



ARCHITECTS BENEVOLENT SOCIETY

Board Meeting

To be held on Wednesday 15 February 2023 on zoom at 2pm

<https://us02web.zoom.us/j/83856947695?pwd=aWh0Qk56M0dhZW9hRVlQam5xaGk4QT09>

Meeting ID: 838 5694 7695

Passcode: 642954

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**

Held on Wednesday 12 October 2022 (*attached*).

4 **Matters arising from the minutes**

5 **Board**

5.1 Annual Audit and Accounts

Letter of Representation annexed at A
Draft Annual Accounts annexed at B

5.2 Financial Management Policy

Paper annexed at C

5.3 Investment Policy

Paper annexed at D

5.4 Management Accounts

Paper annexed at E

5.5 Risk

Paper annexed at F

5.6 Cazenove cash holdings, Lloyds loan and repayment

CEO and CFO will report

5.7 Routine Approvals
Paper annexed at G

6 **Report of the Welfare Committee**

Minutes of the meetings held on Wednesday 19 October 2022 and Tuesday 24 January 2023 are annexed at H

7 **Report of the Finance, Audit and Risk Committee**

Minutes of the meeting held on Wednesday 18 January 2023 are annexed at J

8 **Report of the Nominations and Remuneration Committee**

Minutes of the meetings held on Wednesday 9 November 2021 and Wednesday 11 January 2022 are annexed at K

9 **Any other business**

10 **Dates of future meetings**

Wednesday 14 June 2023
Wednesday 11 October 2023

ARCHITECTS BENEVOLENT SOCIETY

Board Meeting

Minutes of the meeting held at 6 Brewery Square, London SE1 2LF and on Zoom on Wednesday 12 October 2022 at 1.30pm

Present: Mark Grzegorzczuk - Chair Rick McCluggage Karen Rogers
 Richard Brindley John Moakes Sangeeta Shenoy
 Ant Clerici Lucy Mori Sumita Singha

In attendance: Sarah Gartshore (Chief Financial Officer)
 Katie Vivian (Operations Manager)
 Robert Ball (Chief Executive)

1 Apologies for absence

1.1 Andy McLeish, Aled Rees, Nigel Thorne

2 Declarations of interest

2.1 There were none.

3 Minutes of the last meeting

3.1 The minutes of the meeting held on Wednesday 15 June 2022 were approved as a correct record and signed by the Chair, subject to a minor amendment to item 6.3.1

4 Matters arising from the minutes

4.1 There were none.

5 Board

5.1 Budget for 2022-23

- 5.1.1 The draft budget for the next 12 months was annexed at A. Sarah Gartshore gave a summary of the principal items of activity as well highlighting the budget broken down by departments and a cashflow forecast for the year based on all known items of income and expenditure.
- 5.1.2 Income was up significantly compared to recent years with new tenants at 43 Portland Place. Expenditure was up on staff salaries due to the wellbeing programme and cost of living increases, this was offset to some extent with a drop in professional fees related to commercial property.
- 5.1.3 Charitable expenditure was very similar to the previous year, despite there being an underspend in 2021-22, this reflected the expectation of an increase in monthly grants to help with the cost of living crisis and the student hardship pilot scheme had been suspended while the crisis continued.
- 5.1.4 Overall the bottom line showed an annual deficit of £1.05M, down from the previous year when the budgeted deficit was £1.5M; the cashflow forecast showed a lower net result of -£350,000.
- 5.1.5 The budget for 2022-23 was approved.

5.2 Wellbeing Programme Proposal

- 5.2.1 A paper was annexed at B, detailing the proposal to employ a Wellbeing Programme Lead (new role) to manage and develop the established Wellbeing Workshops programme
- 5.2.2 This was a current collaboration between the ABS and the RIBA which was at risk of ceasing following the decision by the RIBA to pull their support in funding the staff resources for the programme.
- 5.2.3 The proposal had been discussed at length by the various committees and was recommended for approval.
- 5.2.4 The proposal included income generating possibilities which represented new ground for the ABS and the programme would be reviewed at the end of year 1 and year 2.
- 5.2.5 The Wellbeing programme was approved and recruitment would commence immediately.

*Ops.
Mgr.*

5.3 Meeting dates in 2023

- 5.3.1 The schedule of meeting dates for 2023 annexed at C was approved.
- 5.3.2 Members were to keep under the review the frequency of Board meetings and whether or not these might be increased to four per annum. This might depend on the timing of the adoption of the Annual Accounts which currently took place in June each year but could be brought forwards.

