

ACC Board Meeting Thursday 7th February 2019
Venue: Hayes Conference Centre
(Meeting commenced at 7.30pm)

In attendance: Tony Ruddle, Sue Monckton-Rickett, Fiona Sherburn (vacation), Helen Vipan, Chris Williams, Peter Barraclough, Marlene Forsythe-Gidharry David Sinclair, Kathy Spooner, Phil Weare
Apologies: Frances Ryan

Minutes of the previous meeting

- Minutes of Meeting on 5th December 2018 were read and agreed. One correction re attendees was made. The minutes were accepted as an accurate record of the meeting
- It was confirmed that the Minutes of the meeting held on 23rd January will come to next Board meeting in March

AOB

- A response to the SCopED document to be discussed
- Dates for the 2019 Board meetings should be agreed

Conflict of Interest

- No conflicts of interest were declared

Special item in camera.

- Update from the Charity Commissioners. - reported that despite several attempts it had not proved possible to speak to the Charity Commissioners directly. However, a document containing advice from the CC website was discussed and agreed that this was very helpful information and on-going guidance
- The insurers have been contacted and stated that they thought ACC actions were reasonable, but in order to provide any specific legal advice ACC would need to provide full documentation. It was agreed unanimously by the Board that as there seemed to be no additional risk at this time, there was no need to involve the insurers any further or provide them with any additional details.
- It was agreed that in considering advice gained from the Charity Commission website, ACC would take several actions including:
 - Review of complaints and grievance policy and procedures
 - Produce a written policy and process to deal with situations where trustees disagree with board decisions
 - Improve the Board recruitment and induction process
 - Improve guidance on Board conduct and expectations
 - Improve the recording of board meeting decisions
 - Ensure that there are written agreements for any “partnership” or working relationship with other organisations or individuals
 - Implement a programme for board development
- The board decided that they would follow the recommendations made by the independent investigators report, but would not take any action until a response had been received from the Charity Commissioners

AOB

- ScopED

It was agreed that an email would be sent to all members highlighting ACC’s concerns and asking for their comments

An ACC response incorporating the views expressed with then be produced and sent.

- Dates of 2019 Board Meetings were agreed