**THE NATIONAL LOTTERY COMMUNITY FUND**

**BOARD**

**MEETING OF THE NATIONAL LOTTERY COMMUNITY FUND BOARD**

**HELD VIRTUALLY ON**

**29th JUNE 2021**

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| **PRESENT:** |  | **IN ATTENDANCE:** |  |
| Blondel Cluff CBE | Chair | David Knott | Interim Chief Executive |
| Adrian Webb  | Vice-Chair, Chair Wales Committee | Neil HarrisMatthew Green | Corporate Services DirectorTechnology and Data Director (Items 8-9) |
| Emma BoggisTony BurtonPerdita Fraser | Board memberBoard memberBoard member  | Emma AckermanHarnish HadaniElly De DeckerKate Beggs | Funding Strategy Director (Item 7)Interim Finance Director (Item 10-15)England Director (Item 17)NI Director (Items 16-18) |
| John Mothersole | Chair, EnglandCommittee | Ruth Bates | Head of Communication (Item 17) |
| Elizabeth Passey | Board member | Neil Ritch | Scotland Director (Item 17) |
| Rachael Robathan | Board member | Cassie Robinson | Deputy Director, UK Portfolio (Item 17) |
| Kate Still | Chair, Scotland Committee | Faiza KhanCatherine Roberts | Engagement & Insight Director (Item 20)Head of Governance (minutes) |
| Paul Sweeney | Chair, NI Committee | Becky Morrison | Director, Civil Society and Youth Directorate, DCMS |
| Danielle Walker Palmour | Board member | (Observer)Liz McCaw | Consultant, CMP |
|  |  | Stuart Allan | Consultant, CMP |
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1. **CHAIR’S WELCOME AND REPORT**
	1. The Chair opened the meeting and welcomed all. She introduced Liz McCaw and Stuart from CMP and Becky Morrison from DCMS who would observe the meeting.
	2. In her opening statement the Chair welcomed Paul Sweeney, new Chair of the Northern Ireland Committee, to the Board at an important time for the Fund. She acknowledged that it was Tony Burton’s last Board meeting and took the opportunity to thank him for all his work; there would be a special celebration after the meeting. She advised that a new Chair of Wales was due to be announced imminently and would start early in July. She also welcomed Liz McCaw and Stuart Allan from CMP and Becky Morrison observing on behalf of DCMS, congratulating Becky on her recent appointment as director for Civil Society and Youth at DCMS and director sponsor for the Fund.
	3. The Chair conveyed personal thanks to Sir Adrian Webb for his support as the new Vice-Chair until the end of the year. Finally, she welcomed David Knott as new interim Chief Executive, acknowledging how David’s skills and experience had already served the Fund, in view particularly of his work on the spending review and impact data notwithstanding his future input into the new policy directions under development.
	4. The Chair addressed a question raised on the length of the meeting, pointing out to the timed agenda; however, it was inevitable that the meeting might run over the stipulated time. As the meeting was attended by observers, there would be no closed session. Any issues that cannot be addressed within the course of the meeting would be addressed promptly in writing, but she hoped that all matters could be addressed at the meeting.
	5. Referring to the appointment of the permanent Chief Executive the Chair thanked Neil Harris for circulating an update on the recruitment process and highlighted that the advertisement would be published in early July. New headhunters had been appointed, Saxton Bamfylde to attract a broader field of talent.
	6. With reference to the DCMS inquiry into the culture of the Fund, the Chair reported that CMP had interviewed most of those selected and an invitation to submit a written submission had been extended to those who had not been interviewed and to Board members. The data would be analysed over the course of July and August and an update submitted to Board and SMT in September. However, the Chair reminded the Board that the timeframe was dictated by DCMS.
	7. The chair congratulated David Knott and Matthew Green in his absence on producing an impact report that is both robust and comprehensive and had managed to account for the impact of up to 84% of our grants. David would later in the agenda update on the Annual Report and Accounts, which the Board would be invited to note, and on his recent discussions with the NAO in respect of the timing of the ARA. She reminded the Board that no resolution would be passed today but a wealth of information would be shared. In addition, the Board had received a copy of the letter addressed to the Chair by the Secretary of State. The Chair welcomed the clarity provided in the letter and trusted that they would all now work together on the issues outlined in the letter in the best interests of the communities the Fund is here to serve, which should always remain our priority.
	8. The Chair referred to the presentation on the spending review later in the agenda, for which comments would be welcomed. She had additional points to make in due course including on levelling up and the need to reconcile the respective definitions of the Fund and that of Government in order to provide the additionality National Lottery funding is here to provide. Levelling up was at the very heart of the organisation but we had to ensure that we level up across the four nations. Engagement with government had been varied and would need more work, in particular with central government, looking beyond funding at how knowledge we can leverage our knowledge, experience and networks and she was pleased to see there is an appetite for us to engage with government in that manner.
2. **APOLOGIES FOR ABSENCE**