5.4 Membership of Committees for 2022-23

- 5.4.1 The proposed list of committee members for the next 12 months was annexed at D.
- 5.4.2 One agreed change was for Karen Rogers to take on the role of Chair of the Nominations and Remuneration Committee.
- 5.4.3 Committee membership for 2022-23 was approved.

6 Report of the Welfare Committee

- 6.1 The minutes of the meeting held on Wednesday 13 July were annexed at E.
- 6.2 Richard Brindley reported on recent meetings, including an induction meeting held for the newer committee members in particular the previous week. The non-trustee members had settled in well and were already proving to be a valuable addition to the skills, experience and knowledge of the committee overall.
- 6.3 The cost of living crisis was the current priority and would likely remain so for the next 12 months, the budget had been compiled on that basis and there were additional measures the team could take related to reducing one off grant expenditure if and when monthly grants needed to increase.
- 6.4 The minutes of the meeting held on Wednesday 13 July were approved.
- 6.5 The team agreed to review the language used when communicating about the office being closed over holiday periods, this is to ensure anyone seeking help is aware that their enquiry will be responded to in good time.

Ops.
Mgr.

7 Report of the Development and Engagement Committee

- 7.1 The minutes of the meetings held on Thursday 14 July and Thursday 15 September 2022 were annexed at F.
- 7.2 The Time to Sketch event had taken place recently and had been a big success with more entries than before, helped to a large extent by the contribution of Willie Watt, Past President of the RIAS.
- 7.3 Aled Rees had been invited to represent the ABS at the forthcoming CIAT AGM in Edinburgh and the Society's President, Eddie Weir had also been re-elected as President of CIAT.
- 7.4 Efforts were continuing at bringing together a structured approach to awareness raising efforts at universities. This will involve the Ambassadors working with universities within their regions and will be discussed in detail at the Ambassador day scheduled for early next year.
- 7.5 The Board discussed legacy income and it was confirmed that this would be looked at as part of the five year planning.
- 7.6 The minutes of the meetings held on Thursday 14 July and Thursday 15 September 2022 were approved.

AC

8 Report of the Finance, Audit and Risk Committee

- 8.1 The minutes of the meeting held on Wednesday 7 September 2022 were annexed at G
- 8.2 The Committee continued to review ESG investing, in light of varied responses from the investment managers further meetings had been arranged to help ensure the Society could adopt a suitable and consistent approach in line with the Society's values.
- 8.3 Linked to ESG investing was a possible change to investment in equities and moving away from the need to invest in UK equities to the same extent as currently. This would likely enable

greater flexibility in investing in ethical stocks and funds and would potentially be a boost for returns from the portfolios and reduced fees.

- 8.4 The Committee had reviewed and recommended the budget for approval and agreed to set up a Working Group to review risk and made up of representatives from each of the committees.
- 8.5 The review of the auditors had commenced and a long list of auditing firms, including the existing auditors, Saffery Champness, had been reviewed and next steps agreed.
- 8.6 The minutes of the meeting held on Wednesday 7 September 2022 were approved.

9 Report of the Nominations and Remuneration Committee

- 9.1 The minutes of the meetings held on Wednesday 20 July and Thursday 1 September 2022 were annexed at H.
- 9.2 The Committee had reviewed the recent appointment of new trustees and Committee members, the feedback had been positive with one suggested improvement being to conduct interviews face to face where possible, rather than virtually.
- 9.3 Work was on-going on producing a Home Working Policy and all trustees were invited to share any relevant policies or related documents their own organisations were using to this end.
- 9.4 The Committee had reviewed and agreed some amendments to the staff team structure and a small increase of hours for some of the part time positions, alongside the wider annual cost of living increase review.
- 9.5 Staff salaries had been increased by 2% for all and there had been a further one-off cost of living payment agreed for all members of the team of £1,500 pro rata, to be paid out in two instalments in October and January 2023.
- 9.6 The Committee had also been reviewing the Remuneration Policy and a new draft was annexed at J for approval.
- 9.7 The Remuneration Policy was approved but would be reviewed further by the Committee at the next meeting looking at including staff holiday entitlement and staff benefits overall. At the same time the equivalent section would be removed from the Financial Management Policy which was due to be reviewed shortly by the Finance, Audit and Risk Committee.
- 9.8 The minutes of the meetings held on Wednesday 20 July and Thursday 1 September 2022 were approved.

10 Any other business

- 10.1 The Board agreed that the Chair should decide as and when decisions taken between meetings were best agreed following an exchange of emails or at a meeting to be held virtually, this to avoid any difficulties that sometimes arise when complex matters are communicated by email only.
- 10.2 It was agreed that the investment managers should attend the next Board meeting in February 2023.

