



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

18th July 2019

Report Title: Finance, Resource, Risk and Audit Committee (FRRAC) Chair's report
Report of: Sarah Williams, Chair of FRRAC

Contact Officer: Natalie Layton, Executive Assistant Natalie.layton@alexandrapalace.com 020 8365 4335
Local Government (Access to Information) Act 1985 - N/A

1. Introduction

- 1.1 FRRAC is a non-decision making committee established by the Trust Board to support the Board in delivering its finance, risk, resource and audit responsibilities.
- 1.2 The minutes of FRRAC meetings are circulated to the Trust Board in their information pack.
- 1.3 This report highlights relevant considerations of the FRRAC at its meeting on 29th January 2019 and makes recommendations to the Board.

2. Recommendations

That the Board

- a. Notes the progress of the governance change and improvement programmes and approves the proposed accountability enhancements Board exempt agenda item 18.
- b. Amends the Serious Incident Reporting Policy (Appendix 1) to delegate responsibility to the Chair or Vice Chair, in order to meet Charity Commission requirements (detailed in section 6 below).
- c. Notes FRRACs recommendations contained in the Trustee Board agenda reports at
 - exempt item 19 (Request to view CCTV footage) and
 - exempt item 20 (Annual Report and Accounts).

3. 2018-19 Annual Report and Accounts

- 3.1 FRRAC held a conference call with the auditor who summarised the findings of the completed audit and answered questions from FRRAC.
- 3.2 FRRAC noted that all but one of the control points identified in the previous audit had been resolved; progress had been reported to FRRAC during the year.
- 3.3 FRRAC's recommendations are included in the exempt cover report at item 20 including that the Board approve the draft Trustee's Annual Report and the signing of the accounts subject to the auditors receiving two items of information.
- 3.4 The Annual Report and Accounts will be published once finalised.

4. Financial Results

- 4.1 FRRAC discussed the first month's performance as laid out in the report to the Trustee Board at item 10 and questioned the Executive on how budget pressures would be managed. FRRAC noted the requirement for the Trading Company to exceed its gift aid target to provide additional contribution that can be invested in the organisation's growth and schemes to improve efficiency.

5. Governance Improvements

- 5.1 FRRAC noted the progress on the Governance Improvement and Governance Change Programmes and recommended the proposed enhancements for consideration by the APPCT Board at agenda item 18.

6. Serious Incident Reporting Policy

- 6.1 FRRAC recommends that the Trustee Board amends its Serious Incident Reporting Policy, which was approved in March 2018.
- 6.2 The policy is attached at Appendix 1 and states that the decision to report an incident will be taken by the full Trustee Board. This would require a special meeting to be called.
- 6.3 The Charity Commission requires serious incidents to be reported within 72 hours and, at such short notice, a special meeting may not be quorate. FRRAC recommends that the Serious Incident Policy be amended to delegate responsibility for making the decision about whether or not to report a serious incident to the Charity Commission, to the Chair and in their absence the Vice Chair, in order to meet SIR submission requirements.

7. Human Resources Annual Report

- 7.1 FRRAC considered an annual progress report on Human Resources Activity. FRRAC noted the diversity of the work force and the number of employees based in Haringey (40%) provided strong evidence of the Charity's economic impact on the borough. A copy of the report is included in the Trustee information pack.

8. Appendices

Appendix 1 – Serious Incident Reporting Policy