1.1 Apologies were received from John Rose, Director for Wales, who had an external meeting and had delegated the Wales portfolio report to Ruth Bates. There were no other apologies for absence.

1. **DECLARATIONS OF INTEREST**

2.1 There were no declarations of interest.

1. **APPROVAL OF MINUTES**

3.1 Suggested changes to the minutes had been sent prior to the meeting and amendments made had been confirmed by email. An addition was requested under the Income section regarding a suggestion made at the March meeting to have a deep dive on trusts. It was also agreed to include the Chair’s introduction in the main document rather than as a separate Annex. It was also agreed to remove paragraph 12.3. Subject to the changes agreed the minutes of the Board meeting held on 29th March 2020 were approved as an accurate record.

3.2 Tony Burton reiterated the request that Board to allow some time at this meeting to reflect on some of the issues raised by the Chair in her opening statements and her view of the Fund at this juncture. In view of the ongoing DCMS inquiry and the importance of maintaining the integrity of that process the Chair felt that it would not be appropriate to hold those discussions at this time.

1. **MATTERS ARISING**

4.1 The Action Log was reviewed and updated. Five outstanding actions which had been omitted would be added and the numbering amended.

4.2 It was noted that the wording of Action 9 would be reviewed to reflect the action more accurately.

**ACTION:** Neil Harris, Governance

4.3 Action 7 about benchmarking data would remain open as Board members felt that to acquit their role, they needed broader comparable trend data.

4.4 Action 12 regarding Liability Insurance for Directors was deemed closed and Board members informed that those in public appointments are covered by the Government standard indemnity. This means that any Board member who has acted in good faith will not have to meet out of their personal resources any personal civil liability, which is incurred in the execution of their board functions, unless they have acted recklessly.

4.5 A request was made that the Board discuss the points the Chair had made in her introduction, particularly as some were not on the agenda, in particular the Chief Executive’s recruitment. She noted that Neil Harris had sent role specifications and she raised a couple of points on the document, including the accuracy of factual information on the Fund and the importance of including lived experience as part of the required skills.

4.6 Regarding the appointment of the Vice-Chair, the Chair clarified that the process had been in writing and open. In the absence of any objection to the new appointment within the stipulated time period, the consultation was closed. There were no objections to the appointment of Sir Adrian Webb as new Vice-Chair.

1. **OUTLINE SPENDING REVIEW**

5.1 The Chair invited Board to comment on the points outlined in her presentation which took stock of the context the fund operates in, its assets, purpose and objectives with the lens of collaboration with government priorities and supporting communities coming out of the pandemic.

5.2 Board members highlighted how a nuanced approach was important when looking at the spend data across the UK, noting that some areas of affluence also had pockets of most deprivation; this granularity represented one of the unique selling points of the Fund. David emphasised that significant insight had been gained from the recent impact data work which would help refine the statistics. He stressed that the Fund remains the National Lottery distributor with the strongest focus outside London and TNLCF spending was projected to increase in those areas characterised as more left behind.