11 Dates of future meetings

- 11.1 Wednesday 15 February 2023
- Wednesday 14 June 2023
- Wednesday 11 October 2023

To be printed on ABS headed paper and signed at the same time as the financial statements

[long format date]

Saffery Champness LLP
71 Queen Victoria Street
London
EC4V 4BE

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Architects Benevolent Society for the year ended 30 September 2022 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the results and financial position of Architects Benevolent Society in accordance with The Companies Act 2006 and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

1. We have as trustees fulfilled our responsibility, as set out in the terms of your engagement dated 1 June 2017 under the Companies Act 2006 for preparing financial statements in accordance with The Companies Act 2006 and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice which give a true and fair view of the financial position of the charity as of 30 September 2022 and of the results of its operations and its cash flows for the year then ended and for making accurate representations to you.
2. The methods, data and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.
3. We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.
4. We have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been disclosed in accordance with the requirements of accounting standards.
5. Related party relationships and transactions have been appropriately accounted for and disclosed and we are not aware of further related party matters that require disclosure.
6. All events subsequent to the date of the financial statements and which require disclosure or which would materially affect the amounts in the financial statements have been adjusted or included in the financial statements.
7. The financial statements are free of material misstatements, including omissions.

To be printed on ABS headed paper and signed at the same time as the financial statements

8. That, having considered our expectations and intentions for the next twelve months, and the availability of working capital, the charity is a going concern. That our plans for future action(s) required to enable the charity to continue as a going concern are feasible. That the disclosures in the accounting policies are an accurate reflection of the reasons for our consideration that the financial statements should be drawn up on a going concern basis.

Information provided

9. All accounting records and relevant information have been made available to you for the purpose of your audit of the financial statements. We have provided to you all other information requested and given unrestricted access to persons within the entity from whom you have determined it necessary to obtain audit evidence. All other records and related information including minutes of all management and trustees meetings have been made available to you.
10. All transactions undertaken by the charity have been recorded in the accounting records and are reflected in the financial statements.
11. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
12. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves management, employees who have a significant role in internal control, or others, where fraud could have a material effect on the financial statements.
13. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
14. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
15. We confirm that we have disclosed to you the identity of the entity's related parties and all related party relationships and transactions relevant to the charity that we are aware of.
16. The charity has satisfactory title to all assets, and there are no liens or encumbrances on the assets except for those disclosed in the financial statements.
17. There are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the financial statements.
18. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such income.
19. Notifications of legacies and similar sources of assets have been monitored, and all such assets have been recognised in accordance with the recommendations of the SORP on charity reporting.
20. We confirm that for investment properties not revalued professionally during the financial year, we have undertaken internal trustees' revaluations. In this undertaking, we have made key assumptions in the determination of the fair value of the investment properties. Noting this, we confirm that we have included 9 Weymouth Mews in the financial statements at a valuation of £5.6m as at 30 September 2022.

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We confirm to the best of our knowledge and belief that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each trustee has taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

.....
[Trustee Name]
Signed on behalf of the board of trustees

To be printed on ABS headed paper and signed at the same time as the financial statements

Registered Company No. 1084747 (England and Wales)
Registered Charity No. 265139

ARCHITECTS
BENEVOLENT
SOCIETY



ARCHITECTS BENEVOLENT SOCIETY


ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022







Architects Benevolent Society

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How we can help

-  Money & Debt
-  Mental Health & Wellbeing
-  Housing advice
-  Employment
-  Physical Health & Disability
-  Resources

[Explore our support services](#)

Architects Benevolent Society

Company information

OFFICERS OF THE SOCIETY

Patron	His Royal Highness The Duke of Gloucester KG GCVO
President	Eddie Weir PPCIAT
Chair	Mark Grzegorzcyk
Honorary Treasurer	Nigel Thorne

COMPANY INFORMATION AND CONTACTS

Chief Executive	Robert Ball	
Operations Manager	Katie Vivian	
Chief Financial Officer	Sarah Gartshore	
Company number	1084747	
Charity number	265139	
Registered office	6 Brewery Square, Copper Row, London SE1 2LF	
Independent auditors	Saffery Champness LLP 71 Queen Victoria Street London EC4V 4BE	
Bankers	C Hoare and Co 37 Fleet Street London EC4P 4DQ	Lloyds Bank PLC 25 Gresham Street London EC2V 7HN
Investment Managers	Cazenove Capital 1 London Wall Place London EC2Y 5AU	Investec Wealth and Investment Limited 30 Gresham Street London EC2V 7QN
Solicitors	Bates Wells 10 Queen Street Place London EC4R 1BE	Hunters 9 New Square, Lincoln's Inn London WC2A 3QN

