

Prepared by: *Paul Hunt*

Date: *1st May 2020*

Agenda no: 9

Purpose of the paper

For Information

Background and context

Not applicable.

Where are we now?

Not applicable.

What are the key issues?

1. **1:1s.** Paul Hunt took over from Jen Fagan as chair of trustees in April 2019. As part of settling into his new role, he conducted 1:1s with all trustees. This proved useful as part of the handover, and worth repeating, to support further progress as a board, support individual trustees in their ongoing role as trustee, provide guidance to Paul on next steps for board development, identify issues that need further consideration and anything else, as individual trustees see fit!
2. **Gem Edkins.** It was agreed at board, 25th February, that whilst the current board's competency, commitment, and range of skills is considered to be strong, the board needs, during 2020/21, enhancement through greater diversity and to promote succession planning. Paul reported on 3rd April that he felt that one person with an expressed interest in becoming a trustee, had exhibited particular potential with regard to succession planning. It was agreed that Paul and another trustee should interview the interested candidate. Recruitment with regard to diversity needed to wait until this would be easier than during lockdown. Paul and Jen interviewed Gem(ma) Edkins on 22nd April and, following references, decided to appoint Gem. Jonny has been asked to progress notification to the Charity Commission and Companies House. Kate Hallitt has kindly agreed to act as mentor for Gem. This will be the first new trustee since the Carla Harrison led a review of material that should be made available for new trustees during induction, and will provide an opportunity to test and refine our induction process and material.
3. **MR and DS Programme.** Paul chaired a very positive workshop, for making progress in parallel on the diversity strategy, and membership review, on 9th March. This was attended by Jonathan Stephens, Martin Roberts, Jonny and Peter Boyle. Martin took some actions from the workshop which made his resignation, a few days later, surprising. Martin has since responded positively, in principle, to a call to discuss his resignation, including to be assured that Martin is well. Martin wants to set the date for this, when he has more time at present. Martin has reiterated that he will further

HM's course with Lloyds. Paul has asked Gem Edkins to take over the membership review work from Martin: Gem is keen to take this on. Paul is proposing to formalise the membership review and diversity strategy into a programme, with programme board, in order to ensure delivery to board requirements. Proposed membership: Paul, Jonny, Peter, Jonathan S, Gem.

4. **Risk Register and Action Log.** The risk register and action log need review following the recent reprioritisation of activity as a consequence of the coronavirus pandemic.

What is asked of trustees?

1. **1:1s.** Trustee availability for 1:1 with Paul, by phone or by zoom. All to review action log.
2. **Gem Edkins.** Kate Hallitt to meet with Gem Edkins early in induction. Paul to confirm induction arrangements with Gem. Gem's first board meeting to be the next meeting after 1st May.
3. **MR and DS Programme.** Paul to meet with Martin Roberts, subject to Martin's availability. Paul to establish membership review and diversity strategy programme board. Paul to induct Gem into the membership review work.
4. **Risk Register and Action Log.** All to review risk register and action log.

Finance

There are no financial implications as a consequence of this paper.

Trustee and/or staff time.

Recommendation

The board is asked to note the appointment of Gem Edkins.

The board is asked to note and agree the actions identified for all/individual trustees in "What is asked of trustees" above.

The board is asked to agree the migration of the membership review and diversity strategy into a formal programme overseen by a programme board.