

**CHAIR'S REPORT ON COUNCIL MEETING HELD ON 10 MARCH 2017 AT OXFAM HOUSE, OXFORD**

The following people were present or in attendance at the meeting:

**Trustees:**

Karen Brown (Chair)  
Lois Jacobs  
Ruth Ruderham  
Nkoyo Toyo

Ken Caldwell  
Lidy Nacpil  
Katy Steward  
Steve Walton

Kul Gautam  
David Pitt-Watson  
Gavin Stewart

**Corporate management, staff and observers:**

Mark Goldring (Chief Executive)  
Tim Hunter (Fundraising Director)  
Matthew Spencer (Campaigns, Policy & Influencing Director)  
Alison Hopkinson (Finance & Information Services Director)  
Cherian Mathews (International Programme Director)  
Caroline Thomson

Penny Lawrence (Deputy Chief Executive)  
Jack Lundie (Communications Director)  
Anne Webb (Deputy Trading Director)  
Joss Saunders (Company Secretary)  
Anne Gornall (Governance Officer)  
Judeth Neville (Head of Governance)  
Mbacke Niange  
(Interim Regional Director, West Africa)  
Tina Proudlock (People Director from 24 April)

Apologies were received from Wakkas Khan and Andrew Horton (Trading Director). No additional conflicts of interest were declared.

**Minutes of the previous meeting**

The minutes of the meeting on 2 December 2016 were agreed as a correct record.

**Reflections on Brand Seminar 9 March 2017**

Trustees thanked those who had organised and facilitated this interesting and relevant seminar. A working group will bring a proposition back to Council later this year.

**Chief Executive's Report**

The Chief Executive's report, including reports from each Leadership Team member, was reviewed. Trustees also considered a further update in relation to the ongoing data protection investigation by the Information Commissioner.

**Draft Annual Plan 2017/18**

Trustees scrutinised and gave feedback on OGB's draft Annual Plan. They received a presentation on the plans for Programme, noting that the focus will continue to be on the four priorities (Water, Women, Work and Inequality). The Regional Programme Manager who was in attendance illustrated how this worked in the five countries of West Africa where OGB was the Executing Affiliate, together with the one where it was a Partner Affiliate (Nigeria).

The Campaigns, Policy and Influencing Team (**CPIT**) Director presented CPIT's Operational Plan for 2017/18, so that Trustees have knowledge of the proposed activities, understand the context and risks and support the plan going forward. After due consideration, Council approved the CPIT Plan.

The Fundraising Director, along with the Chair of Council's Fundraising Committee, presented OGB's Fundraising Plan for 2017/18. Trustees emphasised the importance of them being involved where there are ethical dilemmas and welcomed the fact that some new fundraising initiatives provided a way to engage with new and younger supporters. After due consideration, Trustees

confirmed they were content with the direction of travel, and looked forward to further updates through the year.

The Finance & Information Services Director presented a financial overview and draft budget 2017/20, noting that these had been subject to scrutiny and challenge at the February meeting of the Trustee Audit & Finance Group (**TAFG**). Trustees' attention was drawn to the attendant risks and opportunities.

The Head of Internal Audit attended the meeting to present the Organisational Risk Register, noting that this had been scrutinised in depth at TAFG's February meeting. The Treasurer-designate gave more details of the TAFG discussion. With some clarification on compliance issues and on the risk of aid diversion, Council approved the Risk Register.

Council approved the draft Annual Plan and (subject to small revisions) draft corporate objectives. They recognised that the budget had been set in circumstances of significant organisational change and thanked the Leadership Team and Finance Team for the hard work involved.

### **People**

Council received a presentation on the headlines of the recent staff survey and key changes between the 2015 and 2016 survey results. The Deputy CEO summarised the actions being taken as a result of the 2016 survey, building on initiatives commenced following the 2015 survey.

The Deputy Trading Director presented on initiatives in Trading in response to the survey. Workload had been a particular concern in the shops, in tandem with a shortage of volunteers. The division was now recruiting for a number of Deputy Shop Managers, in tandem with support to shop managers in order to increase the number of volunteers.

### **Oxfam International meetings March 2017**

The Chief Executive summarised the issues to be debated at the forthcoming OI Board of Supervisor and Executive Board meetings.

### **Governance**

The Chair presented the outcome of the recent reviews of Council and Committee effectiveness. After discussion, Council agreed that its 2016/17 objectives should continue in place for 2017/18. Council noted the proposal for a wider governance review to commence later in 2017 and for more work to be carried out in the meantime on agenda planning.

Trustees considered reports and minutes from the Programme Committee, TAFG, Fundraising Committee, Recruitment & Development Group and Transitional Oversight Group.

Trustees approved Caroline Thomson's appointment to Council and noted that Caroline will be appointed as Chair of Trustees at the 6 October Council meeting.

### **Date of next meeting**

The date of the next meeting was confirmed as 6 and 7 July 2017.

**Karen Brown, Chair**