All correspondence should be addressed to:
Chief Executive
Architects Benevolent Society
6 Brewery Square, Copper Row, London SE1 2LF
T. 020 7580 2823 E. help@absnet.org.uk W. www.absnet.org.uk

Architects Benevolent Society

Foreword and Members of the Board of Trustees and Committees

ABS PRESIDENT



It was an absolute pleasure and honour to be elected as ABS President last year. ABS continues to be a symbol of hope and support for those within and close to the architectural community and I am confident it will do so for many years to come.

The architectural industry can be a demanding environment; and for some these demands can take their toll and detrimentally manifest themselves in many forms. It is incredible to know that the ABS is here to offer help and support to those in our professions who may be experiencing difficult times. For this, I shall continue as always to promote the support that ABS offers to our architectural community.

Last year we helped 1,120 people and 85% of those who applied for and received help were of working age. Almost 40% of those were aged 30 or younger, frequently young professionals who were at the beginning of their careers and really struggling to afford basic costs such as rent and daily living expenses. As the cost of living crisis continued to take hold we saw a 100% increase in requests for financial support and we are expecting this sharp increase to continue during 2023. Support for those struggling with their mental health also increased last year and the number of referrals to Anxiety UK was up considerably, leading to the ABS funding 40% more hours of therapeutic support for individuals.

As 2023 progresses we will continue to focus on our priority of supporting individuals and families struggling with the cost of living crisis, the need for our help will inevitably increase and we will do all we can to meet that need. It has never been more apparent that the ABS has an important role to play in enabling members of the architectural community to lead fulfilling and rewarding lives.

If I could take this opportunity to thank our incredible ABS staff, our ambassadors and supporters for all their efforts... your work definitely doesn't go unnoticed.

Take care and stay safe everyone.

Eddie Weir PPCIAT

Architects Benevolent Society

Foreword and Members of the Board of Trustees and Committees

BOARD OF TRUSTEES

Richard Brindley
Andy McLeish
Lucy Mori
Sangeeta Shenoy

Anthony Clerici
Rick McCluggage
Karen Rogers
Sumita Singha

Mark Grzegorzcyk
John Moakes
Aled Rees
Nigel Thorne



BOARD SUB-COMMITTEES

The Board of Trustees is the governing body of the Society but much of the strategic task focused work is delegated to committees which undertake the decision making which is essential to the continuation of the work of the Society. All Committees remain accountable to the Board and can only exercise the powers delegated to them in writing. All committee members are volunteers who give a considerable amount of time and expertise for the benefit of those members of the profession who have fallen on hard times. Enquiries from those willing to serve on committee are always welcome.

Welfare Committee:

Richard Brindley (Chair)
Andy McLeish
Benna Schellhorn*
Sumita Singha
Alison Wyman*

Nominations and Remuneration Committee:

Karen Rogers (Chair)
Mark Grzegorzcyk
Kate Marks*

Finance, Audit and Risk Committee

Nigel Thorne (Hon Treasurer and Chair)
Tony Cartmell*
John Moakes
Simon Still*

Development and Engagement Committee:

Aled Rees (Chair)
Ant Clerici
Rick McCluggage
Karen Rogers

All members of committees are Trustees and Members of the Board other than those shown with an asterisk thus *

Architects Benevolent Society

Annual Report for the year ended 30 September 2022

The members of the Board are pleased to submit their report and the financial statements of the Architects Benevolent Society for the year ended 30 September 2022.

Structure, Governance and Management

Structure and Governance

The Society is a Registered Charity and a Company limited by guarantee governed by Articles of Association. It is not liable for Corporation Tax on its charitable operations.

Becoming a trustee of the Society is by appointment by the Board of Trustees and is drawn from those who have been identified as bringing the skills and other criteria necessary to further the strategic work of the Society. It is not restricted to membership of the architectural community. All trustees of the Society are entitled to attend, to speak and to vote at trustees' meetings.

Any person who is willing to act as a trustee, and who would not be disqualified from acting under the provisions of Article 26, may be appointed to be a trustee by a resolution of the trustees for a term of up to three years, renewable for two further terms of up to three years subject to Article 25.2. A trustee who has served for nine consecutive years of office must take a break from office and may not be re-appointed until the first anniversary of the commencement of their break from office.

