

Minutes of Board of Trustees Meeting
30 July 2016 11.00 - 15.40 at 39 Moreland Street, London EC1V 8BB

Present: Tamar Ghosh (TG, Chair), Michelle Beckett (MB), Tom Copley (TC), Blaise Egan (BE), Guy Otten (GO), David Pollock (DP), Jeremy Rodell (JR), Alom Shaha (AS), Imtiaz Shams (ISh).

In attendance: Andrew Copson (AC, Chief Executive and Company Secretary), Ian Khouv (IK, minutes), Inna Stiagliuk (IS, observer), Luke Donnellan (LD, for item 19/16).

Item		Action
15/16/1	Apologies for absence were received from John Adams (JA), Ewan Main (EM), Naomi Phillips (NP), Patricia Rogers (PR), and Amy Walden (AW).	
15/16/2	Guy Otten declared his interest in the role as a celebrant in relation to Board discussion of the ceremonies network	
15/16/3	The Board welcomed new trustees Imtiaz Shams (present) and Ewan Main (absent). <u>Elections, co-options and appointments</u>	
15/16/4	The Board elected Tamar Ghosh as Chair.	
15/16/5	The Board elected Patricia Rogers as Vice Chair.	
15/16/6	The Board elected John Adams as Honorary Treasurer.	
15/16/7	The Board noted the departure from the Board of Adam Rutherford and thanked him for his contribution, noting he remains a patron of the BHA.	
15/16/8	The Board noted there is one vacancy for an appointed trustee, which the Board resolved to leave vacant at this time.	
15/16/9	The Board reappointed Pavan Dhaliwal, Patricia Rogers, and David Pollock as BHA representatives to the International Humanist and Ethical Union (IHEU) and the Board noted that Andrew Copson (Chief Executive of the BHA) is also a director and President of IHEU.	
15/16/10	The Board reappointed Andrew Copson as BHA representative to the European Humanist Federation (EHF) and the Board noted that Pavan Dhaliwal (Director of Public Affairs and Policy of the BHA) is also a director and Vice President of the EHF.	
15/16/11	The Board appointed Luke Donnellan, Lisa O'Connor, and Alan Brine as BHA representatives to the Religious Education Council of England and Wales.	

15/16/12	The Board appointed Luke Dabin, Cloe Ansari, and Aliyah Saleem to the AHS Board for terms of one, two, and three year terms to be determined by lot. The Board resolved to delegate these appointments to the Chief Executive in future.	
15/16/13	The Board appointed Blaise Egan to act as ultimate arbiter as outlined in the complaints procedure in the trustee handbook (section five). The Board agreed to review the complaints procedure since it has been five years since it was last looked at.	AC/IK
15/16/14	The Board approved the minutes of the May 2016 Board of Trustees meeting. The Board also approved the minutes of the meetings conducted via email in June and July 2016.	
15/16/15	<p>The following matters were raised in relation to the minutes of the May 2016 Board of Trustees meeting:</p> <ul style="list-style-type: none"> ● 07/16/4 - It was agreed that full unedited management reports will be available for the Trustees to access from the intranet. ● 08/16/2 - It was agreed that the management report is to be changed for 2017 following further discussion at the Away Days looking at the information trustees are to receive and the level and quantity of information. ● 08/16/6 - This item is on the agenda for this meeting with a paper discussing funeral ceremony numbers. ● 08/16/7 - AC provided the Board with an update following a meeting with the Chair of Birmingham Humanists. AC confirms that the relationship between the BHA and Birmingham Humanists is fine. Ian Scott (Events Manager) is working with them because we are taking on the Blackham Lecture as part of our annual lectures programme, tentatively scheduled for March 2017. ● 08/16/12 - AC updated the Board following a meeting with PD. The management report is now more indicative of public affairs work other than education. ● 08/16/15 - AC noted Humani's vote against integration with the BHA. AC updated the Board with information that the Northern Ireland Humanists Committee Board is in place and the NI Action Plan is due for approval imminently. AC summarised the reporting structure and job descriptions for both Northern Ireland and Wales Development Officers following a question from TC. In response to AC emphasised that they are operational structures rather than governance structures. ● 08/16/22 - TG noted that the policy looking at Private Sector Engagement is not an immediate action but mentioned that the policy should be in alignment with the work of the <i>Humanists in Business</i> network, and should incorporate fundraising, procurement, investments and partnerships all in one policy. TG 	<p>IK</p> <p>AC/TG</p> <p>TG/JR/</p>

