

MEETING OF THE ENGLAND COMMITTEE

July 11th 2023
Microsoft Teams

MINUTES

PRESENT:

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

IN ATTENDANCE:

Phil Chamberlain	England Director
Emma Corrigan	England Director
Jon Eastwood	Deputy Director, England
Mark Purvis	Deputy Director, England
Hannah Rignell	Deputy Director, England
Katie Crystal	Senior Governance Manager
(minutes)	

For Specific Items:

Adam Duffin	Finance Business Partner
David Trumper	Funding Manager
Vicki Stopps	Funding Officer
Vijay Kumari	Funding Officer
Rachel Stephens	Head of Funding
Tracey Bennett	Funding Officer
Kim Armstrong	Funding Officer
John Jatto	Funding Manager
Heidi Haxeltine	Funding Officer
Andrew Chapman	Funding Officer
Rebecca Maxton	Funding Officer
Oliver Fitzgerald	Funding Manager
Claire Wembley	Funding Officer

1. COMMITTEE INFORMAL CATCH UP

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

ESMT and the Senior Governance Officer joined the meeting.

2. WELCOME

- 2.1. The Chair opened the meeting and welcomed all.
- 2.2. As it was Katie's last meeting prior to leaving the Fund, the members thanked her for the support she had provided to the Committee.
- 2.3. Apologies were received from Jennifer Reece.
- 2.4. No declarations of interest were made.

- 2.5. There were no matters arising.

3. ENGLAND UPDATE

- 3.1. Phil provided the Committee with an update on the England Portfolio. It was noted that the strategy launch in England had been successful. A Parliamentary launch for the strategy would take place in July at the House of Commons. Engagement with stakeholders would continue following the completion of the launch.
- 3.2. Plans for implementing the strategy in England were underway. In June, the Board had received a detailed timeline for the implementation which included the England Directorate. It was noted that England was also in the process of establishing plans for a portfolio review. A team dedicated to completing the review would be established shortly. As previously agreed, strategic meetings of the England Committee would focus on portfolio development for the remainder of the process. Phil agreed to present a programme of activity at the next meeting of the Committee.

ACTION: Phil Chamberlain

- 3.3. Emma provided the Committee with an update on funding programmes in England. The previously discussed backlog with Awards for All had been significantly reduced due to an increase in allocated resources and small amounts of overtime being permitted. Communications with applicants had made it clear that that processing of applications is taking longer than usual due to the high volume of applications being received.
- 3.4. It was noted that work relating to the three national moments, Windrush, the Coronation, and Eurovision had concluded.
- 3.5. The Committee were informed that a one-time payment of £1500 was being made to most employees across the Fund. The Senior Management Team did not qualify for the payment. The payment was being made to assist with increasing costs associated with the cost-of-living crisis. It was noted that the payment, which would be made from existing budgets, may impact operational decisions later in the financial year.
- 3.6. The Committee queried the progress surrounding the improvement to data collection related to equity, diversity, and inclusion. More granular information was requested to ensure that the Fund is distributing funding in an equal way across minority groups. The Committee were informed that the newly established Policy and Practice Sub-committee would be addressing the requirement. It was suggested that members of the data team attend a meeting of the England Committee to run a session and gain a clear understanding of what the members would like to see included within the data set.

ACTION: Phil Chamberlain

Section 3.7 is Commercially Sensitive - S43(2)

Adam Duffin joined the meeting.

- 3.8. The Committee was provided with an update on the finances of the England portfolio. At the time of the meeting the portfolio was under committed with regards to awards. This was attributed to the three key national moments and the small average grant size associated with the programmes. It was expected that this gap would be closed throughout the summer as more awards were made.
- 3.9. As it was Adam's last meeting before leaving the Fund for a new opportunity, the Committee thanked him for his contribution and hard work over recent years.

Adam Duffin left the meeting.

4. THIRD PARTY PROGRAMMES UPDATES

Section 4 is Commercially Sensitive - S43(2)

5. FUNDING DECISION

Section 5 is Commercially Sensitive - S43(2)

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

6. REFLECTIONS ON THE DAY

The Committee noted the need to improve the finance sections within the funding reports. It was recommended that a template be developed to ensure that all the relevant information required for decision making is included within the reports.

ACTION: Phil Chamberlain & Emma
Corrigan

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