* 1. A point was made about aligning with and amplifying Government priorities, but also influencing through our funding programmes and ensuring that the Fund is involved in shaping policy directions. It was felt that the additionality with Government and the ambition of the Fund to support organisations and communities rebuild after the pandemic should be reflected strongly as well as the importance of collaborating with partners and civil society infrastructures. A clearer focus on collaboration with devolved governments should also be included.
	2. The move of the London office to Marsham Street was raised and the Chair reminded the Board that the proposition was for all ALBs to move to the civil estate in time. She highlighted the benefits of sharing space with other relevant government agencies.
	3. The Board welcomed the reference to the assets of the Fund; it was suggested to add people and the Fund’s potential international reach particularly around the Commonwealth and the opportunities for engagement this presents. In addition, some recognition of lived experience particularly considering the current pandemic was also advised.
	4. David re-emphasised that this document was designed to stimulate discussion and give the Board a preliminary framing. However, there was not yet a set timeline for the setting of policy directions and he would revert at a later date with a clear process.
	5. The Chair thanked the Board for points well made; they would be taken onboard moving forward.
1. **CHIEF EXECUTIVE REPORT**
	1. David introduced the report highlighting the Fund’s core activities since the last Board meeting. He mentioned progress achieved in reporting impact and the production of the first impact report to be soon followed by a second report, early preparations prior to the spending review and policy directions, the DCMS inquiry into the culture of the Fund and the work on stakeholder engagement. He congratulated the team who had supported John Rose in preparing for his appearance in front of the Public Accounts Committee. John had been able to give a strong account of the work of the Fund during the Covid support programme. The past year had been the busiest on record for the Fund and David praised staff for their work. The priority for the interim Chief Executive working closely with the senior executive team was to emerge through the pandemic as a strong and purposeful organisation. He was also engaging directly with staff around future direction, purpose and priorities.
	2. Referring to Equity, Diversity and Inclusion (EDI) David referenced increased engagement with staff and the creation of an EDI executive steering group. He informed the Board that the Annual Report and Accounts may be delayed until September to complete the post event assurance work around TNLCF Covid delivery programmes. He thanked Board members who had shared comments on the report.
	3. The Board raised the Levelling Up Fund and TNLCF involvement in that support. David reassured the Board that we had looked closely at the MHCLG definition of levelling up in the context of the impact work and understood our contribution in the different local authorities. Moreover, the reach of TNLCF funding staff could help provide an important contribution in both the national and local levelling up debates.
	4. It was noted that a letter from the BAME staff network addressed to the senior management team had been followed by a series of discussions between staff and the executive and previous and current Interim CEO. An in-depth discussion would be scheduled at the September Board meeting to look at the wider issue of diversity and inclusion, particularly in the light of the culture inquiry.

**ACTION:** Governance

* 1. More information was provided on the NSUN (National Survivor User Network) Third Sector opinion piece which had incorrectly reported a connection between TNLCF and the Race and Ethnic Disparities Report; this had been addressed through grant management.
	2. The Board asked for more clarity on the work of the Transition and Improvement Group (TIG). David was happy to provide information in his monthly CEO report. He reassured Board that TIG discussions mirrored the work done in directorates, with directors regularly participating in meetings.

*Emma Ackerman joined the meeting.*

1. **FUNDING PRINCIPLES**
	1. Emma Ackerman presented Board(21)P17, a refresh of the funding principles. A year after the last statement was published the refreshed version presented the reviewed Fund’s position, clarified its purpose and relevance and communicated a 12-month outlook stating the Fund’s commitments. Emma sought comments from the Board on the key issues communities are facing and the opportunities we have to build together.
	2. The Board welcomed the refresh, suggesting that we use the government analysis as a starting point to gain a sense of the socio-economic context and predictions for the future. The Board were informed that the team was also looking at other external data sources and would continue to build relationships such as these as well as across government. The refresh also drew on the Fund’s sense-making activity during the pandemic, and impact data and foresight work. With regards to increased committee involvement Emma would work with governance colleagues to coordinate logistics. Emma would also follow up with Perdita Fraser on work she is currently involved in developing non traditional measures for levelling up.