	<p>will provide examples of simple policies from other organisations to the whole Board and JR and MB will work with TG on the draft policy for the BHA.</p> <ul style="list-style-type: none"> ● 09/16/4 - AC clarified that the auditors were indeed aware of the data protection agreement breach and that it did not need to be included. ● 09/16/9 - CM has updated the appropriate proforma to ensure that the differences between accounts will be in table form as requested by the Board. ● 10/16/1 - The updated <i>Trustee Handbook</i> is to be made available for download from the intranet. ● 10/16/4 - The ACE will implement a new procedure for the annual review of the risk register as agreed by the Board. 	<p>MB</p> <p>IK</p> <p>IK</p>
16/16	<u>Management (AC)</u>	
16/16/1	The Board received the 2016Q2 management report.	
16/16/2	The Board noted the success of both the Annual Conference and <i>Understanding Humanism</i> .	
16/16/3	AC expressed general concerns around Ceremonies with the belief that these problems are inherent in a celebrant network. The network will be discussed at the Ceremonies Board meeting next week with further open discussion on the structure of the network expected at a future away day.	
16/16/4	AC reported continued growth in social media with the focus now shifting to the <i>quality</i> of the growth. AC expressed mild concerns about the types of people we are attracting on these outlets highlighting examples of deleted comments and closed down conversations. AS asked for elaboration on this and AC explained that it is mainly abuse to other people or offensive language. GO suggests that it is the zeitgeist. DP asked what work is currently involved in this. AC explained the difficulties in staying on top of this problem and outlines that a number of people have the ability to monitor/enforce but tends to be quite tedious for Liam Whitton (Communications Manager). IS suggested using <i>red lines</i> and enforcing <i>ban hammers</i> in order to create barriers of entry to trolls. IS to advise Liam on possible options. TG noted that users have the ability to flag inappropriate content to the website administrator on the <i>Longitude Prize</i> website, so it is quick to identify problems. BE suggested using automated tools and <i>sentiment analysis</i> .	
16/16/5	TC asked about the new Education Secretary Justine Greening. AC remarked that the bad news is that Nick Gibb remains in place and that there are problems in terms of opposition to humanism on the curriculum. AC noted that there will be discussion around the new	

16/16/6	government at the Away Day in September.	AC
16/16/7	The Board noted the shift away from direct lobbying and towards legal action/litigation. AC outlined a few upcoming cases.	
16/16/8	AC reports that many areas are being reviewed with Operations being looked at next year. All pilots and projects are going well with conclusions to be with us by the end of 2016. Problems with Ceremonies Training administration following complaints from trainees have been resolved and is now running smoothly.	
16/16/9	TC observed that the LGBT Humanists committee is not representative of their membership. AC agreed that it is a long-standing problem which needs addressing.	
16/16/10	The Board noted the formation of the Community Services team commented that its function is going well with areas of work in common coming to the surface.	
16/16/11	AC updated the Board with the progress around the creation/development of the post-graduate qualification. The New School of Psychotherapy and Counselling (Middlesex University) have gone a bit rogue on the plan and the Professor who runs the course has her own fixed ideas. Options elsewhere may have to be considered.	
16/16/12	AC updated the Board on the departure of Jessica Layfield (Office and Administration Manager) noting her lynchpin role and irreplaceability. Recruitment will begin shortly.	
16/16/13	DP asked about Blakeley Nixon (Groups and Sections Coordinator) and the arrangements following his departure. AC explained that TP will be discussing this at GRAM but notes that, in the short term, there is not much that needs replacing.	
16/16/14	The Board received the 2016Q2 and YTD accounts.	
16/16/15	JA provided a note to express that he was happy with the reports. AC confirmed that the accounts were straightforward and roughly where we expected to be. The accounts show that we will meet a substantial deficit as planned.	
16/16/16	The Board received a report on funeral ceremonies from TP to explain the drop in figures in 2016Q1.	
16/16/17	AC emphasised the conclusion that this shows a real long term decline in our share of the market. This will inform our possible revised approach about how the network will be managed.	

