

# **MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON TUESDAY, 18TH JULY, 2017, 9.30 pm**

## **PRESENT:**

**Councillors: Joanna Christophides (Chair), Ann Waters (Vice-Chair),  
Bob Hare, Anne Stennett, Charles Wright.**

**Non-Voting Members: Nigel Willmott, Jason Beazley and Val Paley**

## **112. FILMING AT MEETINGS**

The Chair referred those present to agenda item 1 as shown on the agenda in respect of filming at this meeting and asked that those present reviewed and noted the information contained therein.

## **113. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J. Mann.

## **114. URGENT BUSINESS**

There were no items of urgent business.

The Chair advised that, contrary to the order of business on the published agenda, Item 13 would be taken after Item 8 as it was a report for noting only.

## **115. DECLARATIONS OF INTERESTS**

None

## **116. QUESTIONS, DEPUTATIONS OR PETITIONS**

None

## **117. MEMBERSHIP**

### **RESOLVED**

- I. That Cllr Christophides be appointed to the EWRP Programme Board as Chair.
- II. That Cllr Waters be appointed as Vice-Chair of EWRP Programme Board.

## **118. MINUTES**

### **RESOLVED**

- I. That the unrestricted minutes of the Alexandra Palace and Park Board held on 25<sup>th</sup> April 2017 be approved.
- II. That the draft minutes of the Alexandra Park and Palace Advisory Committee held on 27<sup>th</sup> June be noted.
- III. That the draft minutes of the informal joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee held on 27<sup>th</sup> June be noted.

## **119. CHIEF EXECUTIVE'S REPORT**

Louise Stewart, Chief Executive Alexandra Park and Palace, introduced the report as set out.

The following arose from discussion of the report:

- a. In relation to the desk review being undertaken to investigate issues with springs and wet patches in the Park, the Park Manager clarified that this involved a desk based review of a number of records including records from the Council, the local water board and the Environment Agency.

### **RESOLVED**

The Board noted the information contained in the report

## **120. SAFEGUARDING POLICY AND ROLES**

The Board considered a report on APPCT's safeguarding policy.

The Chair advised that in addition to the recommendations set out in the report, the Board were also asked to appoint a lead safeguarding trustee for the Board.

The Chair also advised that Appendix 4 of the report, which set out the safeguarding responsibilities of the Chair of the Trust Board and Trust Board members had been withdrawn. New guidance would be provided to Board members in due course.

The following matters arose from the discussion of the report:

- a. The Board commented that the report should name the designated safeguarding lead as it wasn't clear in the report. The Chief Executive agreed that safeguarding lead should be named as the Head of HR in the Safeguarding Policy. **(Action: Catherine Solomon).**
- b. The Chair nominated Cllr Ann Waters to be the lead safeguarding trustee. Nigel Wilmott seconded the nomination.

### **RESOLVED**

- I. That the Board approved and supported the implementation of the proposed Safeguarding Policy.
- II. That the Board authorised the Chair of the Trustee Board to sign the Safeguarding Policy on behalf of APPCT.

- III. That Cllr Ann Waters be appointed as the lead safeguarding Trustee.

## 121. WHISTLEBLOWING POLICY

The Board considered a report on APPCT's whistleblowing policy.

The Chair advised that in addition to the recommendations set out in the report, the Board were also asked to appoint a lead whistleblowing trustee for the Board and that it would make sense that this be the same trustee as the safeguarding lead.

The following matters arose from the discussion of the report:

- a. The Chair nominated Cllr Ann Waters to be the lead whistleblowing trustee. Nigel Wilmott seconded the nomination.
- b. The Chief Executive agreed to include a policy review schedule as part of the information items presented to future Board meetings. **(Action: Natalie Layton).**

### RESOLVED

- I. That the Board approved and supported the implementation of the proposed Whistleblowing Policy.
- II. That the Board authorised the Chair of the Trustee Board to sign the Whistleblowing Policy on behalf of APPCT.
- III. That Cllr Ann Waters be appointed as the lead whistleblowing Trustee.

## 122. SERIOUS INCIDENT REPORTING POLICY

In response to a question around the absence of reference in the policy to cases of fraud perpetrated on visitors, the Board was advised that this was captured in APPCT's Health and Safety Policy.

The Board was advised that the organisation's key policies were stored on an internal drive and that, due to the comprehensive nature of those files there were no plans to publish those on the website in the immediate future.