Trustees of the Society are the only Members and all trustees become a Member of the Board on appointment as a trustee. The Board of Trustees is the governing body of the Society and as well as being Members of the Board, trustees are also Directors of the Company for the purposes of company law.

The Society introduced revised and updated Articles of Association in June 2021, approved by the Charity Commission and leading to a number of changes, including a reduction in the number of trustees; to be no more than 12 by June 2023.

Work is on-going to implement comprehensive recruitment procedures for the selection and appointment of new trustees and incorporating considerations of skills and experience, professional and regional representation and diversity. This led directly to the appointment of three new trustees in June 2022 and also the appointment of several new committee members, including three non-trustees with particular skills and experience relevant to the committees they have joined.

The composition of the Board of Trustees is set out on page 3. The Chief Executive of the Society is directly responsible to the Board in the execution of their duties.

Charity Governance Code

The Society formally adopted the Charity Governance Code in 2019, with the aim of developing high standards of governance in line with good practice and using the Code as a tool to support continuous improvement. This led directly to the adoption of the revised Articles of Association in June 2021 and a streamlined Board of Trustees.

The Society will continue to review the seven principles of the Code and working towards making well-considered decisions as to how these principles should be applied to the charity; the seven principles being Organisational Purpose; Leadership; Integrity; Decision-making, Risk and Control; Diversity and Openness and Accountability.

Architects Benevolent Society

Annual Report for the year ended 30 September 2022

Management

The Society's Board of Trustees meets three times each year to agree and review the strategic approach and areas of activity, including consideration of charitable activity, investments and reserves, risk management, long term strategic planning and all other policies and performance. Some of the task focused work of the Society is overseen by formally appointed committees which report directly and regularly to the Board. At the heart of the Society's committee structure is the Welfare Committee, which advises the Board on the Society's charitable work. The Society's Welfare Team review in full all new applications for assistance and make informed decisions as how to best assist those beneficiaries who frequently face a range of challenges. The Society's Grant Giving Policy, introduced during 2019-20 and regularly updated, allows for consistent decision making in the support offered to individuals and families and it has further facilitated a reactive and timely response to emergencies such as the on-going cost of living crisis and the impact these can have on particular groups of beneficiaries.

The other Committees include the Finance, Audit and Risk Committee, the Development and Engagement Committee and the Nominations and Remuneration Committee.

Decision making

The Society's decision-making policies and procedures are detailed in 'Board Instructions.' This document was substantially amended in June 2021 to reflect the changing governance structure and streamlined Board of Trustees. It sets out the responsibilities and delegated decision-making powers of the committees and continues to be reviewed and amended as and when necessary. There are additionally a number of other important policy documents which are reviewed on a regular basis within proscribed timeframes.

Relationships

The Society pursues a policy of engaging as closely as possible with the various organisations which represent the members of the architectural community and in order to ensure the work of the Society is effectively communicated to all eligible persons at national and regional level. This work is essential in helping to ensure as many as possible are aware of the help that the Society can offer and also to assist with income generation.

The Society has informal but close links with the Chartered Institute of Architectural Technologists, the Landscape Institute, the Royal Institute of British Architects, the Royal Incorporation of Architects in Scotland, the Royal Society of Ulster Architects, the Royal Society of Architects in Wales, the Architects Registration Board, the Worshipful Company of Chartered Architects, the Architects Mental Wellbeing Forum and others. It is also a subscribing member of the Association of Charitable Organisations, the Fundraising Regulator and the Institute of Fundraising.

Engagement with the professions and individuals the Society serves has been greatly enhanced over recent years with the introduction of the Society's Ambassador scheme. Our Ambassadors are part of a regionally based network and play a key role in raising awareness of our cause within the architectural community and in leading regional fundraising initiatives. Their role involves liaising with practices and local representatives of professional membership organisations and schools of architecture. There are around 70 Ambassadors based all over the UK and their role continues to be vital as we navigate the challenges of the on-going cost of living crisis.

Architects Benevolent Society

Annual Report for the year ended 30 September 2022

Risk Management

The Society recently commenced a full review of our approach to risk and the Risk Register. A dedicated Working Group has been set up to carry out this important task and will report back on a regular basis to the Board. In the short term, the higher ranked risks as detailed in the Risk Register will continue to be monitored and any action points identified and communicated to the individual or group responsible to ensure steps are taken to mitigate the risk.

