

Minutes of Board of Trustees Meeting

19 March 2022 13:00-16:00

39 Moreland Street, London, EC1V 8BB

Present: Ian Deboys (ID), Tamar Ghosh (TG, Chair), Ruth Kaufman (RK), Ewan Main (EM), Neil McKain (NM), Stephanie Niven (SN), Ann O'Connell (AOC, Vice Chair), Jeremy Rodell (JR), Emma Shepherd (ES).

In attendance: Andrew Copson (AC, Chief Executive and Company Secretary), Tony Pinkney (TPi, EA to CE) Minutes.

Item		Action	Deadline
	<u>Procedural Matters</u>		
01/22	<p>Apologies for absence: John Adams (JA, Treasurer), Sophy Robinson (SR), Imtiaz Shams (IS), Hamza Walayat (HBW). AC confirmed that David Pollock had stepped down from the Board and the Board requested that their best wishes be sent to him.</p> <p>Declarations of interest: RK declared her brother is Chair of a Partner group and she was a school speaker. EM declared he was a celebrant. JR declared he was chair of a Partner group considering branch status and a school speaker.</p> <p>Minutes of the last meeting: the minutes of the meetings held on 9 November 2021 and 1 December 2021 were approved with no amendments.</p> <p>Minutes of the last confidential meetings: the minutes of the confidential meetings on 9 November 2021 and 1 December 2021 were approved with no amendments.</p>		
02/22	<u>Management</u>		
02/21	<p>AC presented the management report and accounts and the Board discussed a number of issues arising from them, endorsing the new template and making a number of suggestions for its future development. Where areas were on track with nothing to report, the Board agreed we could leave the green boxes empty.</p>		
02/21/01	<p>The Board noted that unspent litigation funds from 2021 were being reallocated to fund a one-year Humanist Marriage Campaigner contract.</p>		
02/21/02	<p>The Board discussed staff welfare and reassured themselves in various ways that, although times were very difficult, we</p>		

	were doing as much as we could to support staff aspirations for themselves and also their welfare and wellbeing.		
02/21/03	The Board agreed the Chair should send a message to staff acknowledging that many aspects of life are difficult at this time and that the Board places a high value on staff welfare and hopes staff will prioritise their own welfare at the same level.	TG	
02/21/04	The Board discussed the fact that the EDI Action Group had not yet produced its action plan, and AC's plans for meeting with the co-Chairs to support and encourage them in doing so. The Board requested a report of progress at the next Board meeting	AC	
02/21/05	The Board expressed their congratulations to staff on the handling of the mendacious 'Trojan Horse Affair' podcast.	AC	
02/21/06	The Board discussed an ongoing complaint in relation to EDI issues within the celebrant network, noting that there were lessons to learn but that the network had also made good progress.		
02/21/07	The Board agreed that they should receive a short statement on the EDI progress made within the celebrant network as well as on our aspirations for the future.	AC	
02/21/08	The Board agreed that the template for the report of quarterly accounts template should in future include (i) portfolio valuations and, if possible, (ii) distinctions between restricted and unrestricted income and expenditure.	AC	
02/21/09	The Board noted the annual report on our actions in pursuit of our environmental policy.		
03/21	<u>Governance</u>		
03/21/01	AOC thanked Board members who completed the annual Officers and Trustee reviews. Feedback would be given to relevant trustees in due course.		
03/21/02	TG updated the Board on the appointment of a Chair. The Recruitment Committee was currently considering candidates that are in the midst of the process and an update would be brought to the May meeting.		
03/21/03	The Board discussed and approved the 2022 Risk Register.		
03/21/04	The Board agreed that the Director of Operations should, in consultation with AOC, bring proposals for the executive to	AC, AOC	

	produce the register in future years with Board oversight and that this future process should include making annual use of part of the December away day.		
03/21/05	The Board agreed that the Director of IT should attend a Board meeting to talk about cyber security.	AC	
03/21/06	AC advised that the elected terms of Ruth Kaufman, Hamza Walayat, Jeremy Rodell, and Imtiaz Shams will end at the 2022 AGM. This means there will be eight vacancies for election to the Board in the 2022 election.		
03/21/07	The Board appointed Neil McKain and Sophy Robinson as scrutineers for the 2022 election.		
03/21/08	<p>The Board agreed the following changes to employee benefits effective immediately:</p> <ul style="list-style-type: none"> • 8% employer pension contributions and the doubling principle • Maintain current annual and birthday leave allowance • Retain BUPA health screening • Retain EAP • Phase out bicycle/season ticket loan scheme • Absorb hybrid/flexible working externally as an employee benefit • Supplement wellbeing provision with internal resources, staff CPD and external benchmarking • Absorb enhanced parental leave externally as employee benefit and make associated tweaks to policy (also to include miscarriage) 	AC	
03/21/09	<p>The Board agreed the following changes to employee benefits should be considered in 2023:</p> <ul style="list-style-type: none"> • Flexi-benefit approaches, including annual 'menu' approach, and potentially buy/sell of annual leave • Use of 'instant rewards' and gifting benefit packages (to survey staff) • More extensive changes to our parental leave policies including returner support • Adopt carers' leave provision • Remuneration and variable reward review in line with people strategy plans 	AC	
03/21/10	The Board agreed that more details of what was planned in the People strategy in relation to the remuneration review should be circulated to the Board.	AC	

03/21/11	The Board agreed that future People proposals should include an assessment of the equality impact of the proposal.		
03/21/12	<p>The Board amended Byelaw 5(a) to increase the FAC by one further member as follows (amendment in Bold):</p> <p>There will be a Finance and Audit Subcommittee, composed of the Chair, the Vice Chair, the Treasurer, and one further trustee, appointed by the Board, with the Chief Executive and Director of Operations in attendance.</p>	TPi	
03/21/13	The Board agreed to make the appointment to the FAC at its next meeting.	Board	
03/21/14	On recommendation from the Board Recruitment Committee, the Board elected Neil McKain as Vice-Chair from July 2022 for an initial one year term.		
03/21/15	The Board noted that to keep the appointment of honorary officers in sync, Neil McKain could then be appointed for a further three year term to end in July 2026.		
03/21/16	The Board noted the completion of the Complaints Policy and Process and that the report will be included from the next management report onwards.		
03/21/17	The Board agreed that grievances should be reported to the Board in the same format, while respecting necessary confidentiality and that the process and policy should be revised to accommodate that.	AC, TPI	
04/21	<u>Strategy</u>		
04/21/01	The Board gave agreement in principle to proposals for additional staff capacity within the People team and for a further one year staffed pilot of the branch model, to also include support for Partner Groups, but agreed that this would be subject to a viable budget proposal being agreed by the FAC.	FAC	
04/21/02	The Board agreed that the FAC should meet as soon as possible to discuss this and that the results should be reported to the next Board meeting.	FAC	
05/21	<p><u>Date of next meeting:</u></p> <p>Board of Trustees Meeting on Saturday 7 May 2022 at 39 Moreland Street, London, EC1V 8BB</p>		

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