

**MARY WARD SETTLEMENT  
INTEGRATED BOARD  
Minutes of the meeting held on  
5<sup>th</sup> July 2016 at 6.15pm  
Room 24, 42 Queen Square, London WC1N 3AQ**

**Present:** Alan Humphreys  
Alex Horsup  
Andrea Williams  
Andrew Peck  
Austin Hill  
Helen Carty  
John Edwards  
Kate Watters  
Maureen Brewster  
Peter Clyne

**In Attendance:** Suzanna Jackson (Warden)  
Allister Duncan (Head of Finance and Resources – H of F)  
Tina Neessen (Acting Head of the Legal Centre)  
Sue Craggs (Head of Adult and Community Education – HACE)

**Clerk:** Beryl Washington

**Agenda  
Item**

**Action**

**In the absence of Frances Bates, Chair of the Integrated Board, the meeting chair was taken by Kate Watters (Vice Chair).**

**1. Apologies for absence** were received from Frances Bates, Jim Bewsher, Nicole Kar, Alison Lowton and Raja Nadarajan.

**2. Declarations of interest:** there were none.  
The Clerk reminded trustees that the annual update of the Register of Trustee Interests was in hand and that blank forms were available at the meeting for those who had not yet responded to her recent request that these be completed and returned to her.

**3. i) Minutes of the meeting of 19<sup>th</sup> April 2016 were approved.**

**ii)** It was noted that an incomplete version of the **minutes of the Strategy Day on 7<sup>th</sup> May 2016** had been sent out with the meeting papers. This was a mystery to the Clerk, who undertook to circulate the full minutes, which had already been approved by the Chair, after the meeting.

**Clerk**

**4. Matters arising** – in response to a request for an update on the All Party Parliamentary Group for Adult Education, the Warden advised that both she and

the HACE were to attend a meeting of the group on 6<sup>th</sup> July at which the group's first research report would be published. She undertook to share the research with the Board.

Warden

**5. Chair's report:**

5.1 The Acting Head of the Legal Centre advised that the final figure for funds raised by the Legal Walk was not yet known, but it was expected to be a good four-figure total.

5.2 In response to a question the Warden advised that RFSA were still unwilling to enter into discussions about the building until their trustee recruitment process had been completed and their Board had a full complement of members.

**The Chair's report was received.**

**6. Warden's report (tabled):**

6.1 **Update on the service review** - The new posts of Head of Equality and Access to Services and Legal Centre administrator were to be advertised shortly. Work remained to be done in amalgamating the front of house services. It had all been a challenging process, driven by restricted funding, and the Warden reminded the Board that, as there was no HR department at the Settlement, all the staffing procedures under the review had to be carried out by SMT. She recorded their thanks to Catherine Wilson, former trustee, for her employment law advice and support.

6.2 **Changes to SFA funding** – The Warden outlined the changes being proposed, which broadly involved moving the bulk of the Centre's funding from the Adult Education Budget (AEB) to Community Learning (CL). Exact figures were under discussion but it was expected that overall funding would remain the same. There were issues around possible loss of recognition of SDI status, but the changes had been broadly accepted by the SDIs. The CL pot was more flexible than AEB, also less bureaucratic in its reporting requirements.

6.3 **Interim Head of the Legal Centre** - the Warden wished to record her appreciation of the work carried out by Tina Neessen as interim Head of the Legal Centre while Paula Twigg was on maternity leave. Tina had provided excellent cover in a very challenging year, and had helped take forward many aspects of the Centre's work. The Board wholeheartedly agreed with the Warden's comments, and expressed thanks to Tina for her sterling work.

**The Warden's report was received.**

**7. Draft Operational Plan 2016-2017:**

7.1 In presenting the draft plan, the Warden reminded trustees that it was a 'living document' which would be brought to each Board meeting throughout the year to provide an update on progress. As a first draft, the current version did not offer detail in all areas, but as the impact of the service review and funding expectations became clearer, strategy and development planning would be clarified.

7.2 After a short discussion, **the Draft Operational Plan 2016-2017 was approved.**

**8. Adult and Community Education - report on current activities:**

8.1 The HACE advised the Board that she anticipated that all targets would be met, including the revised income target and retention. Enrolments for next year were 12% higher than at the same time last year. No exam results were yet available. The Centre was on track to meet its funding allocation.

8.2 The HACE briefly ran through the process for OTL and the arrangements for follow-up training in areas identified for improvement. The aim was to observe all teaching staff, and shorter ungraded visits were a successful part of the strategy. In answer to a question, the HACE emphasised the importance of training and development and confirmed the intention to look at areas for development on a regular basis.