Objects and Activities

Objects

In June 2021 the charitable objects of the Society were widened from providing relief to architectural professionals for:

- the prevention and relief of poverty and financial hardship;
- the advancement of health; and
- the relief of those in need by reason of youth, age, ill-health, disability or other disadvantage

of Architecture Professionals, their spouse, civil partner, cohabitee, widow, widower, surviving civil partner or cohabitee, child or dependent.

In the Charity's objects "Architecture Professional" means:

- any person engaged or formerly engaged in the practice of architecture;
- any person who is, or has been employed by any persons (including individuals or bodies corporate or unincorporated) engaged in the practice of architecture;
- students who are on, or former students who have completed relevant accredited courses (where they are, or were engaged in the study of architecture); and
- in exceptional circumstances (in relation to which a special majority of 75% of the number of trustees in office shall be required) such other person with a close connection to the practice of architecture.

The prevention and relief of poverty remains at the very heart of the Society's charitable work however, the widening of the objects will allow us to provide a more holistic, needs led approach to the support we provide.

Public benefit

The Architects Benevolent Society is a registered charity whose charitable purpose within the Charities Act 2011 is defined above under the objects. The Society provides public benefit through financial help and other assistance to past and present members of the architectural community and their dependants. This help is extended to all those persons engaged or formerly engaged in the practice of architecture, any person who is, or has been employed by any persons engaged in the practice of architecture, students who are on, or former students who have completed relevant accredited courses. Persons engaged in the practice of architecture includes (but is not limited to) architects, landscape architects and architectural technologists. In reviewing the aims and objectives of the Society and in planning future activities the trustees have referred to the guidance issued by the Charity Commission on public benefit. The trustees consider that current activities deliver public benefit.

Architects Benevolent Society

Annual Report for the year ended 30 September 2022

Aims for public benefit

The Society is the only occupational benevolent fund for the wider architectural community in the UK and its aim is to offer confidential advice, support and financial assistance to individuals and their families in times of need through reasons of advanced age, disability, poverty or illness, to afford opportunities for a fresh start in life for those who have met with adversity and generally give comfort and hope to those who are in trouble of various kinds.

During the past few years, the Society has been gradually introducing a more focused and equitable approach to helping those persons in need. A comprehensive Grant Giving Policy was introduced in 2019-20 and partnerships have been entered into with other organisations best placed to provide meaningful assistance to those in need, these including Shelter, Anxiety UK and Renovo. Most recently the Society has employed the services of specialist welfare benefits advisors to assist beneficiaries in applying for the financial support they are entitled to from the state. During 2022-23 the Society will also be establishing the wellbeing programme, which offers wellbeing workshops and webinars to individuals and organisations as part of its efforts to address mental health and wellbeing within the architectural community, as part of its core support service offer. These efforts have allowed the Society to provide real assistance to those members of the profession who are struggling with the cost of living, those having to deal with housing difficulties, those experiencing anxiety, stress and anxiety-based depression and those who have either experienced redundancy, are at threat of being made redundant or who have been out of work for a period of time and need help finding employment. To ensure these additional services are available for the benefit of all members of the architectural community, significant efforts continue to be made to raise awareness of the services on offer, via the membership organisations representing the professions and also through the network of Ambassadors around the UK.

Objectives for the year

One of the principal charitable aims of the Society during the next 12 months will be supporting individuals and families struggling with the cost of living crisis. Financial support in the way of regular grants to help with living and housing costs have been prioritised and in line with the Minimum Income Standard which has seen a sharp increase in the costs necessary to reach a minimum acceptable standard of living. The Society's Grant Giving Policy has been amended to reflect this increase and the Board will be closely monitoring support to beneficiaries in light of the crisis throughout the year.

During the course of 2022-23 the Society will also be carrying out a full review of finances, with the intention of informing long term strategic planning and on the basis of furthering the charitable objectives. This will include evaluating the charity's long term assets, both in terms of the structure and performance of those assets, as well as investigating the potential for growing existing and developing additional income streams. This work is seen as essential in enabling strategic planning over the medium to long term. Alongside this project, work continues on reviewing the Society's stock market investment portfolios, the mandate with which the investment managers are required to operate and just as importantly, the Society's ethical approach to investing.

The other major new initiative for 2022-23 is taking on responsibility for the resourcing of the wellbeing programme, the programme having previously been resourced by the RIBA, with funding provided by both the Society and the RIBA. The programme has already been running for four years and has seen a significant uplift in the numbers of people the Society has been able to help. A new staff position has been agreed to manage the programme and the management team have been tasked with implementing the programme to a wider audience than previously and commencing income earning initiatives to help fund the programme. This has been agreed as an initial two year commitment with regular reviews to check on progress.