**ACTION:** Emma Ackerman

* 1. Reflecting on the financial sustainability of the sector, the Board felt that consideration should be given to increasing the resilience of local communities in a more holistic way. Equally the refresh should be informed by what other funders are doing and activity beyond the conventional confines of organisations as demonstrated by the spontaneous actions that had occurred during lockdown. Any change should ensure that it is not disruptive for colleagues and that guidance is provided.
	2. David reminded all that the intention was to sight Board on aspirations and more developed commitments would be presented in September.

**ACTION:** Emma Ackerman

*Emma Ackerman left the meeting.*

*Matthew Green joined the meeting.*

1. **IMPACT REPORT**
	1. Matthew Green presented the context of the newly published first impact data report which was attached for the Board’s information. He stressed that the report was not intended to be a publication but more of a reference document for stakeholder engagement or to inform publications. He reported that the second edition would be launched in July with more evaluation and information relating to TNLCF crisis and non-crisis funding. Phase 3 would look at the longer term.
	2. Responding to a comment on how to ensure that the best information is collected and any methological challenge, Matthew noted that changes were being made to the Grant Management System (GMS) and work would focus on gathering information upfront in the application process rather than augment it at a later stage. He pointed out how advances in technology were helping provide funding colleagues on the ground with increasingly useful data. The Board highlighted that not everything is quantifiable in terms of impact and was reassured that the longer-term approach would be more representative of all our grantees and work.
	3. The Chair thanked Matthew and David for the impressive work achieved and asked that a printed copy of the impact report be shared with the Board.

**ACTION:** Governance

1. **KPI PERFORMANCE REPORT**
	1. Matthew presented the Fund’s progress towards Key Performance Indicators (KPIs) for the end of 2020/21 and until end of April 2022. The format had been updated following feedback from the Board who wished to see trend data over a period and some improved commentary.
	2. With regards to KPI4 on employee engagement, Perdita Fraser provided some external context pointing out that the Fund compared well with the civil service benchmarks published for all organisations since the last meeting.

*Matthew Green left the meeting.*

*Harnish Hadani joined the meeting.*

1. **FINANCIAL SUMMARY**

10.1 Harnish Hadani presented Board(21)P20. Financial performance recorded an operating cost underspend and grant commitments were under budget. Income was marginally above budget with weekly income from the National Lottery performing above average compared with the Gambling Commission forecast. Income was ahead of budget and continued to perform well. To date awards were behind budget due to delays in the larger projects particularly in England. Harnish noted that the Fund would undertake a reforecast exercise for grants, income and awards after receiving the Gambling Commission forecast. Operating costs were 8% below budget which was driven by underspend in salary and travel.

10.2 It was noted that operating costs figures reported for distributing Lottery income showed a difference between the columns for 2019/20 and 2020/21 and in the previous 5 years. Harnish and David explained that the difference was due to the costs saved on account of working from home, closer control over investment contingency and the income recovered from distributing third party funding. It was suggested that differences are highlighted in future commentary.

**ACTION:** Harnish Hadani

10.3 The Board noted that additional detail had been provided under FTE position but found that the previous format was clearer and provided more trend information. Harnish confirmed that the Finance team continued to work on improving the presentation of data.

**ACTION:** Harnish Hadani

1. **ANNUAL REPORT AND ACCOUNTS**

11.1 Harnish presented the Annual Report and Accounts for 2019-20 for the Board to note. As highlighted by David in his CEO overview the report was scheduled to be signed in September rather than July, following advice from the NAO to wait until completion of the internal audit work on post event assurance. Once the post-event assurance work was completed later in August David as Accounting Officer would write to the Board with a finalised copy of the ARA before it was shared with Ministers and laid before Parliament. It was noted that the Accounts were not for approval or signature by the Board at that point.

