



MEETING TITLE	Minutes of the 7 <sup>th</sup> English Heritage Trust Board Meeting
DATE	Wednesday 27 April 2016 at 9.30am <b>SUMMARY</b>
LOCATION	Regional Office, 37 Tanner Row, York
ATTENDEES	Sir Tim Laurence – Chairman Alex Balfour – Trustee Vicky Barnsley – Trustee Anna Eavis – Curatorial Director Charles Gurassa – Trustee Sukie Hemming – Trustee Professor Ronald Hutton – Trustee Shirley Jackson – Commercial Director Kate James-Weed – Trustee Linda Kilroy – Estates Director Kathryn Lanning – Governance Officer Sir Laurie Magnus – Trustee Kate Mavor – Chief Executive Ian McCaig – Trustee Luke Purser – Development Director Malcolm Reading – Trustee Tracey Reed – Historic Properties Director Sarah Staniforth – Trustee Mark Stuart-Smith – Resources Director James Twining – Trustee Luke Whitcomb – Marketing Director
OBSERVERS	Rebecca Wood – PA to Chairman and Chief Executive
APOLOGIES	None

### **Item 1 – Announcements and Declarations of Interest**

- 1.1 There were no announcements or declarations of interest.

### **Item 2 – Minutes of the English Heritage Trust Board meeting held on 2 February 2016**

- 2.1 The minutes of the last meeting, held on 2 February 2016, were agreed as a correct record to be signed by the Chairman.

### **Item 3 – Matters Arising and Action Points Table**

- 3.1 The Board noted completed items and progress including the following:
- Trustee Self-Assessment
- 3.2 A self-assessment questionnaire had been circulated to Trustees for completion by 1 May.

### **Item 4 – Chief Executive’s Quarterly Strategic Report**

- 4.1 Trustees were pleased to note that English Heritage’s first year had ended well with record visitor numbers, projects delivered, membership targets exceeded and income, fundraising and surplus all ahead of budget. Increased activities and Christmas opening had helped to mitigate the impact of a number of issues such as poor weather, Operation Stack and unforeseen costs. A good governance structure had been established and the shared services agreement was operating well.
- 4.2 **The Board noted:**
- a) **the Chief Executive’s strategic overview;**
  - b) **the Finance Report for April-March 2015/16;**
  - c) **the Corporate Risk Register and agreed that the top ten risks should be reviewed at each Board meeting, with an annual review of the full register; and**
  - d) **the Safety and Risk Annual Report.**

### **Item 5 – Annual Budget 2016/17 and Three Year Strategic Plan**

- 5.1 Trustees noted that, since they last saw the 2016/17 Budget at the February Board meeting, the bottom line had improved but the budget remained very challenging. Following Trustees’ comments in February, there would be additional investment in

membership recruitment. Increased membership, fundraising and delivery of the capital investment and conservation maintenance programmes were crucial to the success of the Strategic Plan. Trustees felt that the Strategic Plan was challenging but achievable and congratulated the Senior Management Team for the work involved in developing it.

## **5.2 The Board:**

- a) **noted changes to the 2016/17 budget since it was presented to the Board on 2 February 2016 and approved the final version; and**
- b) **noted the Strategic Plan for the three-year period 2016/17 – 2018/19 and approved the final version.**

## **Item 6 – Insurances 2016/17**

6.1 Trustees considered a report on insurances taken out for 2016/17 following a review in October 2015.

## **6.2 The Board:**

- a) **noted the report on insurances for 2016/17; and**
- b) **agreed that further consideration be given to taking out insurance for employer’s liability and to insurance for collections not on loan.**

## **Item 7 – Business Continuity Status Update**

7.1 Trustees received an update on progress with business continuity planning.

## **7.2 The Board:**

- a) **noted the approach to business continuity;**
- b) **noted progress to date on developing and implementing plans;**
- c) **requested clarification of Trustees’ role in major incidents; and**
- d) **asked to be involved in the next major exercise.**

## **Item 8 – Case for Support**

8.1 The Board received a presentation on a proposed Case for Support which outlined fundraising priorities and explained why donations were needed. It set out key messages and was intended to be used as a tool for Trustees, staff and volunteers when engaging with potential donors.

**8.3 The Board noted that the Case for Support would be emailed to Trustees for further comment.**

**Item 9 – Properties Acquisition**

9.1 The Board considered a report setting out the constraints surrounding the acquisition and disposal of properties by the Charity and inviting Trustees to start thinking about how best to develop an acquisitions policy which will support the Strategic Plan. Under the terms of the Property and Operating Licence, the Charity cannot acquire the freehold of historic properties in its own right but it may ask Historic England to acquire property to assist the operation of historic properties already within the National Heritage Collection, or additional historic properties that meet the Acquisition Guidelines as set out in the Property and Operating Licence (schedule 16). Historic England may also require the Charity to manage additional historic properties provided this complies with the Acquisition Guidelines and other criteria relating, for example, to the condition of the property and the likely operating deficit.

**9.2 The Board noted:**

- a) **the terms of the Property and Operating Licence in relation to acquisitions and disposals;**
- b) **the acquisitions and disposals criteria and agreed to discuss these further, together with the development of a more proactive Acquisitions Policy at the Board away day on 13 September 2016.**

**Item 10 – Chief Executive’s Operational Report**

10.1 Staff were congratulated on the significant media coverage outlined in the report and it was suggested that thought should be given to the development of a Communications Strategy for engagement with the media and influential journalists.

**10.2 The Board:**

- a) **noted the Chief Executive’s Operational Report; and**
- b) **agreed that, for the time being, the staff survey should be carried out annually.**

**Item 11 – Summary of Resolutions made by the Board**

**11.1 The Board noted resolutions made during 2015/16.**

**Item 12 – Committee Minutes**

**12.1 The Board noted the minutes of the following Committee meetings:**

- **Historic Estates Conservation Committee: 11 February 2016**
- **Blue Plaques Panel: 17 February 2016**
- **Audit and Risk Committee: 17 March 2016**

### **Item 13 – Any other business**

#### **Death in Service Scheme bank account**

##### **13.1 The Board noted that:**

- a) **it was a legal requirement of the Charity's death in service scheme that a separate bank account be opened solely for the purpose of receiving money from the scheme's insurer before it is paid to a beneficiary; and**
- b) **the Chairman and another Trustee would sign the relevant paperwork.**

#### **Declarations of Interest Register**

##### **13.2 The Board agreed that reference should be made on the website to the register of Trustees' interests being available on request.**

#### **Forthcoming events**

##### **13.3 Trustees agreed that they would like to receive a monthly summary of the next 12 month's key events such as capital project launches and blue plaque unveilings.**

**The next Trust Board meeting will be held on Monday 20 June at 2pm in Waterhouse Square, London**