Architects Benevolent Society

Annual Report for the year ended 30 September 2022

Work will continue throughout 2022-23 on improving the Society's governance. New trustees will be recruited during the year, taking into consideration the Board Recruitment and Composition Matrix, which enables the trustees to identify any gaps in skills, professional representation, and demographic characteristics on both the Board and on committees.

The above work will be overseen by the Board of Trustees, the principal focus as always being to ensure the Society continues to provide high quality support to the architectural community and to meet the Society's charitable objectives over the short, medium and long term.

Voluntary work

The work carried out by the formal committees and working groups appointed by Board is done voluntarily. Many of the tasks involve a great deal of work in addition to attending meetings. The Society is particularly grateful to those people who are not trustees but who give up their evenings and weekends and even time during the working day to assist in this way.

Particular thanks must be given to the Society's Ambassadors, the group of the volunteers who are making an enormous difference to the level of awareness about our charitable activities all over the UK. Their efforts on the Society's behalf are hugely beneficial and there are around 70 Ambassadors representing all of the professions we support, from all parts of the UK and representing all age ranges. Their wide and varied experience and the number of membership organisations they are helping us to engage with is invaluable, thank you.



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Achievements and performance

The Welfare Committee and its work with beneficiaries

The Welfare Committee advises the Board on all of the Society's charitable work for those in need. The Committee oversees the work of the Welfare Team in assessing the needs of individuals and families and providing the focused help they need to regain their independence. During the last 12 months the Committee continued to review the effectiveness of the Grant Giving Policy, with the stated principles and outcomes as detailed below.

Underpinning principles of grant giving at the Architects Benevolent Society:

- holistic, needs led approach to assessment and support
- complement statutory financial support, not replace it
- enable people, not create dependency
- consistent and equitable decision making.

In providing financial assistance to eligible individuals/families, the Society aims to achieve the following social outcomes:

- improve the quality of life for individuals and/or families who are struggling financially and socially due to poverty
- enable individuals and/or families to regain financial independence following an event or period of crisis
- increase employability or maintain employment
- relieve emotional and psychological distress which impacts on daily living, e.g. engagement in work and community.
- support people with disabilities and long-term health problems to overcome barriers to employment, housing, financial services and thus promote social inclusion

Now that the Grant Giving Policy is firmly embedded within the Society's day to day charitable activity, the Committee was able to monitor the cost of living crisis closely throughout the year and top up grants were awarded to individuals and families to help them cope with the additional financial burden this represented. The Committee also oversaw a pilot scheme to support students experiencing unexpected financial hardship. The scheme was carried out successfully during the year and is now being reviewed with the hope of rolling it out nationally at a later stage.

The Committee works in close cooperation with the Welfare Team who have in-depth knowledge of the circumstances of our beneficiaries. The help and advice the Team provides is sometimes the most valuable support that the Society can give to those who are in real distress.

