

**THE NATIONAL LOTTERY COMMUNITY FUND
BOARD**

**MEETING OF THE NATIONAL LOTTERY COMMUNITY FUND BOARD HELD VIRTUALLY ON
25 MARCH 2020**

MINUTES

PRESENT:

Tony Burton	Interim Chair
Emma Boggis	Vice-Chair, Chair Audit & Risk
Natalie Campbell	Board Member
Perdita Fraser	Board Member
Elizabeth Passey	Board Member
Rachael Robathan	Board Member
Danielle Walker	Board Member
Palmour	
Adrian Webb	Board Member, Wales Chair
Observers:	
Sandra McNamee	Vice-Chair, NI Committee
Kevin Bone	Member, England Committee

IN ATTENDANCE:

Dawn Austwick	Chief Executive
Neil Harris	People Director
Faiza Khan	Engagement & Insight Director
Elly De Decker	England Director
Kate Beggs	Northern Ireland Director
Ian Hughes	Finance Director
Emma Kavanagh	Deputy Director, Finance
Matthew Green	Technology & Data Director
Neil Ritch	Scotland Director
John Rose	Wales Director
Catherine Roberts	Head of Governance (minutes)
Adam Payne	Governance Officer (minutes)

1. CLOSED SESSION

- 1.1. The Board held a closed session ahead of the main business meeting with the Chief Executive in attendance. They approved the Chair's proposal that Emma Boggis become interim Vice-Chair, as well as Chair of ARC. Emma left the call during this discussion.

SMT members, the Head of Governance and Adam Payne, Governance Officer joined the meeting.

2. INTRODUCTORY REMARKS

- 2.1. The Chair welcomed attendees, and acknowledged Sandra McNamee, Northern Ireland Committee Vice-Chair and Kevin Bone, England Committee member who were joining as observers. Congratulations were given to Rachael Robathan on her promotion to Westminster City Council lead. Natalie Campbell was also congratulated on her new role which would mean she would be stepping down from the Board in due course. Natalie was thanked for her contribution. Faiza Khan and Elly De Decker were welcomed to their first Board meeting in their new Director roles. The Chair also noted that Ian Hughes would be stepping down from his role as Finance Director at the end of March but would remain at the Fund in the coming months working on other projects. Ian was thanked for his invaluable contribution to the work of the Fund. Emma Kavanagh would be Acting Finance Director while a new Director was recruited.

- 2.2. The Chair outlined the protocol for the virtual meeting. He informed Board members that the bulk of the meeting would focus on the COVID-19 response. Business meeting items were to be taken as read unless members had a specific point they wished to discuss. Silence would be taken as consent. He reminded the Board that the meeting time has been reduced to two hours.
- 2.3. Apologies were received from Grant Carson, Scotland Committee Vice-Chair.
- 2.4. Adrian declared his interest as Chair of Tal Calon Community Housing in Blaenau Gwent with regards to the Annex of the response document. No other interests were declared.
- 2.5. Minutes of the meeting held on 5th December 2019 were approved as an accurate record. Actions arising were noted.

3. CEO OVERVIEW - P07

- 3.1. The Board received BOARD(20)P07 with the latest CEO report. A question was raised with regards to Board numbers and the possibility of co-opting members from the Committees. It was pointed out that the Board quorum is currently four members, with Board membership currently at eight.
- 3.2. A board member requested further information on the levels of safeguarding issues reported. This will be provided in the Annual Safeguarding Report to the Board in June

ACTION: Kate Beggs, Laura Furness

4. COVID 19 - Funding Response - P16

- 4.1. The Board discussed Board(20)P16 and the current situation. They reviewed the proposed approach.
- 4.2. The Board acknowledged and commended Fund staff for their response to the COVID-19 crisis, noting that grants had continued to flow unimpeded and funding decisions had been made virtually while continuing to conform to our governance standards.
- 4.3. They raised a number of questions regarding sustainability of business as usual, the capacity to respond to grantees in the face of increasing pressure on the Fund, and scenario planning for a drop in income over the next six months.
- 4.4. The Board was reassured that the Fund is taking actions aimed at increasing organisational resilience, increasing flexibility of processes and grant making, and has factored in potential revenue drops as a part of its planning. The Board also discussed the importance of securing Government action to support organisations through the COVID-19 crisis and help those which were responding to local community needs.

