

ARCHITECTS BENEVOLENT SOCIETY

Nominations and Remuneration Committee

Meeting to be held at 9am on Friday 16th February 2024 on Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/87335057234?pwd=WC9IRG5vcW0xcHVkWHJ0QzNQWlpmZz09>

Meeting ID: 873 3505 7234

Passcode: 933844

AGENDA

- 1 **Apologies for absence**
- 2 **Declaration of interest**
Those present to declare any prejudicial interests in items on the agenda and their nature
- 3 **Minutes of the last meeting**
(Annexed at A)
- 4 **Matters arising**
- 5 **Matters to address**
 - 5.1 Trustee recruitment
 - New FAR Committee Trustee
 - Welfare Committee member recruitment
 - Succession planning (Annexed at B)
 - 5.2 Interim CEO position
 - 5.3 Temporary support role
 - 5.4 ABS Policies Review - update
 - 5.5 Development and Engagement Committee
- 6 **Any other business**
- 7 **Date of next meeting**

ARCHITECTS BENEVOLENT SOCIETY

Nominations and Remuneration Committee

Minutes of the meeting held on Friday 12th January on Zoom at 9am.

Present: Karen Rogers (Chair)
Mark Grzegorzcyk
Kate Marks
Sangeeta Shenoy
Alison Thornton-Sykes

In attendance: Katie Vivian, Operations Manager

Action

1 Apologies for absence

Robert Ball

2 Declarations of interest

None

3 Minutes of the last meeting

3.1 The minutes of the meeting held on 3rd November were approved and signed by the Chair.

4 Matters arising

4.1 Contract periods for senior ABS staff were discussed. KV had sought advice from Karen Liddington (HR Consultant) about consultation process with staff. It was clarified that senior staff are currently on two months' notice, with other staff members on one month's notice. This was agreed to be sufficient.

4.2 Recruitment for a trustee with legal expertise is an outstanding action. The recruitment of a FAR Committee trustee took priority.

KV

5. Matters to Address

5.1 Trustee Recruitment

5.1.1 Two candidates applied for the role of trustee for the FAR Committee, and their CVs had been sent to the N&R Committee.

5.1.2 It was agreed that both candidates were suitably qualified and would be interviewed. The interview panel will be Nigel Thorne, Alison Thornton-Sykes, Tricia Johnstone (CFO) and Katie Vivian (Ops Manager) in Rob's absence. Katie will create doodle poll to find a suitable date for online interviews. KV

5.1.3 Karen requested short statements from each candidate outlining their motivation for applying for the role. Katie will request this. KV

5.2 Trustees Portal

5.2.1 The password protected portal on the ABS website is ready for use. Documents such as Board and Committee papers, and governance documents will be stored on the portal. Katie demonstrated how it can be used and suggested that it is tested with this Committee before rolling out to the Board.

5.2.2 It was agreed that historical papers from the last two years will be uploaded for reference, along with Articles of Association, Board Instructions, Committee Terms of Reference and Policies. KV/DB

5.2.3 Any documents which require restricted access for certain Committees will need to be password protected before uploading to the portal.

5.3 ABS Policies Review Process

5.3.1 Following the updating of the staff handbook, Karen raised that ABS staff policies need to be reviewed, updated and aligned with each other. Kate Marks offered to assist with this process. It was agreed that Katie and Kate would meet to create a plan for reviewing policies based on priority. KV/KM

5.3.2 Induction checklist for staff was discussed. Katie stated that, to date, induction has been carried out to include organisational, operational and role specific aspects but there is no general formalised process. This will be developed in due course. KV

6 AOB

6.1 Staff Update

6.1.2 Katie reported that the vacant post has finally been filled in the Development Team. Eileen Murray, Fundraising Assistant started on 8th January.

6.1.3 The staff team are all working at capacity at the moment, particularly Welfare, with a steady stream of new enquiries and cases, and the Student Hardship Fund rolling out.

6.1.4 The recruitment of a temporary administrator to provide support for the management team (and others where appropriate) was discussed and it was agreed that this would be beneficial as there is a lot of administration related to Committee and Board meetings in particular. Katie will draft a job description for the Committee to review. KV

6.2 Trustee turnover

6.2.1 Sangeeta raised the idea of Karen Rogers staying on as trustee beyond her maximum term (which ends in June 2024). This could be considered if the Board feel that there are exceptional circumstances, such as the absence of the CEO.

6.2.2 Karen stated that as Alison Thornton-Sykes has joined the N&R Committee, this may not be necessary but she would consider it if required.

7 Next meeting date Friday 16th February 2024 at 9am (Zoom)

Trustee Succession Planning

Name	Position	Committee	Appointment Date	Term one end date	Term two end date	Retirement Date	Years remaining
Karen Rogers	Chair - N&R	N&R	Oct-14			Jun-24	0.5
Mark Grzegorzcyk	ABS Chair	N&R	Oct-15			Jun-25	1.5
Richard Brindley	Chair- Welfare	Welfare	Oct-15			Jun-25	1.5
Nigel Thorne	Hon Treasurer	FAR	Jun-16			Jun-26	2.5
John Moakes	Trustee	FAR	Mar-17			Jun-26	2.5
Sumita Singha	Trustee	Welfare	Jun-18			Jun-27	3.5
Aled Rees	Chair of D&E	D&E	Feb-21	Feb-24	Feb-27	Feb-30	6
Andy McLeish	Trustee	Welfare	Jun-22	Jun-25	Jun-28	Jun-31	7.5
Rick McCluggage	Trustee	D&E	Jun-22	Jun-25	Jun-28	Jun-31	7.5
Sangeeta Shenoy	Trustee	N&R	Jun-22	Jun-25	Jun-28	Jun-31	7.5
Alison Thornton-Sykes	Trustee	N&R	Jun-23	Jun-26	Jun-29	Jun-32	8.5

Priority

Recruitment Preparation

Skills priority: Legal

Skills priority: Welfare

Committee member