



MEETING TITLE	Minutes of the 8 th English Heritage Trust Board Meeting SUMMARY
DATE	Monday 20 June at 2pm
LOCATION	1 Waterhouse Square, London EC1
ATTENDEES	Sir Tim Laurence – Chairman Alex Balfour – Trustee Vicky Barnsley – Trustee 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 Sarah Staniforth – Trustee Mark Stuart-Smith – Resources Director James Twining – Trustee (for items 1-5) Luke Whitcomb – Marketing Director
APOLOGIES	Anna Eavis – Curatorial Director Tracey Reed – Historic Properties Director

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 27 April 2016

- 2.1 **The minutes of the last meeting, held on 27 April 2016, were agreed as a correct record and signed by the Chairman.**

Item 3 – Matters Arising and Action Points Table

- 3.1 The Board noted completed items and progress including the following:

Strategic Plan – EH repair criteria

A workshop would be held on 23 June to discuss conservation repair criteria with Historic England and internal stakeholders prior to consultation with the wider sector.

Insurances

Employer's liability and contents insurance were in the process of being finalised.

Communications Strategy

Trustees discussed the importance of high level editorial coverage for English Heritage as an organisation in addition to coverage of specific sites and events.

Item 4 – Chief Executive's Quarterly Strategic Report

- 4.1 Trustees noted that, although March had been a very good month, with visitor numbers exceeding budget, there had been a slow start to the new financial year. This had been caused by a number of factors, including poor weather over the May Bank holidays. Staff were exploring initiatives to drive footfall and income, as well as to identify efficiency saving.

4.2 **The Board noted:**

- a) **the Chief Executive's strategic overview and the Strategic Performance Dashboard attached to it;**
- b) **the Finance Report for April-May 2016;**
- c) **the current status of the top ten risks on the Corporate Risk Register; and**
- d) **the Safety and Risk Interim Report for April-May 2016.**

Item 5 – 2015/16 Annual Report and Accounts

5.1 Trustees were pleased to note that the Annual Report and Accounts reflected a very good first year for English Heritage and demonstrated that it was operating well and meeting its charitable purposes. The National Audit Office intended to give an unqualified audit opinion on a going concern basis. The Audit and Risk Committee had reviewed the Annual Report and Accounts twice and two Committee members had taken part in a clearance meeting with the auditors. A report from the Chairman of the Audit and Risk Committee outlined the work carried out by the Committee during the year and confirmed its recommendation that the Board should approve the Annual Report and Accounts.

5.2 The Board:

- a) **noted the NAO audit completion report for 2015/16;**
- b) **noted the Audit and Risk Committee Annual Report to the Board;**
- c) **approved the Annual Report and Accounts subject to minor amendments being made;**
- d) **authorised the Chairman to sign the Accounts;**
- e) **approved the Letter of Representation to the auditors and authorised the Chief Executive to sign the Letter; and**
- f) **thanked all staff involved in producing the document.**

Item 6 – not for publication

Item 7 – Health and Safety Policy

7.1 The Board noted that the Health and Safety Policy had been approved by the Audit and Risk Committee at its meeting on 9 June, subject to some minor amendments. The policy had also been endorsed by York City Council as primary authority.

7.2 The Board:

- a) **approved the Health and Safety Policy subject to:**
 - i) **further redrafting to improve the tone of the document;**
 - ii) **the inclusion in the list of responsibilities of the need for the Board to review the Health and Safety policy; and**
- b) **noted that a final version would be circulated for information.**

Item 8 – Development Strategy

8.1 Trustees were given a presentation on the Development Department's key achievements to date and priorities and focus for the next three years, as set out in the Development Strategy.

8.2 The Board:

- a) **welcomed and approved the Development Strategy for 2016-19;**
- b) **asked to see the milestones for delivering the Strategy;**
- c) **asked staff to consider how Trustees could best help in delivering the Strategy; and**
- d) **asked for a future report on compliance with fundraising legislation.**

Item 9 – Chief Executive's Operational Report

9.1 **The Board noted the Chief Executive's Operational Report.**

Item 10 – Scheme of Delegations: annual review

10.1 Trustees considered some proposed amendments to the Scheme of Delegations as part of its annual review.

10.2 **The Board approved the proposed amendments to the Scheme of Delegations and requested a small number of further amendments.**

Item 11 – Committees

11.1 **The Board noted the minutes of the following meetings:**

- **Remuneration and Appointments Committee: 10 May 2016**
- **Audit and Risk Committee: 11 May 2016**
- **Blue Plaques Panel: 8 June 2016**

11.2 **The Board approved the delegation of responsibility in relation to pension provision and appointments to the Remuneration and Appointments and agreed that the Committee's terms of reference should be amended accordingly.**

Item 12 – Any other Business

12.1 There was no other business.

The next Trust Board meeting will be held in the East of England on Tuesday 8 November 2016 at 2pm.