8.3 In response to another question, the HACE indicated that the focus of OTL would be different in different subject areas. The most important outcome was that all students were learning.

8.4 The investigation into the complaint mentioned in the HACE's report was ongoing.

**The Board received the report on current AE activities.**

**9 Legal Services – report on current activities:**

In presenting her report, the interim Head of Legal Centre highlighted the following:

- the reduction to one client per session at one of the evening sessions: results were being monitored
- the new lunch-time pro bono clinic, to start on 7<sup>th</sup> July
- a new MWLC website, in preparation
- the increase in the number of volunteers: in light of the service review, staff were not fully engaged with volunteering, but the interim Head was confident that the situation would improve once the new admin staff and other changes were in place
- the new CMS system, which could also be used for triage and the diary
- feedback was all being done electronically, with trainees managing data entry rather than front-of-house staff
- the successful outcome of an unexpected audit by the new housing LA contracts manager.

**The Legal Services report on current activities was received.**

**10. Financial Reports:**

*10.1 Confidential item*

### **Finance Committee minutes:**

10.2 The Board noted the minutes of the meeting on 21<sup>st</sup> June 2016. The Chair of the Audit Committee noted in particular the discussion about the summer works and how expenditure for those works would be entered into the accounts. The Head of Finance explained that in the past such works had been 'capitalised', and in light of the changing SFA financial health measures there was a risk that including the costs in 'Income and Expenditure' would cause the Centre's rating with the SFA to slip to 'satisfactory'.

10.3 Expenditure on the summer works would fall into next year's accounts. It was agreed that, as a matter of accounting policy, the recording of the expenditure should be considered by the Audit and Risk Committee after the summer break.

Clerk

### **Summer Works:**

10.4 The Head of Finance advised the Board that the proposed works at 42 Queen Square were required under the terms of the lease. The figures given for each aspect of the works were based on the best estimates of the project manager, but it was thought that costs were likely to be lower, e.g. if scaffolding was not required. The work had just gone out to tender, no responses had been received as yet. In answer to a question, the Head of Finance confirmed that the figures shown did not include VAT.

**The Board approved the proposed summer works.**

### **Q3 Accounts:**

10.5 There being no questions, **the Board noted the Q3 accounts.**

### **Budget:**

10.6 The Head of Finance drew the Board's attention to the full explanation of the budget given in his paper which accompanied this agenda item. He highlighted a proposed 3% increase in student fees and a 1% increase in staff salaries (which would be considered by the Remuneration Committee in September). Staff costs would increase following the changes in NI contributions, introduced in April 2016 so not yet showing a full year's impact. However, the service review had offset the increases and created a small reduction, largely through the loss of a Head of Department at the AE Centre.

10.7 The Finance Committee recommended approval of the budget. After a short discussion in which the Head of Finance clarified some of the figures, **the Board approved the budget 2016/17.**

## **11. Audit and Risk reports:**

11.1-11.2 *Confidential item*

11.3 A question was raised about the necessity of obtaining DBS checks. Current strict rules on their issue meant that organisations should not apply for a certificate if one was not needed, nor apply for a certificate at an enhanced level when a standard check was sufficient. The Warden advised that no work was carried out at the AE Centre that allowed for an enhanced DBS check, but a standard check should

be sought for a member of staff offering ALS who was alone with a student. However, the certificate took some weeks to obtain, and there was a timing issue when the need for an application arose during the course of a year.

11.4 Mr Edwards advised that 'Disclosure Scotland' could run a 48 hour DBS check. The Warden agreed to look into the possibility of using that route.

Warden

11.5 As an update to the Audit Committee minutes, the Chair of the Committee advised the Board that the IT Security and Electronic Communications Policy had now been revised and circulated by the Head of Finance.

**The reports of the Audit and Risk Committee were received by the Board.**

**12. Calendar of meetings 2016/17:**

**The Board agreed** the proposed calendar of meetings and work schedule for next year.

**13. AOB:**

13.1 The Head of Finance reminded trustees of his request for their views on the risks facing the Settlement – this annual exercise helped inform the risk register.

13.2 The Clerk asked trustees to let her know in future *before* a meeting if any problem was found with meeting papers such as that which had arisen with the minutes of the Strategy Day (item 3ii) so that she could take action to rectify it beforehand.

13.3 The Clerk also reminded trustees who had not yet done so to complete the online Prevent training, as agreed at the Strategy Day in May.

Trustees

**14. Confidentiality:**

It was agreed that discussions relating to investments (10.1) and the internal audit (11.1 and 11.2) should be minuted as confidential items.

**The meeting closed at 8pm**

*Beryl Washington  
Clerk, July 2016*