*Note: As a charity the Trust is required to publish some policies such as fundraising etc.; where this is required the Trust will publish these policies.*

### RESOLVED

- I. That approval and support to the implementation of the proposed Serious Incident Reporting policy be given.
- II. That the Board authorised the Chair of the Trustee Board to sign the policy on behalf of Alexandra Park and Palace Charitable Trust.
- III. That all Trustees were to complete and submit the Serious Incident Reporting declaration form at Appendix 2 of the report by the end of July 2017.

## 123. COMPLAINTS POLICY

### RESOLVED

- I. That the Board approved and supported the implementation of the proposed Complaints Policy.
- II. That the Board approved the recommendation that the CEO review the existing operational process to ensure that they implemented the policy appropriately and that key staff were trained on their responsibilities in relation to complaints handling.

#### **124. ANNUAL REPORT ON DIGITAL ARCHIVE**

*\*Clerks note – this item was taken immediately following Item 8 (Chief Executive Officers report). \**

The Chair introduced the report as set out.

The Board commented that they were pleased to see that StreetView images had been added to the Google Arts and Culture page to allow the public to visit the Rose Window, Cellars and Willis Organ platform and that they looked forward to the next tranche of images being uploaded to the GAC platform.

#### **RESOLVED**

The Board noted the information contained in the report.

#### **125. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None.

#### **126. FUNDRAISING UPDATE**

Louise Stewart, Chief Executive, Alexandra Park and Palace, introduced the report as set out.

The following arose from the discussion of the report:

- a. The Chief Executive advised that the finance comments in the report could be seen as misleading and emphasised that this is not the basis of the fundraising model. This wording created a problem for the Trust in attracting funding as it may result in no overall net increase in funding. Furthermore, the Chief Executive advised that, the Restoration Levy was linked to the trading subsidiary and it was in the interests of the trading subsidiary that individual projects were identified which resonated with its customers.
- b. The Chief Executive clarified that she intended to speak with the Haringey Council Finance Team around the fundraising issue outlined.

#### **RESOLVED**

- I. The Board noted the information contained in the report.

#### **127. EXCLUSION OF THE PUBLIC AND PRESS**

## **RESOLVED**

That the press and public be excluded from the meeting as agenda items 17-36 contained exempt information as defined in Schedule 12A of Part 1 Local Government Act 1972; Paragraph 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).

### **128. MINUTES**

#### **RESOLVED**

That the exempt minutes of the Board meetings held on 25<sup>th</sup> April 2017 be approved as a correct record of the meeting.

### **129. NEW YEAR'S EVE PROPOSALS**

The recommendations in the report were approved.

### **130. RESTORATION LEVY**

The recommendations in the report were approved.

### **131. ANNUAL REPORT AND ACCOUNTS SIGN OFF**

The recommendations in the report were approved.

### **132. FUNDRAISING STRATEGY**

The recommendations in the report were approved.

### **133. PENSIONS REPORT**

The recommendations in the report were approved.

### **134. PARK LEASES**

The recommendations in the report were approved.

### **135. BBC WING FORWARD PLAN**

The recommendations in the report were approved.

### **136. BUSINESS CONTINUITY REPORT**

The recommendations in the report were approved.

### **137. STRATEGIC RISK REGISTER**

The recommendations in the report were approved.

**138. GOVERNANCE REVIEW FINDINGS**

This item was not considered.

**139. TRUSTS FINANCIAL RESULTS**

Noted.

**140. EXEMPT 2017/18 BUSINESS PLAN PROGRESS REPORT Q1**

Noted.

**141. APTL ANNUAL ACCOUNTS**

Noted.

**142. PROGRAMME BOARD**

Noted.

**143. BOARD WORK PROGRAMME**

Noted.

**144. BOARD DECISIONS TRACKER**

Noted.

**145. DRAFT FRAC MINUTES**

Noted.

**146. DRAFT APTL MINUTES**

Noted.

**147. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None.

**148. FUTURE MEETINGS**

The future meeting dates were noted:

- Thursday 2<sup>nd</sup> November 2017
- Tuesday 20<sup>th</sup> February 2018
- Monday 26<sup>th</sup> March 2018
- Tuesday 3<sup>rd</sup> July 2018

CHAIR: Councillor Joanna Christophides

Signed by Chair .....

Date .....