16/16/18	AC explained that, in his experience over ten years, this problem cannot be resolved without dealing with the inherent problems in the structure of the network. Further interim considerations include accrediting externally, recruitment reviews, and levy abolition.	
16/16/19	DP asked about how civil ceremonies work in comparison. AC explained that humanist ceremonies are currently very different. Civil celebrants are not franchisees and operate under a professional membership policy.	
16/16/20	TG clarified that this is a review of the <i>business</i> model. TG asked about other areas of attrition for celebrants leaving. AC replied that TP is conducting exit interviews for network leavers and explains that the trend shows that there is a constant throughput of celebrants in and then out.	
16/16/21	The Board agreed that the structure of the celebrant network would be looked at in any and perhaps all of: the September and December Away Days and the November meeting.	
16/16/22	The Board received a summary of feedback from BHA delegates of the IHEU, EHF, and IHEYO 2016 General Assemblies in Malta. Full report to be uploaded to intranet for trustee access.	
16/16/23	The Board discussed the possibility of twinning the BHA with the Humanist Association of Ghana.	AC
16/16/24	The Board agreed that management should set up a working group to look into the options of twinning with a humanist association in Africa. PR and IS are to be members of this group and report back to the Board for the November meeting.	
	The Board discussed an item (14/16/2) relating to legal action against Birmingham City Council on RE. JR expressed concerns which were allayed after discussion with the public affairs team. JR requested a checkpoint before we start spending money. AC noted that this checkpoint is in place at a management level and explained that we would never rush into legal action. AC will report back to the Board at the next Board Meeting with an update.	AC
17/16	<u>Governance (TG)</u>	
17/16/1	<p>The Board discussed the AGM which took place on 9 July 2016 and made the following observations:</p> <ul style="list-style-type: none"> • The Board agreed that the staff panel worked well. • DP suggested that some presentations were less professional and well-prepared than others. 	

17/16/2	<ul style="list-style-type: none"> Attendance appeared to be down (111 marked as attended) and there were suggestions to make the AGM appear more glamorous. It should primarily be advertised as a speaker and a review of the year with the AGM secondary. BE expressed disappointment that the Choir was unavailable. DP noted that the slide show which had been a feature of previous years was not provided and that he thought should be in future. <p>The Board were asked to send any amendments to the AGM minutes to the ACE.</p>	BOT IK
17/16/3	The Board discussed skills gaps in the Board identified following trustees' completion of the skills audit.	
17/16/4	The Board noted gaps in Fundraising, Communications, Public Relations, and Marketing.	
17/16/5	PR suggested that Clive Aruede or Lola Tinubu be appointed to make the Board more ethnically diverse but this was not put forward with a skills gap in mind.	
17/16/6	The Board suggested that there was no pressure to fill. DP suggested waiting on the outcome from major donor discussions and TC suggested waiting until the new Board settles. Both DP and TC suggested someone who is useful in fundraising.	
17/16/7	TG and AC also discussed training the current Board in any lacking areas with PR offering to collate any training needs for trustee duty. Any general training needs can be passed on to the ACE.	IK
17/16/8	The Board agreed to leave the vacancy unfilled.	AC
17/16/9	The Board agreed the following dates for meetings in 2017:	
17/16/10	<ul style="list-style-type: none"> 25 February - Board of Trustees Meeting 13 May - Board of Trustees Meeting 08 July - AGM 12 August - Board of Trustees Meeting 16 September - Board Policy and Strategy Away Day 11 November - Board of Trustees Meeting 09 December - Board Policy and Strategy Away Day <p>The Board approved changes to the Byelaws proposed by the AHS Caucus (attached to these minutes as an appendix) and agreed that the Chief Executive should investigate ways of taking the rules for AHS operations out of the Byelaws and making them an executive matter, perhaps as part of a review of the governance and management of all</p>	AC

