

OXFAM GB

CHAIR'S REPORT ON COUNCIL MEETING 10 AND 11 MARCH 2016 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)
James Darcy	Penny Lawrence (Deputy Chief Executive)
Kul Gautam	Tim Hunter (Fundraising Director)
Wakkas Khan	Andrew Horton (Trading Director)
David Pitt-Watson	Jack Lundie (Communications Director)
Matthew Spender	Olga Ghazaryan (International Programmes Director)
Gavin Stewart	Alison Hopkinson (Finance & Information Services Director)
Ruth Ruderham	Penny Fowler (Head of Private Sector)
Katy Steward	Joss Saunders (Company Secretary)
Nkoyo Toyo	Anne Gornall (Governance Officer)
Steve Walton	

Apologies were received from Françoise Vanni (Campaigns and Policy Director).

No additional conflicts of interest were declared.

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting on 3 and 4 December 2015 were agreed as a correct record.

KEY AGENDAS AND DECISIONS FOR THE OXFAM INTERNATIONAL EXECUTIVE BOARD AND BOARD OF SUPERVISORS MEETINGS IN MARCH 2016

Mark Goldring referred to his summary note of key agenda items and decisions for the OI Executive Board and Board of Supervisors meetings in March 2016.

STAFF SURVEY

The Chair welcomed Sarah Ireland (Head of Organisation Effectiveness) and Rob Flatt (Insight Manager) for this discussion and the results were presented in overview. Mark Goldring and Penny Lawrence explained the management response. During discussion it was noted that there were some variations in results from department to department and amongst teams.

CHIEF EXECUTIVE'S REPORT

The CEOs report was reviewed. The meeting discussed the Oxfam brand and the public perception of Oxfam and other UK charities. Jack Lundie presented research that had been undertaken. The Trustees and Leadership Team acknowledged that it was important to work positively and creatively to get the real and important stories told.

Status: Public

Council expressed appreciation for the strong performance on fundraising despite the many challenges. Olga Ghazaryan then gave details of some large projects which were now being developed.

DRAFT ANNUAL PLAN 2016/17

The Chair welcomed Ali Henderson (Head of Corporate Planning and Reporting) for this discussion. Council reviewed the fundraising and campaigns plans and then considered and approved the corporate objectives and the annual plan.

RISK

As requested by Council the summary of risks was now being developed as a more visual representation. The Honorary Treasurer advised that the summary had been considered by the Trustee Audit and Finance Group (TAFG) on 26 February. The risk register was approved.

Joss Saunders drew Council's attention to the processes around standard operating procedures in the Delegated Duties scheme. The Delegated Duties scheme was approved.

OXFAM GB GOVERNANCE REVIEW 2016/17

The Chair introduced the paper and Council welcomed the report. Mark Goldring summarised the Leadership Team's collective input to the review. Council agreed with the proposal to set up a Fundraising Committee.

The Chair thanked committee chairs, committee members and the Leadership Team for their work during the year and their input to the Council Review.

OTHER GOVERNANCE MATTERS

Appointments to Remuneration Committee and Programme Review Group

Council confirmed the appointment of Mark Hoble to the Remuneration Committee and Clare Bernard to the Programme Review Group.

Trustee Audit and Finance Group 26 February 2016

The Honorary Treasurer reported on the meeting.

Programme Review Group 10 March 2016

James Darcy reported on the meeting.

ANY OTHER BUSINESS

The Chair thanked Olga Ghazaryan for her work and wished her well with her new role.

DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Thursday 7 and Friday 8 July 2016

Chair