11.2 The Board were pleased to note that the Fund had received a clean audit report from KPMG. Emma Boggis confirmed that the Audit and Risk Committee at its last meeting had looked at the report before David’s conversation with the NAO. There had been a subsequent discussion with the Accounting Officer about the proposed timing. Attention was also drawn to the fact that BDO had been appointed by DCMS to conduct the post-event assurance process; they were also the Fund’s internal auditors which was coincidental.

1. **EXPENSES AND DECLARATIONS OF INTEREST**

12.1 The Board noted Board(21)P22 setting out the expenses for Board and Committees and directors. Expenses were lower than in previous years due to lockdown. Harnish confirmed that this information would be published on TNLCF website by the end of July.

1. **INCOME AND GRANT UPDATE – P23**

13.1 The Board received the update on income and grant awards allocations for 2021/22 at Board(21)P23. Harnish reported under-commitments of £7.1m for 2021 which had been carried forward into future years. The Board was invited to review the updates to 2021/22 and future indicative allocations into 2025/26. The changes to award allocations were minor and would not impact payment forecasts.

13.2 Income projections and payment forecasts remained unchanged from Quarter 3. There was no significant impact on the National Lottery Distributors Fund balances which remained largely unchanged. Harnish reminded Board that revenue is the key determinant, and this continues to present a risk although income had been performing well. Revenue forecast data continued to be monitored and mitigated.

13.3 A question was raised in terms of the forecast allocation for Scotland which was lower than the original figure. Harnish would follow up separately with the Scotland Committee Chair.

**ACTION:** Harnish Hadani

13.4 The Board were content with the forecast outturn for 2021/22 and the indicative awards allocations presented.

1. **AUDIT AND RISK**

14.1 Emma Boggis presented a summary of key points from the latest Audit and Risk meeting in addition to the Minutes and the Annual Report to Board.

14.2 Referring to the former Emma pointed out that the accounting officer was not present at the ARC meeting in June to discuss the Annual Accounts as it coincided with the transition to a new Interim Chief Executive, hence the subsequent meeting that both David as the new interim Accounting Officer and Harnish had attended.

14.3 There had been an informative deep dive on impact work at the ARC meeting with focus on risk. ARC had also received a useful update on the progress of the 2020/21 audit plan which had been fully delivered with a reference to lessons learnt. Two of the internal audits for this year’s plan had been completed in time. The risk discussion had also referred to the new Risk Manager and how there would be changes in the approach to managing and reporting risks which would be reflected in the September ARC papers.

1. **ARC ANNUAL REPORT TO BOARD**

15.1 The Board noted the annual report from the Audit and Risk Committee summarising activity in the period from June 2020 to June 2021, timed to coincide with the finalisation of the financial statements and Governance Statement.

15.2 The Board were invited to note the key themes that had been addressed. The two external members of the Audit and Risk Committee had been reappointed to serve a second term, with appointments staggered to manage succession planning.

15.3 The challenges over internal audit that had arisen during the year were set out in the paper, but overall, Emma was pleased to report that the year was ending in a better position. Significant progress had been made in further strengthening the Fund’s approach to fraud risk management, and the implementation of a set of internal processes had been a major step forward. The fraud action plan would continue to be developed and enhanced.

15.4 For the third consecutive year, the NAO audit report had found no misstatements or errors to report, and the audit team were very complimentary of the work Harnish and the Finance team had collectively delivered.

15.5 The Board was reminded that a new Risk Manager had been appointed at the start of the new year. He had undertaken a wider review of the approach to risk management and in the year ahead there would be further development in risk reporting.

15.6 The Chair thanked Emma for a useful summary of the work of the Committee and congratulated Harnish and the Finance team on their achievement.