	sections.	
18/16	<u>Strategy</u>	
18/16/1	The Board noted that it had agreed the measures against which it wished to monitor the progress of the BHA up to 2020 and that the SMT has now suggested goals in these measures.	
18/16/2	TG asked whether there should be another financial measure linked to the budget deficit. AC agreed that a measure of variance in the budget should be looked into with JA.	AC/JA
18/16/3	The Board endorsed the following goals and noted that the SMT would now proceed to develop goals below these topline ones as a way of measuring and managing progress with the staff team:	
18/16/4	<p>Humanism is understood as an ethical and fulfilling non-religious approach to life involving a naturalistic view of the universe.</p> <ul style="list-style-type: none"> Percentage of (i) GB people (ii) 18-24s in the UK in a survey knowing what Humanism is: <ul style="list-style-type: none"> 2015 (i) 29% (ii) 29% 2020 (i) 45% (ii) 50% No. of pupils hearing a BHA school volunteer in England, Wales, and Northern Ireland: <ul style="list-style-type: none"> 2015/16 - 10,000 2019/20 - 50,000 Understanding Humanism (i) Pageviews (ii) Downloads in previous year at 1 November: <ul style="list-style-type: none"> 2015 (i) 17,500 (ii) 5000 2020 (i) 52,500 (ii) 15,000 (i) Facebook avg. organic daily reach (ii) Twitter impressions in previous year at 1 November <ul style="list-style-type: none"> 2015 (i) 165k (ii) 26.8m 2020 (i) 247k (ii) 40.2m 	
18/16/5	<p>People with humanist beliefs and values are supported in identifying themselves as humanists and in expressing those beliefs and values in their lives.</p> <ul style="list-style-type: none"> People with humanist values in GB identifying themselves as humanist <ul style="list-style-type: none"> 2016 - 16% 2020 - Increase to be measured in line with 2017 actual Funerals in England and Wales taken by a BHA celebrant: <ul style="list-style-type: none"> 2015 - 1.5% 2020 - 3% Number of celebrants: <ul style="list-style-type: none"> 2015 - 290 	

	<ul style="list-style-type: none"> ○ 2020 - 450 ● Unique visits to ceremonies website in previous year at 1 November: <ul style="list-style-type: none"> ○ 2015 - 579,768 ○ 2020 - 750,000 ● Awareness in population of humanist ceremonies <ul style="list-style-type: none"> ○ 2016 - 69% ○ 2020- Increase to be measured in line with 2017 actual ● Healthcare institutions (eg hospices, hospitals) with a NRPSN member on team: <ul style="list-style-type: none"> ○ 2015 - 2 ○ 2016 - 43 ○ 2020 - 218 ● NHS acute trusts in England and Wales with a NRPSN member on team: <ul style="list-style-type: none"> ○ 2015 - 0% ○ 2016 - 20% ○ 2020 - 90% ● Prisons in England and Wales with a NRPSN volunteer by: <ul style="list-style-type: none"> ○ 2015 - 0% ○ 2016 - 9% ○ 2020 - 65% ● Number of accredited NRPSN members: <ul style="list-style-type: none"> ○ 2015 - 40 ○ 2016 - 84 ○ 2020 - 252 ● Annual events programme reach (audience+YouTube views): <ul style="list-style-type: none"> ○ 2015 - 17,873 ○ 2020 - 40,000 ● Ebulletin recipients: <ul style="list-style-type: none"> ○ 2015 - 24,000 ○ 2020 - 35,000 ● Registered supporters (including members): <ul style="list-style-type: none"> ○ 2015 - 45,000 ○ 2020 - 75,000 	
18/16/6	<p>The UK is a secular state guaranteeing human rights, with no privilege or discrimination on grounds of religion or belief.</p> <ul style="list-style-type: none"> ● By end 2016, create and publicise a ‘secularity index’ and set goals based on this new metric. ● Successfully challenge through the courts to achieve a viable alternative to collective worship for those who want it by and subsequently put down a private member’s bill to repeal collective worship by 2020. ● National curriculum equivalent for Religions and Worldviews including Humanism in England and Wales by 2020. ● If the upper house is reviewed, ensuring removal of Bishops is prominent in debate. 	

