



ENGLISH  
HERITAGE

# MINUTES

MEETING TITLE	Public Minutes of the 30th English Heritage Trust Board Meeting	
DATE	Wednesday 9 March 2022	
LOCATION	English Heritage Offices, 100 Wood Street, London	
PRESENT	Sir Tim Laurence – Chairman Sarah Staniforth – Deputy Chair James Twining – Deputy Chair Victoria Barnsley – Trustee Kay Boycott – Trustee Liz Bromley – Trustee Tanvi Gokhale – Trustee (by Zoom) <sup>1</sup>	Charles Gurassa – Trustee (by Zoom) Professor Ronald Hutton – Trustee Sir Laurie Magnus – Trustee Ian McCaig – Trustee Kunle Olulode – Trustee Sue Wilkinson – Trustee
ATTENDING	Kate Mavor – Chief Executive Louise Dando – Interim Marketing Director Anna Eavis – Curatorial Director Sue Fisher – Development Director (by Zoom)	Kate Logan – Historic Properties Director Mark Stuart-Smith – Chief Financial Officer Rob Woodside – Estates Director Judeth Neville – Head of Governance (minutes)
APOLOGIES	Francis Runacres – Arts Council England (ACE) Observer	

## 1. Apologies, Announcements and Declarations of Interest

- 1.1. There were apologies for absence from Francis Runacres, ACE observer.
- 1.2. **The Chairman** noted the recent extensive English Heritage media coverage. On behalf of the Board he expressed congratulations to SMT and passed a vote of thanks to Head of Public Relations, Michael Murray-Fennell.
- 1.3. There were no new declarations of interest.

## 2. Minutes of the last Board meeting

- 2.1. The minutes of the Board meeting held on 14 December 2021 were agreed and signed as a correct record.

<sup>1</sup> Items 1-8

### **3. Matters Arising and Action Tracker**

The Board **NOTED** the **Matters Arising and Action Tracker**.

### **4. Property Licence and Operating Agreement (PLOA) and Shared Service Agreement (SSA)**

- 4.1 The Chief Executive outlined the background to the draft Deed of Variation to the PLOA and presented its key provisions.
- 4.2 The CFO outlined progress on negotiations over a revised SSA.

**The Board:**

- **NOTED** progress on the **PLOA** and the **SSA**; and
- **AGREED** in principle an extension of the **PLOA** term to **31 March 2025** on the terms set out in draft **Deed of Variation** and to the terms of the **SSA**, subject to a further meeting to be held between the **Chairman, Chair of the Audit and Risk Committee, CEO, CFO** and the **Chair, CEO and Director of Corporate Services of HE** towards the end of **March** to finalise details.

### **5. Strategic Plan 2022-25**

Subject to feedback in the meeting, the Board **APPROVED** the narrative and key performance indicators for the **Strategic Plan**.

### **6. Budget 2022/23 and Financial Trajectory**

Subject to feedback in the meeting, the Board **APPROVED** the proposed budget for **2022/23** and **NOTED** the financial projections.

### **7. Not for publication**

### **8. Chief Executive's Strategic Overview**

The Board **NOTED** the **Overview** and appendices, including the health and safety year to date report.

### **9. Chief Financial Officer Reports: Finance Report and Corporate Risk Register**

- 9.1. **The Board** noted that the **Corporate Risk Register** includes additional narrative around the risks of the war in **Ukraine**. These will be assessed in more detail in the iteration for the **June ARC** and **Board meetings**.
- 9.2. **The Board NOTED** the **CFO Reports**.

### **10. Capital Projects: CIP Programme - 2022-25**

**The Board:**

- 10.1.1. **NOTED** the summary of major projects launching in **2022** and **2023**;
- 10.1.2. **APPROVED** the next **3 years** of the **Capital Investment Programme**;
- 10.1.3. **APPROVED** a change in the scope, programme and cost of **Stonehenge Master Plan Phase I**;
- 10.1.4. **APPROVED** a change in the scope, programme and cost of the **Dover Master Plan Phase I**;
- 10.1.5. **APPROVED** 'The **Living Barracks**' project at **Berwick Barracks**; and
- 10.1.6. **NOTED** the pipeline of future projects launching beyond **2025**.

**11. Small and Free Sites Enhancement Programme (SFSEP) 2022-23**

The Board **NOTED** the SFSEP for 22-23.

**12. Conservation Maintenance Programme (CMP) 2022-23**

The Board **APPROVED** the CMP for 22-23.

**13. Any other business**

13.1. The Board discussed the consent papers and **APPROVED**:

- 13.1.1. the Modern Slavery Transparency Statement 2022-23 and that the Chairman should have delegated authority to sign the Statement on behalf of the Board of Trustees;
- 13.1.2. the reappointment of PwC as internal auditors for 2022-23 (on recommendation of the Audit and Risk Committee -ARC); and
- 13.1.3. the revised Board Scheme of Delegations and SMT Levels of Authority (on recommendation of ARC).

The meeting finished at 14:00.

**Information Papers**

- Insurance Review
- Committee Minutes:
  - ARC 8 February (Chair-approved)
  - BPP 9 February (Chair-approved)
  - RAAC 22 February (Chair-approved)
- Chief Executive's Quarterly Operational Report

**Next meeting**

The next Board meeting would be held on 21 June 2022 at English Heritage's Wood Street, London office.

Minutes: Judeth Neville, 8 March 2022