

Integrity Action Trustee Meeting Agenda

18 March 2020, 11am - 1pm

Location

Remote meeting due to social distancing requirements

Integrity Action Trustees

Attending

Alan Barlow (AB)

Gail Klintworth (GK)

Paul Maassen (PM)

Sam De Silva (SD)

Siobhan Turner (ST)

Merryl Lawry-White (ML)

Apologies

Philip Welply (PW)

Laurence Lee (LL)

Executive Team Members

Annalisa Renna (AR)- Head of Operations

Catherine Sullivan (CS)- Head of Finance and Resources

Derek Thorne (DT) - Head of Programme Development

Jasmina Haynes (JH) – CEO

Next Meetings

17 June 2020	Strategy review 11am - 4pm	Location: CMS
23 Sept 2020	Board meeting: 11am - 1pm	Location: CMS
16 Dec 2020	Board meeting: 11am-1pm (followed by staff meeting and Christmas lunch)	Location: Integrity Action office

1. Agenda

Board meeting				
Item	Time	Lead	Purpose	
Minutes of the December meeting	11.00-11.05	GK	For approval	Annex 1
Matters arising	11.05-11.10	GK	For discussion	Annex 2
CEO report	11.10-11.45	JH	For info	Annex 3
Report from the Audit Committee	11.45-12.00	ST	For info	Annex 4
Report from the Funding Committee	12.00-12.30	AB	For info	Annex 5
Report from the Board Safeguarding Focal Person	12.30-12.35			
Report from the Nominations and Remuneration Committee	12.35-12.40	PW	For info	
Sustaining impact initiative update	12.40-12.55	PM	For info	
AOB	12.55-13.00	GK		
Any questions on:				
– Integrity Action and DevelopmentCheck websites				
– Operational update				

iii. Minutes of March 2020 Board meeting

1. Minutes of previous meeting
The minutes of the previous meeting were approved.
2. Matters arising

All actions were either completed or ongoing – no need to discuss in detail.

3. CEO Report JH presented her report, with the caveat that it was written two weeks before the meeting, and priorities have since changed due to the Covid-19 pandemic. A Covid-19 specific risk register had been compiled and sent to all trustees, and JH detailed IA's current situation and responses to the crisis. The charity remains committed to safety of all our staff, partners and monitors, and will continue to do the best to ensure we are resilient during the time of crisis and prepared to continue our work once it's safe to do so. All IA staff are now working from home with international travel suspended till further notice. Majority of partners have suspended their activities and the Ops team is holding meetings with all partners to further understand risks and implications.

We are deeply grateful for our funders support and flexibility during these challenging times, especially SIDA, Hewlett foundation and Norad. The team is considering potential adjustments to delivery plans and implications.

Action: CS to produce and circulate a graph of the expected cool down of income against overheads due to Covid-19, and the impact on reserves over time.

4. Report from Audit Committee

ST presented the Audit Committee report and noted that all current funders remain committed to funding IA, but the executive will need to have a strong focus on both further fundraising and cost control over the next few months

5. Report from Funding Committee

AB presented the Funding Committee report. Although no new confirmed funding since the December Board meeting, the pipeline has improved substantially. IA already has 77% of revenue (as a percentage of overheads) for 2024, and our viability for the next 12 – 18 months is very encouraging, even in this time of crisis. Time is now right to look at positioning and creating collateral, and to think about our brand / reputation.

6. Report from the Board Safeguarding Focal Person

MLW presented the safeguarding report summarising the 3 concerns reported during the quarter (2 to partners, 1 directly to IA). The investigation showed that all 3 were the result of users using the app incorrectly.

The discussion has covered forthcoming plans for partner and monitors training including the policy and a step-by-step guide being translated into partners local languages. IA's Safeguarding focal points will take part in tailor made training to further boost our organisational capability to respond should an incident arise.

7. Report from the Nominations and Remuneration Committee (NRC)

As PW was unable to access the meeting, JH deputised for him.

There were no expected imminent staff changes. At the next Board meeting we will present the results of the Birdsong survey,.

Recruitment for further 2 Board members is on-going. With a next appointment we are specifically looking for experience of working closely for/with funders focusing on accountability and transparency. . The Board welcomes LL formally joining the team and recognising his skills and attitude to supporting the charity as an important asset. Sustainability Initiative

PM gave an update on the project so far. It is hoped that some early findings will be available for presentation at the June meeting.

8. AOB

- a) DT gave an update on MEL activities
- b) SD confirmed that the iCloud contract had been reviewed and would need an addendum to ensure compliance with GDPR legislation. This was being taken forward by SD and AR / AL.

Organisation structure as at March 2020