18/16/7	<ul style="list-style-type: none"> ● Marriage legal across UK by 2020. <p>Public debate and policy are shaped by humanist perspectives.</p> <ul style="list-style-type: none"> ● Legal case launched on assisted dying in line with BHA policy by 2019 with a view to reaching the Supreme Court. ● 25 new high profile patrons from underrepresented groups (women, ethnic minorities) by 2020. 	
18/16/8	<p>We are an expanding, financially healthy and sustainable organisation with high standards of governance and management.</p> <ul style="list-style-type: none"> ● (i) membership subscriptions (ii) DD donations (iii) cash donations in previous year at 1 November: <ul style="list-style-type: none"> ○ 2015 (i) 363k (ii) 109k (iii) 309k ○ 2020 (i) 757k (ii) 175k (iii) 490k ● Number of paying members at 1 November: <ul style="list-style-type: none"> ○ 2015 - 13,000 ○ 2020 - 20,000 ● Number of non-member donors at 1 November: <ul style="list-style-type: none"> ○ 2015 - 930 ○ 2020 - 2000 	
18/16/9	<p>We are respected as an organisation for our expertise and professionalism and recognized as the national voice of Humanism and a leading national voice for the non-religious and for secularism.</p> <ul style="list-style-type: none"> ● Percentage aware of BHA among (i) GB population (ii) GB nonreligious: <ul style="list-style-type: none"> ○ 2015 (i) 34% (ii) 37% ○ 2020 (i) 45% (ii) 50% ● Approval for BHA among (i) those of GB population knowing BHA (ii) GB nonreligious knowing BHA: <ul style="list-style-type: none"> ○ 2015 (i) 45% (ii) 60% ○ 2020 (i) 55% (ii) 75% 	
18/16/10	<p>The Board discussed three potential bigger projects that had been identified as having the potential for a transformative effect on our work.</p>	
18/16/11	<p>AC and TG informed the Board that the deficit budget agreed up until the end of 2018 would bring our reserves down to the minimum and emphasised that additional donations would be required for any significant new expenditure.</p>	
18/16/12	<p>The Board agreed the management should open up conversations about each project with potential major donors.</p>	
18/16/13	<p>In relation to a humanist retreat/training centre/venue, the Board agreed the management should establish a working group to include JA, JR, and MB, with a budget of up to £30k to investigate the possibility</p>	

	<p>further. Actions could include: considering whether to begin at the more modest level of a retreat rather than a retreat and a training centre, piloting humanist retreats as activities in existing venues, researching locations, costs, potential funders including heritage funds, and the different functions a venue might have.</p>	
18/16/14	<p>In relation to the purchase of Central London offices, the Board agreed the management should establish a working group to include TC, IS, JA, to determine in more detail the necessary office size and other requirements, investigate the feasibility of locations outside of London, get alternative and more in-depth purchase financing details from Charity Bank and CAF and others;. create a business plan and at least a two-year budget (including worst-case scenario forecasting) that would show we have the necessary funds to pay deposit and make loan repayment; seek further professional advice.</p>	
18/16/15	<p>In relation to establishing a Centre for Humanist Studies, the Board discussed this in detail and agreed that the management should take this forward as an operational matter by setting up an academic advisory panel and a steering group for the project and noted that expenditure of up to £20k on this within 2016 without the receipt of additional income would still be within budget. AC noted that the work in 2016 would focus on drawing up full proposals for a Centre as well as beginning modest work programme with a new academic brand.</p>	JA/JR/M B/TC/IS /GO
18/16/16	<p>The Board received an update on progress around the brand review and was given a summary on the timescale.</p>	
18/16/17	<p>Concerned to balance their necessary involvement with their wish not to hold the process up or seek Board agreement where it was unnecessary, the Board agreed that it should have the following involvement in the process:</p> <ul style="list-style-type: none"> ● TG and IS to serve on the project working group as a job share ● A Board workshop to be part of the creative process of the agency, with whichever Board members are available to avoid holding the process up ● Report to the Board in November on progress to be a milestone in the creative process ● No decision to be made on changes affecting name, logo, or strapline without Board approval. 	TG/IS AC
18/16/18	<p>DP asked for a reason for the required 2016 completion and if there was a possibility of being more relaxed with regards to the timeframe. AC explained that the much needed website revision cannot be done until after the brand revision. AC further explained that the Communications and Fundraising Strategy recommends not making any of the large scale investments including supporter recruitment until after the review.</p>	