*Harnish Hadani left the meeting.*

*Kate Beggs joined the meeting.*

1. **ANNUAL FUNDING REPORT**

16.1 The new Northern Ireland Committee Chair, Paul Sweeney, greeted everyone and expressed how proud he was to have joined the Fund. By way of political context to the annual funding report, Paul retraced the history of Northern Ireland since its formation a hundred years ago, and how political identities had continued to shift as the country sought to achieve reconciliation. He stressed the importance of cohesion, hope and constructive endeavours with local communities. It was very important to raise confidence in communities, cross communities or single identity communities. He described how our funding is calibrated in a way that targets the areas of greatest needs, but also those that have born the pressures of the troubles over the past decades and he felt that we were truly making a difference.

16.2 Taking the report as read, Kate added that this past year had been extraordinary for the Northern Ireland team, not only because they had been able to step up and deliver 35% additional funding but despite the circumstances had also delivered third party funding for the first time on behalf of the Department for Communities. She noted that Dormant Account funding launched in December had provided much needed support for organisational capacity and sustainability in a fragile community sector, adding positively to Lottery Funding. The Fund had maintained high levels of customer satisfaction and was perceived as a trusted grant maker and credible partner by the NI Office and NI government departments. The team had also worked hard at increasing collaboration with other funders and distributors. The decision had been taken this year not to launch a refreshed portfolio, but instead to extend current programmes to allow new Committee members to settle in their roles and to better understand new and emerging communities post pandemic and the impact of Dormant Accounts on the portfolio.

16.3 The Chair and Board thanked both Paul for his helpful summary of a complex background and Kate for the excellent work carried out by the team over the last year.

16.4 Responding to questions from the Board on collaboration with other National Lottery distributors and funders, Kate explained that the pandemic had highlighted the need to become more collaborative and maximise collective impact. The team had provided secretariat support to the NI Funders group and explored what funders wanted to achieve out of the collaboration. Kate had ensured that there was a policy focus when taking lessons from our grant making and had worked on how to better engage with government and local councils. Collaboration continued with other distributors.

16.5 The Board discussed the challenges posed by third party funding. The success in delivering the Emergency Fund for the DfC had led to approaches for the delivery of other funds. The team had had to reflect on appropriateness and capacity and in some cases consider how to support in other ways. The Board felt there may be lessons to learn in how to create a high trust environment. David noted generally that in the future there could be further emphasis on growing third party work while recognising that this also presents an administrative challenge.

16.6 Kate felt that the NI team had navigated some complex community dynamics for a long time and could share with others how they had approached issues, particularly around frontline risk management. The work on diversity and inclusion had had a different dynamic from the rest of the Fund given the different context the portfolio was operating in and again that experience could be shared.

16.7 In his conclusion, Paul commended Kate for her leadership of the Fund in NI and the respect she has gained from all sections of the community. The Chair reiterated her thanks to both.

 *Elly De Decker, Ruth Bates, Neil Ritch, Cassie Robinson joined the meeting.*

1. **PORTFOLIO QUARTERLY UPDATES**

17.1 The Board received Board(21)P27 providing an update on the England, Scotland, Wales, and UK Portfolios. Elly de Decker, Neil Ritch, Ruth Bates and Cassie Robinson briefly introduced the highlights in their respective portfolios over the last quarter and noted comments and questions.

17.2 In England, it was noted that there was lower demand in the Eastern part of the country, which was managed by the teams to ensure the region had a fair share of funding but further support was being explored to increase demand. John noted that early investment to create capacity was key, particularly where there is structural shortage of demand.

17.3 Neil Ritch explained in Scotland that the team had been working remotely with grantholders in the Highlands. Communities there had strong infrastructure and owned assets and had pivoted to coordinating response during the pandemic providing support to people in an exemplary way.

17.4 Ruth Bates in Wales described the strong focus on the environment where having a unique selling point around climate action had helped engagement with government. Youth mental health and resilience was also an area that had been developed with the launch of a £10m young people programme. The connection was made with HeadStart in England and it was hoped that lessons learnt and research information from the evaluation would be disseminated across the portfolios for the benefit of all.

17.5 Cassie Robinson highlighted the distinctive role of the UK portfolio within the Fund with its remit to ensure that learnings and practice from different contexts across the UK can be adopted elsewhere. The work around innovation and foresight continued in parallel with the responsive funding in the countries.

