

**BIG LOTTERY FUND
BOARD**

**MEETING OF THE BIG LOTTERY FUND BOARD HELD ON
MONDAY 25 AND TUESDAY 26 JUNE 2018
AT RADISSON BLU, LEEDS AND SHINE COLLECTIVE, LEEDS**

PRESENT:

Adrian Webb	Wales Chair
Elizabeth Passey	Board Member
Julie Harrison	Northern Ireland Chair
Maureen McGinn	Scotland Chair
Nat Sloane	England Chair
Natalie Campbell	Board Member
Perdita Fraser	Board Member
Peter Ainsworth	Board Chair
Rachael Robathan	Board Member
Tony Burton	Board Vice-Chair

IN ATTENDANCE:

Ian Hughes	Finance Director
James Harcourt	England Grant-making Director
Joe Ferns	UK Knowledge & Portfolio Director
Matthew Green	Technology Director
Ben Harrison	Director of Engagement
Joanne McDowell	Northern Ireland Director
Martin Cawley	Scotland Director
Dawn Austwick	Chief Executive
Neil Harris	People Director
Gemma Bull	England Portfolio Development Director
John Rose	Wales Director
Tom Steinberg	Digital Transformation Lead
Catherine Roberts	Head of Governance (minutes)
Sarah Wainman	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.

2. INTRODUCTORY REMARKS

- 2.1. The Chair opened the meeting and welcomed all. The Board noted that Elizabeth Passey had been appointed by the Secretary of State for the Environment, Food and Rural Affairs to be Chair of the Rural Payments Agency. Adrian Webb also disclosed that he had been appointed chair of the Ministerial Board advising the minister for Economy and Transport in Wales.
- 2.2. Apologies were received from Astrid Bonfield and Natalie Campbell who would not be able to attend the Business meeting on Tuesday 26th.
- 2.3. The minutes of the meeting held on 28 March 2018 (Board(18)M04) were approved as an accurate record. David Isaac would be added to the attendance list.
- 2.4. The action updates at Board(18)P01 were noted by the Board.

3. NAME AND VISUAL IDENTITY P17

- 3.1. The Board received Board(18)P17 and discussed the next steps in developing our visual identity and reviewing our name.
- 3.2. They recommended that any market testing should remain proportionate. The term 'community' or 'communities' in the name would be considered as part of the final review before presentation to the Board in September.

3.3. The Board were content with the paper and agreed with the recommendations.

4. DELIVERING PEOPLE IN THE LEAD P18

- 4.1. The Board noted the report which highlighted the significant progress achieved in delivering our ambition in England. The restructure had been challenging but conducted in a spirit of openness with a concern for transparency. The results were reflected in stable customer satisfaction and internally through positive feedback from the staff survey results.
- 4.2. The Board recognised that some challenges remained including third party and joint funding, embedding new ways of working and creating an homogenous culture across the hubs, particularly with a significant number of new colleagues. They also noted the broader ambition around diversity and inclusion, the balance between responsive and strategic funding going forward and resourcing the increase in smaller grants. The Board were reassured that hub operation was monitored to ensure the right coverage and resources.

5. ESF – BUILDING BETTER OPPORTUNITIES (CONFIDENTIAL ANNEX)

5.1. This information is restricted and can be found at Annex A.

There being no other business, the Strategic Session ended at 1.10pm.

TUESDAY 26 JUNE – BUSINESS MEETING

6. CEO OVERVIEW

6.1. The Board noted Board(18)P20. Dawn confirmed that the Funding Controls Group was in place to manage control around funding innovation, and that an Internal Audit on third party delegation would take place in 2018/19. The Board were reassured by the robust induction process for new staff.

7. STAFF ENGAGEMENT

7.1. Neil Harris provided a summary of the staff engagement survey results at Board(18)P21, and described plans to further develop the Fund's culture. This included optimising internal communications; a new apprentice programme and a talent programme. The Board welcomed the year on year positive trend and the opportunity provided to benchmark results against similar organisations.

7.2. The People Director would drill down into the survey result on perception of inappropriate behaviour and follow up with those teams where the issue was most prevalent. The impact on staff of new ways of working would be monitored.

ACTION: Neil Harris

7.3. The Board members were asked to provide Neil with three words to describe our ambition for organisational culture.

ACTION: all Board

8. PERFORMANCE AND FINANCE

Financial Summary

- 8.1. The Board noted the contents of the financial update in Board(18)P22 and acknowledged the potential impact of World Cup gambling on lottery income for June and July.
- 8.2. The Board welcomed the update that unspent grant monies would be allocated by the end of the year, and that SMT would address this issue just prior to half year in September.

Performance Summary

- 8.3. The Board noted the contents of the Performance Summary at Board(18)P23. Ian Hughes provided assurance that the performance ambition in the new corporate plan (2018/19) was sufficiently demanding.

Update of Grant Award Budgets and Payment Forecasts

- 8.4. Board(18)P24 provided the Board with the re-phased income for this financial year. Board noted the paper and the necessary planning relating to the 2019/20 predicted budget.

9. AUDIT AND RISK COMMITTEE (ARC)

Minutes of ARC Meeting held 13 June 2018

- 9.1. Board(18)P25 was noted by the Board.

ARC Annual Report to Board

- 9.2. The Board welcomed Board(18)P26 and the Audit and Risk Committee's findings that the Fund has an effective framework of governance, risk management and control in place. The only red risk was BBO and would remain as such due to the ongoing probability of clawback, despite mitigating actions.
- 9.3. The Board thanked the Audit and Risk Committee for their work and approved the report.

Annual Report and Accounts

- 9.4. The Annual Report and Accounts were presented at Board(18)P27, having previously been presented to Audit and Risk Committee in June. The greater focus on dormant accounts was due to the scale of the new scheme, and the Board noted a new disclosure requirement regarding union activity.
- 9.5. Any anomalies to conflicts of interest, expenses and meeting attendance highlighted by the Board would be corrected ahead of publication. The Board noted the content.
Action: Governance/Ian Hughes

Expenses

- 9.6. Expenses presented at Board(18)P28 were noted and would be published on the Fund's website at the end of July. Amendments were suggested which were subsequently addressed.

10. SAFEGUARDING REPORT

- 10.1. The Board noted the updated Safeguarding Report presented at Board(18)P29.

11. REMUNERATION COMMITTEE TERMS OF REFERENCE

- 11.1. The Board reviewed the Terms of Reference including a more pro-active approach to Board succession planning. The Terms of Reference at Board(18)P30 would be amended, including a change of name to Remuneration and Appointments Committee as agreed by the Board in June, which would be signed off by the Chair and CEO.

Action: Governance

12. FORWARD LOOK

- 12.1. The new September location within England would be confirmed to the Board in due course.

Action: Governance

13. PORTFOLIO UPDATES

- 13.1. Portfolio updates at Board(18)P32 were noted.

14. ANY OTHER BUSINESS

- 14.1. There was none.

The meeting closed at 14.00

Minutes agreed _____ Date _____

Peter Ainsworth, Chair