18/16/19	JR noted that the local groups are a set of stakeholders (since they are invested in the logo and website) and that he believed they should be built into the workshops.	
18/16/20	The Board adopted a Welsh Language Policy attached as an appendix to these minutes.	
18/16/21	The Board noted and thanked Rick Holland for his note on major gifts.	
19/16	<u>Presentation from Head of Education</u>	
19/16/1	The Board received a presentation from Luke Donnellan, Head of Education, on the continued work in Education and an update on <i>Understanding Humanism</i> .	
20/16	<u>Any other business</u>	
20/16/1	The Board approved an amended risk register as proposed by PR after changes were made to O14. This is to be made available to the trustees on the intranet.	IK
20/16/2	DP explained that the <i>Rationalist Association</i> has had two histories (one after 50 years and one after 100 years) and that IHEU has had a 50 year book published. Conway Hall had a history published this year but there is no history of the BHA.	
20/16/3	DP proposed that we look into commissioning someone to write a history and suggested Callum Brown and Bill Cooke. AC agreed to speak to Callum Brown who has written a history of humanism about this. AC also agreed to speak to the <i>International Society for Historians of Atheism, Secularism, and Humanism</i> (ISHASH) as next steps.	AC
	<u>Date of the next meeting</u> Board of Trustees Policy and Strategy Away Day on 10 September 2016, 11.00-15.00 at location to be confirmed. Board of Trustees Meeting on 12 November 2016 11.00-15.40 at 39 Moreland Street, London EC1V 8BB.	

Appendix 1:

Amendment	Action	Wording
1	Change:	13 Constitution of the National Federation of Atheist, Humanist and Secular Student Societies.
	To:	13 Constitution of Atheist, Humanist, and Secular Students.
2	Change:	13.1.1 The name of the association shall be 'The National Federation of Atheist, Humanist and Secular Student Societies'.
	To:	13.1.1 The name of the association shall be 'Atheist, Humanist, and Secular Students'
3	Change:	13.5.1. i The President, who shall be chief executive officer of the AHS, and shall chair the Executive and the Caucus.
	To:	13.5.1 i The President, who shall be chief executive officer of the AHS, and shall chair the Executive and the Caucus, manage the individual members of the Executive, and in turn report to a designated member of BHA staff.
4	Change:	13.5.2 iii be responsible for the management of the affairs of the AHS, except where otherwise stated.
	To:	13.5.2 iii be responsible for the management of the affairs of the AHS including the management of the funds provided by the BHA, except where otherwise stated.
5	Add:	13.5.2 v be responsible for the production of the AHS Workplan.
6	Add:	13.5.2 vi provide quarterly reports on progress against the AHS workplan to the BHA management and the Caucus, copied to the Board
7	Add:	13.5.2 vii attend meetings of the Board.

