



MEETING TITLE	Public Minutes of the 22 nd English Heritage Trust Board Meeting
DATE	Wednesday 11 March 2020
LOCATION	100 Wood Street, London EC2V 7AN
ATTENDEES	Sir Tim Laurence – Chairman James Twining – Deputy Chairman Alex Balfour – Trustee (item 12 only) Victoria Barnsley – Trustee Richard Bonner – Historic Properties Director Anna Eavis – Curatorial Director Charles Gurassa – Trustee Professor Ronald Hutton – Trustee Kate Mavor – Chief Executive Sir Laurie Magnus - Trustee Ian McCaig – Trustee Kunle Olulode – Trustee Luke Purser – Development Director Sarah Staniforth – Trustee Mark Stuart-Smith – Chief Financial Officer Luke Whitcomb – Marketing Director Rob Woodside – Estates Director Kathryn Lanning – Governance Officer (minutes)
ALSO PRESENT	Sue Wilkinson – HE Commissioner (observing) Tracey Reed – Property Development Director (for item 9) Tonia Williams – Head of Technology Services (for item 12) Eloise England – Governance Assistant (observing)

Item 1 – Apologies, Announcements and Declarations of Interest

1.1 Apologies for absence were noted. There were no new declarations of interest.

Item 2 – Minutes of the last EHT Board meeting: 5 December 2019

2.1 The minutes of the last meeting were agreed as a correct record.

Item 3 – Matters Arising and Action Tracker

- 3.1 The Board noted completed items on the Action Tracker and matters arising from the last meeting. Prior to the meeting a group of Trustees had received a comprehensive briefing from staff on the development of phase I of the Dover Castle Masterplan.

Item 4 – Chief Executive’s Strategic Overview

The Board noted the Chief Executive’s Strategic Overview.

Item 5 – Finance Report

The Board noted the Finance Report.

Item 6 – Corporate Risk Register

The Board noted the top rated risks on the Corporate Risk Register.

Item 7 – Health and Safety Report

The Board noted progress with Safety and Risk Management.

Item 8 - Annual Budget 2020/21

- 8.1 The Board considered a business plan for 2020/21 designed to support delivery of the second year of the four-year Strategic Plan, *Securing our Future*, against the four pillars: Inspiration, Conservation and Stewardship, Involvement, and Financial Sustainability.

The Board:

- a) **Agreed that Trustees could not approve the draft budget for 2020/21 in its current form since it was impossible to know what impact the Coronavirus pandemic would have on the business over the coming year;**
- b) **Agreed that the draft budget should be viewed as a working document which would have to be adapted in response to the changing external environment;**
- c) **Requested cash flow forecasts for 2020/21 showing how the organisation would survive against a range of scenarios;**
- d) **Agreed that proposed price increases were appropriate;**
- e) **Asked staff to take measures to rein in expenditure and to avoid recruiting new staff where possible;**
- f) **Agreed that, as the next formal Board meeting was not until 16 June, interim meetings should be scheduled for April and May.**

Item 9 - Capital Investment Programme update

- 9.1 Trustees considered a report on progress with the Capital Investment Programme (CIP). Projects at Witley Court, Warkworth Castle and Tintagel Castle were being developed for launch in 2023.

The Board:

- a) **Approved the CIP projects being developed for launch in 2023;**
- b) **Noted changes to CIP projects launching in 2020, 2021 and 2022; and**
- c) **Noted the resulting list of proposed CIP projects up to 2025.**

Item 10 - Conservation Maintenance Programme 2020/21

The Board approved the Conservation Maintenance Programme for 2020/21.

Item 11 - Climate Change and Sustainability

- 11.1 Trustees considered an update on the organisation's approach to climate change and sustainability. Since the Board last discussed this topic in October, progress had been made in various areas, notably the transition to a green energy tariff and removal of all single-use plastic from EH shops and catering outlets. Significant measures had been taken to address rapid coastal erosion and storm damage at Hurst Castle.

The Board noted the update on Climate Change and Sustainability.

Item 12 - IT Strategy

- 12.1 Trustees discussed a report on the IT Strategy and progress to date which included: consideration of the direction of travel over the next four years to support delivery of the Strategic Plan; and IT transformation to ensure EH has the right skills and people in place to facilitate delivery and ongoing operation of the strategy.

The Board:

- a) **noted the IT Strategy update;**
- b) **acknowledged the complexities of CRM systems and the difficulties in delivering one successfully; and**
- c) **asked that future updates should include information on project planning, timing, costs and benchmarking.**

Item 13 – Committee minutes

The Board noted minutes of the following Committee meetings:

- a) **Blue Plaques Panel: 12 February 2020**
- b) **Audit and Risk Committee: 13 February 2020**

Item 14 – Any other business

14.1 There was no other business.

Next meeting

The next full Board meeting would be held at 10am on Tuesday 16 June 2020 at 100 Wood Street. Interim meetings would be held as necessary.

Kathryn Lanning
Governance Officer
March 2020