



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

19 JULY 2023

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

Report of: Cllr Lotte Collett, Chair of FRRAC

Local Government (Access to Information) Act 1985 N/A

1. Introduction

- 1.1 FRRAC is a non-decision-making committee established by the Trustee Board to support the Board in delivering its finance, resource, risk and audit responsibilities.
- 1.2 The minutes of FRRAC meetings are circulated to the Trustee Board Members in their information pack.
- 1.3 This report highlights relevant considerations of the FRRAC at its meeting held on 12th June 2023 and makes recommendations to the Trustee Board. The meeting was attended by: Cllr Lotte Collett (Chair), Claire Pape, Cllr Anne Stennett, Cllr Ahmed Mahbub, Emma Dagnes (CEO), Richard Paterson (FD) and Natalie Layton.

2. Recommendation

To note this report and to approve the recommendations in section 6 relating to the Risk Register, Agenda Item 15 & Exempt Agenda Item 20.

3. Financial Update

- 3.1 Auditors were finalising their work on the 2022/23 year end and FRRAC agreed to reconvene when the audit findings report was available, prior to Trustee Board approval of the accounts. We noted the improved performance, £400,000 better than the forecast deficit, following a successful year and the 2021/22 transfer of Gift Aid from the trading subsidiary.
- 3.2 We noted the financial update and draft budget, including that the forecast gap in the Trust's 2023/24 budget was also expected to reduce through lower energy consumption levels and Gift Aid contribution.

4. Technology Programme Board

- 4.1 We received a presentation on priority technology projects identified following an independent review of the various IT systems used by the organisation. A volunteer consultant is supporting the Technology Programme Board (comprising of the Executive Team) to progress each project as resources become available.

4.2 The priority projects are:

- i. Site Connectivity (Phase 1) – ensuring Wi-Fi capability is as robust and effective as possible.
- ii. Operational Management solution
- iii. Activity Management Solution – how activities and events are managed on site.
- iv. EPOS System – electronic payment till system (new system at implementation stage).
- v. Develop a Five-Year Technology Strategy
- vi. Improving Revenue / Profitability – explore what data we have available and how we can use this to make more effective decisions.
- vii. Identify opportunities to exploit our Customer Relationship Management (CRM).
- viii. HR capabilities - Recording Training and Time & Attendance.
- ix. GDPR Compliance Audit.
- x. Finance process and systems

5. Other items

5.1 We received the end of year reports for Human Resources and Health and Safety included in trustees' information packs.

5.1.1 In relation to Human Resources FRRAC endorsed the work to encourage professional development and the investment in mental health first aid training for staff.

5.1.2 We were impressed with the progress reported in relation to preparing to meet the obligations of the Protect Duty (also known as Martyn's Law).

6. Strategic Risk Register

6.1 We considered the Strategic Risk Register, included for the Trustee Board's consideration at agenda items 15 & 20 and **recommend that the Trustee Board approves** the Risk Appetite Statement and the updated Risk Register.

6.2 We also recommend that the Trustee Board considers a single area of risk in more detail in the exempt section of each meeting, as discussed during the trustee risk management workshop in May.

7. Legal Implications

The Council's Head of Legal & Governance has been consulted in the preparation of this report.

8. Financial Implications

The Council's Chief Financial Officer has been consulted in the preparation of this report.

9. Appendices - None