8	Change:	13.6.1 There shall be a Board, which shall elect its own chair and which shall have ultimate management responsibility for the AHS, reporting to the Trustees of the British Humanist Association, consisting of:
	To:	13.6.1 There shall be a Board, which shall elect its own chair and which shall provide advice to the executive. The board shall consist of:
9	Remove:	13.6.1 iii The President of the AHS
10	Change:	13.6.3 The Board shall have management responsibility for the financial state of the AHS, including any budget delegated by the trustees of the British Humanist Association
	To:	13.6.3 The Board shall be accountable to the Chief Executive for the provision of advice and support to the Executive and Caucus on any matters relating to the management or governance of the AHS.
11	Add:	13.11.3 iv To agree the workplan of the AHS
12	Remove:	13.12.1 The British Humanist Association (BHA) will maintain a restricted fund for the AHS, which can be accessed by the Board at the request of the Executive.
13	Change:	13.12.2 The British Humanist Association will assist the Executive in the discharging of its duties through the provision of administrative resources, either at the office of the AHS (which shall also be that of the BHA) or remotely.
	To:	13.12.2 The British Humanist Association will assist the Executive in the discharging of its duties through the provision of resources, either at the office of the AHS (which shall also be that of the BHA) or remotely. These resources include, but are not limited to, financial, legal, administrative and IT as appropriate and agreed with the BHA executive.

14	Remove:	13.12.3 This administrative provision is to include but not be limited to the editing and finishing of resources and documentation, the storage and upkeep of records, and the provision of communications and IT support.

Appendix 2:

Welsh Language Policy (English)

Document Control

Ref: Version 1.2

Issue: 10 June 2016

BHA

Wales Humanists Committee

Contents:

- 1. Background**
- 2. Bilingual communications**
- 3. Translation of external facing documents into Welsh**
- 4. Dealing with enquiries in Welsh**
- 5. Welsh speaking staff**
- 6. Ownership and monitoring of this policy**

1. Background

1.1. In January 2016 a special seminar was held at the House of Lords as a result of cooperation between the Welsh Language Commissioner, the Wales Council for Voluntary Action (WCVA) and Baroness Tanni Grey-Thompson. The aim was to inform UK organisations, with their headquarters based outside Wales, about the official status of the Welsh Language and how best they can develop and use the language when providing services in Wales. |In light of this and BHA's strategic development in Wales we have developed a Welsh Language Policy. This policy will demonstrate our commitment to treat English and Welsh languages on the basis of equality, which in turn, will enhance our engagement with humanists and other organisations and our external facing work in Wales.

1.2. The British Humanist Association (BHA) is the national charity working on behalf of non-religious people who seek to live ethical and fulfilling lives on the basis of reason and humanity. We work in every part of the UK and provide information and services as well as undertaking campaigning and awareness raising activities. We promote Humanism, represent the non-religious, and support those who wish to live humanist lives, including through the provision of humanist ceremonies.

1.3. Founded in 1896 the BHA is trusted by over 40,000 members and supporters and over 90 local and special interest affiliates to promote Humanism. Of these some 1,400 members and

supports and four local partner groups are registered in Wales. Although we work to a shared organisational strategy, there will inevitably be some areas of work which are Wales-specific, due to funding restrictions, devolution or population need.

1.4. BHA is working to strengthen its work in Wales through the support of the Wales Humanist Committee (Wales Committee) and the Wales Humanist Development Officer (Development Officer).

1.5. BHA recognises that the Welsh Language has official status in Wales. This means that public organisations should give information and provide services in Welsh as well as English. The 2011 UK census shows 3.1 million residents of Wales and of these 562,000 reported being able to speak Welsh, 77% of these were able to speak, read and write Welsh (431,000) 14% of the total population. Welsh is seen as a key area of growth for children and young people of school age. As part of our development in Wales we recognise that for our work to meet legal obligations and have greater impact with public bodies, i.e. Welsh Government (including policy, education, funding, etc.) our communications should be bilingual wherever necessary.

1.6. This policy sets out BHA's commitments to meeting the needs of Welsh-speaking humanists. It is rooted in our mission and values, driven by our ambition to ensure that individuals can access information and support in a format that meets their needs.

1.7. However, we also need to be sure that we are attributing our resources where they will have most impact. For that reason we will take a pragmatic approach to Welsh, ensuring that when we invest in translation it is because there is an identifiable need to do so.