 *Elly De Decker, Ruth Bates, Neil Ritch, Cassie Robinson left the meeting.*

1. **SAFEGUARDING REPORT**

18.1 Kate presented Board(21)P28, the annual update on the Fund’s actions in relation to its Safeguarding policy and practice as of May 2021. The report set out the progress in terms of building an appropriate and proportionate culture across the Fund. While the report last year highlighted the new safeguarding policy and the establishment of a community of practice, this year the focus was on implementation and ensuring that safeguarding is part of the core grant making skills training for all frontline staff.

18.2 It was noted that there had been a steady flow of reporting, with two cases a month presenting a degree of seriousness, examples were given in the report. Kate stressed that most incidents reported required no action from the Fund other than reporting them and assuring ourselves that proper processes were followed.

18.3 She reminded Board that the safeguarding lead was now the Head of Control Assurance,. This brought a useful perspective to the work and linked it with other aspects of risk management.

18.4 Emma Boggis made an observation relating to being clear on the Fund’s responsibilities and any assumptions externally that the Fund is providing assurance regarding safeguarding. Danielle Walker Palmour reinforced the need for clarity around our responsibilities versus other agencies. She was satisfied that the membership of the Funder Safeguarding Collaborative provided a good mechanism to communicate that message. A deep-dive would be helpful in this complex area. John Mothersole also raised the risk of under-reporting and how this could be approached in the future.

ACTION: Governance

18.5 The Chair thanked Kate and Board members for their contribution.

 *Kate Beggs left the meeting.*

 **19. BOARD FORWARD LOOK**

19.1 The head of governance presented the Forward Look until June 2022. Items raised so far at this meeting would need to be included in the document.

19.2 The Board queried the possibility of in person meetings in the future and meeting with staff and stakeholders, even virtually. The Chair and Interim Chief Executive would review the position in the round.

19.3 It was queried whether Board and Chair appraisals should be included in the Forward Look. Closed sessions were also raised and the Chair reminded the Board that meetings would be observed for the foreseeable future. The ongoing DCMS inquiry was also a consideration when closed sessions.

 *Faiza Khan joined the meeting.*

**20. ENGAGEMENT AND INSIGHT UPDATE**

20.1 Faiza Khan introduced the presentation which was for information. She explained that it was an overview of the Engagement and Insight work at the Fund over the past year and gave a sense of all the parts that had contributed to TNLCF external presence and the knowledge and learning that had been built and shared and had received two national awards. The presentation deep dived into particularly prominent themes such as loneliness and climate action and crucially pointed to ongoing community spirit and profiling this in communities. It presented TNLCF’s role as a distributor in the last year and its key contribution to National Lottery campaigns and keeping the awareness around the brand.

20.2 The Board welcomed the presentation. They reflected on the fact that unprompted brand recognition had put the National Lottery second after Netflix which was an amazing achievement considering that this was 2% a few years ago. The report also helped understanding the breadth of the assets of the Fund.

20.3 The Chair thanked Faiza and her team for all their work.

 *Faiza Khan left the meeting.*

**21. ANY OTHER BUSINESS**

21.1 Kate Still recorded thanks to Sandra McNamee who had stepped down from her interim NI Chair role. Her recognition was echoed by the Chair.

21.2 To a question on the attendance of the Young representative on the Board, the Chair confirmed that she would attend the September meeting. The Board raised that recent Board minutes had not been added to the website; this was due to an issue with PDF format accessibility and would be addressed.

 **ACTION:** Governance

21.3 With regard to privileged legal advice received by the Chair on the appointment of the Chief Executive and the reference made at the March meeting to share the advice, the Chair informed the Board that the report was being reviewed by the Head of Legal and would be available in due course.

21.4 There being no further business, the Chair thanked all for their time and addressed a personal goodbye to Tony on his last meeting. The meeting closed at 13.51.

Minutes agreed

Blondel Cluff CBE, Chair of the National Lottery Community Fund