- 4.5. Having considered the recommendations in the paper regarding the Fund's approach, the Board:
- i. **AGREED** the proposed funding response
 - ii. **APPROVED** the financing approach and potential changes to our financial position
 - iii. **AGREED** to extend their approval of possible Third Party funding to an in principle agreement to a partnership with government in line with current discussions as reported by the Chief Executive.

Adrian Webb left the meeting at 10:55.

5. EXTERNAL WORLD - P05

- 5.1. The Board received BOARD(20)P05 and Faiza provided a brief update. They welcomed the paper, which was written before the current crisis and agreed that a full discussion should take place at the June Board meeting.
- 5.2. The Board briefly discussed how our unique impact and reach are coming through in our external statements, and Board members were invited to feedback any observations to Faiza.
- 5.3. The Chair thanked Faiza for a thoughtful paper and looked forward to interesting conversations in June.

6. CORPORATE PLAN AND BUDGET - P02

- 6.1. Ian introduced the Corporate Plan and noted that this was completed before the current circumstances, however other than some minor changes to the introduction and SFA1, the current plan remains relevant.
- 6.2. The Board discussed the KPIs. There was a discussion about the 25th birthday KPIs and it was noted that while performance had improved across the board they had not hit their target increases. They recognised that this was due to high stretch targets. A question was raised on the appropriateness of KPI5 as the results lie outside the Fund's influence.
- 6.3. The Board **APPROVED** the Plan, noting that some nuancing and adjustments to tone would be made in the first section to reflect the COVID-19 situation.

ACTION: Ian Hughes, Faiza Khan

7. BOARD DIVERSITY - P15

- 7.1. The Board received BOARD(20)P15. They welcomed the progress made since December and the recommended next steps with a caveat that the timing had to be sensible given the current context. They were informed that the Young People in the Lead team would hold their first meeting virtually on Saturday 28 March, which Dawn was attending.

- 7.2. They noted that the approach to increasing diversity and inclusion would differ slightly between Board and Funding Committees and would be reviewed as it developed. There was reassurance that the role of observer on the Board would be accompanied by a full support package.
- 7.3. The Chair thanked Kate and Board colleagues who had contributed, for the excellent progress made.
- 7.4. The Board **APPROVED** the recommendations to be carried forward within the constraints of the current situation.

8. CURRENT PERFORMANCE AND FINANCE

KPI Performance Report - P08

- 8.1. The paper was taken as read.

Financial Summary - P09

- 8.2. The paper was taken as read.

Income Update and Risk - P10

- 8.3. The paper was taken as read.

Grants Budget - P11

- 8.4. The paper was taken as read.

9. ARC REPORT - AR(20)M01

- 9.1. The minutes of the Audit & Risk Committee meeting held on 9th March were taken as read. Emma noted that the Committee's discussions had focussed on COVID-19. She was pleased to be chairing ARC.

10. KNOWLEDGE, LEARNING AND EVALUATION REPORT - P03

- 10.1. The report was taken as read.

11. BOARD FORWARD LOOK - P12

- 11.1. The paper was taken as read.

12. PORTFOLIO UPDATES - P13

12.1. The updates were taken as read.

13. ANY OTHER BUSINESS

13.1. The Chair requested that going forward the Board be kept abreast of developments in addressing the COVID-19 response.

13.2. It was suggested that if we are not able to meet physically in June, the Board should go ahead using an online set up, including strategic discussion.

13.3. There being no other business the meeting closed.

SIGNED:

DATE: 25/03/2020

A handwritten signature in black ink that reads "Tony Burton". The signature is written in a cursive style with a horizontal line underneath.

Tony Burton
CHAIR