2. Bilingual communications

2.1. As part of BHA's commitment to Welsh legislation and to Wales Humanists, the following communications and materials should where appropriate be bilingual:

- BHA logos in Wales
- Stationery and letterheads
- Email signatures for the Development Officer and other staff as required
- Voicemail greetings on Wales numbers as required
- Planned Welsh social media
- Corporate communications in Wales (brand leaflets, display banners as required)
- Campaigning materials and documents (such as campaigner emails and toolkits) for Wales-specific campaigns
- Training materials for use in Wales (such as course booklets)
- Materials for Wales-only fundraising (such as promotional materials, event toolkits, thank you cards as required)

3. Translation of external facing documents into Welsh

3.1. BHA will seek to translate information materials into Welsh as far as is practical and economical. We will translate the most commonly visited information pages on our website, as

well as those topics in which the support pathway differs between England and Wales. This will be an ongoing piece of work.

3.2. All documents, audio-visual content, and web pages that require translation to meet funding or legal requirements must be translated.

3.3. The decision whether to translate other documents should be made on a case by case basis by the BHA, Wales Development Officer and the Wales Committee. This should take into account the distribution of the materials and the audiences, based on the reach desired and the needs of communities. Advice can be provided by the Wales Humanist Development Officer and the Welsh Language Commissioner.

3.4. Press releases targeted at Welsh-speaking press should be translated where relevant. We will aim to recruit Welsh speaking media volunteers for planned media campaigns and where possible help journalists who contact us to find Welsh speaking case studies.

3.5. Translations costs should be met by departmental budgets or alternatively a separate budget could be established for 2016-2017. BHA teams will be expected to consider and allow for translation (and subsequent additional design and print costs) in the budgeting process for 2017 onwards.

3.6. BHA also recognise that translation needs to be carried out by approved translation agencies rather than being reliant on our Welsh speaking staff and supporters. For this purpose we will appoint a preferred translation agency with regular review to ensure the best quality of service provision.

4. Dealing with enquiries in Welsh

4.1. Currently BHA/Wales Humanists do not have full facilities to meet this demand. When members of the public call BHA and wish to speak to someone in Welsh the Development Officer should inform them that a Welsh speaker will contact them within a set number of working days. We will work to identify Welsh speakers who will field calls and liaise with the Development Officer.

4.3. We will aim to respond to all Welsh emails and letters in Welsh within a set number of working days. Emails should be translated by the appointed agency, then dealt with by the relevant team, with their response translated back into Welsh by the agency.

5. Welsh speaking staff

5.1. As the organisation develops in Wales the ability to speak Welsh should be included as an essential or desirable criteria for roles where it would be of benefit, for example roles which may require speaking to the media in Wales, delivering training or working with Welsh-speaking communities.

5.2. Applications in Welsh should be sent to the appointed agency for translation and then subject to the same shortlisting process as other applications. It will not be possible to offer interviews in Welsh, and it should be clear that BHA's internal communications and meetings

etc. are conducted in English.

5.3. If a member of staff wishes to learn Welsh, and this would be beneficial to their role, BHA will support them to do so and by providing study leave if required.

6. Ownership and monitoring of the policy

6.1. BHA's Board of Trustees, CEO and the Wales Committee are responsible for this policy. The Development Officer is responsible for ensuring that the policy is understood and implemented across BHA. The Development Officer will provide day to day advice and support to colleagues, and be a main point of contact for Prysg.

6.2. Translation and associated costs should be met by the originating department.

6.3. The implementation of the recommended actions will be monitored by the Wales Committee

6.4. This policy will be reviewed in April 2017 by the Development Officer.

Document Control

Security Classification	UNCLASSIFIED
Author	Janet Pardue-Wood
Owner Role	Strategic Advisor to the Wales Committee
Approved by	Wales Committee BHA Board of Trustees
Approval Date	
Distribution	All staff
Availability	BHA intranet
Next Review Date	April 2017
Related Policies & Procedures	
References	

--	--

Change History

Vrsn	Owner	Changed by	Change Summary	Date
1.1	Janet Pardue-Wood	-	First Issue in this format	April 2016
1.2	Kathy Riddick		Updated `	June 2016