

Status: Public

OXFAM GB

CHAIR'S REPORT ON COUNCIL MEETING 1 AND 2 OCTOBER 2015 HELD AT OXFAM HOUSE, OXFORD

The following people were present at the meeting:

<i>Trustees</i>	<i>Corporate Management and Staff</i>
Karen Brown (Chair)	Mark Goldring (Chief Executive)
David Pitt-Watson	Penny Lawrence (Deputy Chief Executive)
Katy Steward	Andrew Horton (Trading Director)
Tricia Zipfel	Olga Ghazaryan (International Programmes Director)
Steve Walton	Bob Humphreys (Finance & Information Services Director)
James Darcy	Jack Lundie (Communications Director)
Kul Gautam	Tim Hunter (Fundraising Director)
Rajiv Joshi	Francoise Vanni (Campaigns, Policy and Influencing Services Director)
Ruth Ruderham	Joss Saunders (Company Secretary)
Gavin Stewart	Anne Gornall (Governance and Leadership Team Officer)
Marjorie Scardino	

Apologies were received from Nkoyo Toyo. The Chair welcomed: Wakkas Khan – Trustee Designate; Matthew Spencer – Trustee Designate; Mazibuko Jara – Chair Oxfam South Africa; Siphon Mthathi – Executive Director Oxfam South Africa; and Alison Hopkinson – Finance Director Designate. On Friday 2 October the Chair also welcomed Thynn Thynn Hlaing (County Director, Sierra Leone) and Mohamed Coulibaly (Country Director, Mali) to the meeting.

DECLARATION OF ANY CONFLICTS OF INTEREST

The Chair (Karen Brown), the Chief Executive (Mark Goldring) and the Company Secretary (Joss Saunders) declared that they all have an interest in relation to Oxfam international as a member of the Oxfam International Board of Supervisors, a member of the International Executive Board and legal advisor to Oxfam international respectively.

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting on 9/10 July 2015 were agreed as a correct record.

CHIEF EXECUTIVE'S REPORT

Trustees expressed appreciation for the range of updates in the CEO's written report around the programme, including issues being taken forward after the South Africa visit in July 2015. There was discussion about the refugee crisis in Europe and its links to Oxfam's work in Syria.

PEOPLE

The Chair welcomed Rene Bujard (Oxfam International Global Human Resources Director) and Sarah Ireland (Head of Organisation Effectiveness). Penny Lawrence, Sarah Ireland and Katy Steward (Lead Trustee for Human Resources) introduced the discussion. The purpose of this session was to check in with trustees on people and culture issues and to establish what Council could do in support. The next staff survey results will be coming to Council in March 2016. Penny Lawrence summarised developments since the March Council discussion and the information paper provided for the July Council meeting. Rene Bujard gave details of progress in Oxfam International on shared services in reward, learning and development.

Trustees raised a number of points and discussed what metrics they were keen to monitor and how they wished to be involved in people and culture issues going forward in Oxfam GB. The Chair thanked Council, Leadership Team, Sarah Ireland and Rene Bujard for their input.

FUNDRAISING

Council held a seminar on fundraising in order to discuss this at some depth. Some specific agreements were made and there will be a further discussion of fundraising as part of the annual plan discussion in March 2016, taking on board the discussion at the October seminar.

OXFAM INTERNATIONAL

Mark Goldring invited the country directors present at the meeting (Mohamed Coulibaly and Thynn Thynn Hlaing) to illustrate how the 2020 process and changes were impacting on them. Much was progressing well but there were challenges around clarity. Mark Goldring drew Council's attention to the very positive OI developments in the last year. These included the response to the Nepal earthquake where Oxfam raised funds from a large number of affiliates. The annual report on operational progress demonstrated that the confederation overall had done more in the previous year and raised more money. A number of questions were raised and discussed.

Joss Saunders gave details about the transition and outlined the legal advice provided to Oxfam International and to Oxfam. Karen Brown withdrew from the room for this part of the discussion, and the meeting was chaired by the Vice-Chair (James Darcy) from this point until the end of this item. Council agreed the decisions as outlined in the meeting paper.

RISK MANAGEMENT OVERVIEW AND UPDATE

The Chair welcomed Sagar Dave (Head of Internal Audit and Counter Fraud). Bob Humphreys and Sagar Dave reminded Council about the controls and monitoring in place, leading up to the Trustee Audit and Finance Group (TAFG) and the regular reviews at Council. The Chair and the Honorary Treasurer reminded trustees about the ongoing invitation for members to attend meetings of the Trustee Audit and Finance Group. The next meeting of this group would be on 20 November, and the risk discussions would link with items at Council on 4 December. The risk register was approved.

GOVERNANCE AND ACCOUNTABILITY

The matters were:

- Update from Recruitment and Development Group (RADG)
- Update from Trustee Audit and Finance Group (TAFG)
- Update from Programme Review Group (PRG)
- Health and Safety Annual Report: Council considered the report. Penny Lawrence reported progress on the action plan.
- Appointments to Council groups: The appointments outlined in the meeting papers were approved.
- Amended terms of reference for the Programme Review Group and Remuneration Committee: The amended terms of reference outlined in the meeting papers were approved.

ANY OTHER BUSINESS

Mazibuko Jara thanked Council for its welcome and for the opportunity provided for him and Sipho Mthathi to observe the meeting and the way Oxfam GB governance functioned. The Chair thanked staff for their input on the fundraising seminar and to all the other meetings and arrangements on 1 and 2 October.

Farewell to retiring trustees

The Chair welcomed a number of staff who attended to say good-bye to the three retiring trustees who are: Rajiv Joshi, Marjorie Scardino and Tricia Zipfel.

DATE OF THE NEXT MEETING

The next meeting of Council will be on Thursday 3 and Friday 4 December 2015, in Oxford.

Chair