the Fund has the right skillset across England to best achieve the new focus of the strategy will be a priority area for the England Directors.

***Paragraphs 3.8 to 3.17 are Restricted: Commercial Sensitivity (S43(2))***

- 3.18. Adam Duffin gave a summary on the latest financial position EC(23)P35. Key highlights were that £450 million was delivered in terms of the England specific KPI, which is a good achievement. Adam raised a point about the unallocated budget and how to best utilise this.
- 3.19. The Chair asked if Stuart Fisher could provide some forward projections.

**ACTION:** Stuart Fisher

*Ray Coyle left the meeting for the Access to Justice discussion and decision. Karin Woodley remained in the room but did not take part in the discussion or decision.*

*Diane Hall-Williams, Vicki Smith, Scott Hignett, Roger Winhall, Sarah Pattinson, Lucinda Leonard, Rachel Stephens, David Trumper, Jenny Fish, Beth Barker, Sophy Proctor, Callen Chin Anderson, Juliette Kelvin and Catherine Stevens joined the meeting.*

#### **4. FUNDING DECISIONS**

- 4.18. Funding decisions are restricted and can be found in Annex A

*Ray Coyle joined the meeting.*

*Diane Hall-Williams, Vicki Smith, Scott Hignett, Roger Winhall, Sarah Pattinson, Lucinda Leonard, Rachel Stephens, David Trumper, Jenny Fish, Beth Barker, Sophy Proctor, Callen Chin Anderson, Juliette Kelvin and Catherine Stevens left the meeting.*

#### **5. REFLECTIONS ON THE DAY**

- 5.18. The Committee discussed the ways in which the Fund works in partnership. Phil clarified that with 3<sup>rd</sup> Party funding, there are 6 key tests to fulfil and Board approval is required. Phil agreed to share the 6 indicators with the new members as well as a separate note on our ways of working with partners.

**ACTION:** Phil Chamberlain

- 5.19. Being that there was no further business the meeting concluded at 15:30.