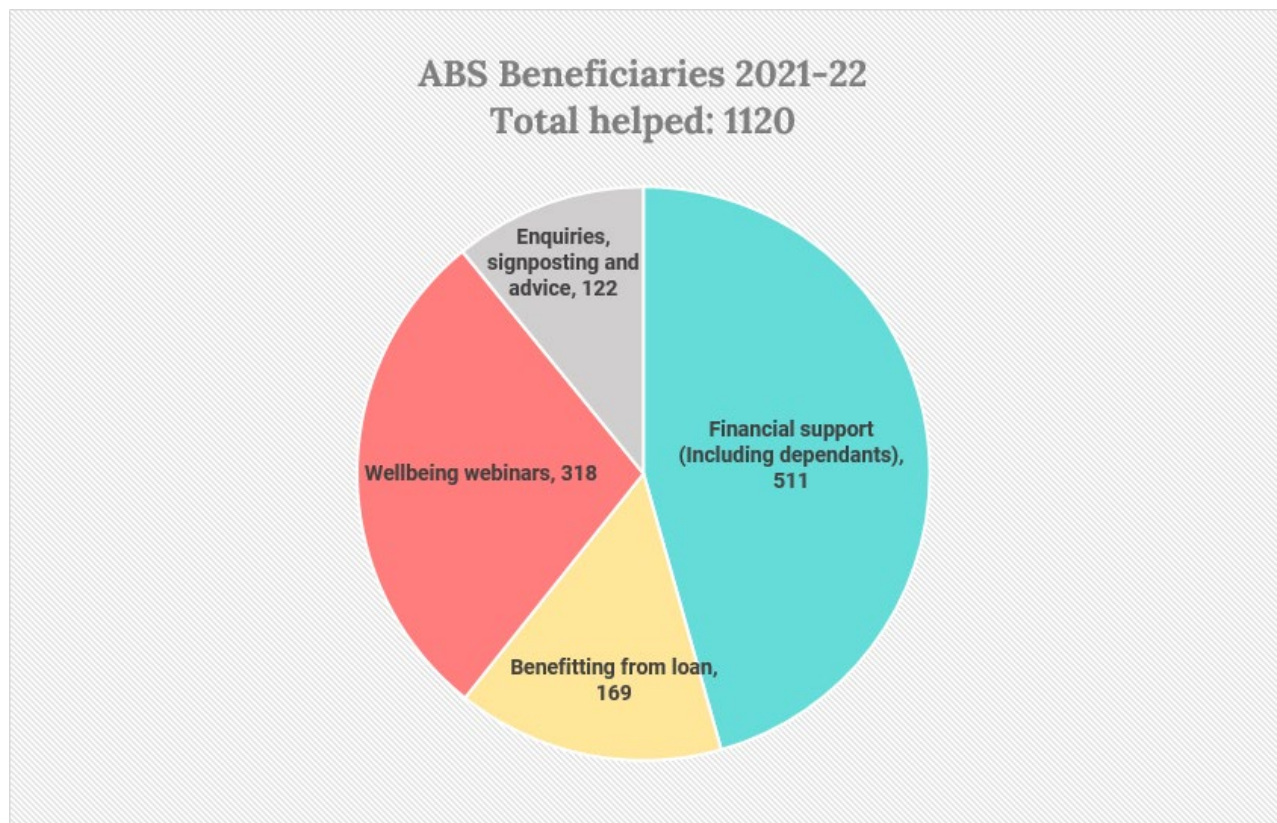
With regards to the number of people we support, the total number of people helped in 2021-22 was 1,120. This was a little lower than the previous year due to delays in delivering wellbeing webinars during the course of the year but was still significantly higher than previously, prior to the introduction of mental health and wellbeing support services. The number of new beneficiaries given support was 169 and it was encouraging to see 91 beneficiaries and their families now able to live independently. Sadly, we have to report that 5 beneficiaries died during the course of the year, our thoughts are with their families.

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85% of people supported by the Society last year were of working age, 38% of whom were aged 30 years or younger. More recently, we saw a 100% increase in requests for financial support from the architectural community and expect this to continue to rise. There has been a notable increase in the need for financial support from younger members of the architectural community as they begin their careers in cities but cannot afford rent or daily living expenses. But the impact of the cost of living crisis is not just financial; the Society has also saw a 15% increase in the need for mental health support compared to the previous year.

The Committee and Board would like to thank the Welfare Team for their essential and very great efforts to help and support the Society's beneficiaries. So much of their work goes unnoticed, but we know from the hugely positive responses we receive from beneficiaries just how much their advice and assistance is appreciated by those who are often in real distress when they come to us for help. Without the empathy, knowledge and care the Welfare Team provides, the financial assistance we provide for many would often not be enough and the Team remains at the very heart of everything the Society stands for.



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Jesús' Story:



Jesús, an architect with over 20 years' experience, approached ABS in September 2021 after being made redundant due to the coronavirus pandemic. ABS provided financial support which enabled him to cover his expenses so he could look for a full-time position.

I first came to ABS after becoming unemployed due to the pandemic. I was working on a practice designing cinemas but when cinema projects were stopped, I was made redundant.

Looking for work is a full-time job in itself and I was searching from Monday through Sunday. Despite working as an architect for twenty years, I was facing obstacles because of my lack of specific experience and specific software knowledge.

Universal Credit was providing me with enough support to pass by one month to the next, but I was worried about how I would pay for any additional expenses beyond rent and food.

Then I became aware of ABS. I spoke to Aidan [ABS Welfare Officer] who understood my situation and was able to provide the financial support I needed, as well as signposting me to Renovo for helpful job search resources.

“The support from ABS gave me comfort and the ability to sleep well at night”

It was a huge relief at the end of the month. We all have standard bills to deal with each month but when something unexpected happens it can affect your finances. The support from ABS gave me comfort and the ability to sleep well at night.

In January 2022 I found work as a freelance architect for a London based company and I am happy to be working here.

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The Miller Family's Story



The Miller family* reached out to us after Paul*, a father of two children, was made redundant. He found it difficult to cope with unemployment which resulted in a decline in his mental health and eventually debt. At the same time Paul was going through this, his wife Camila* had an accident which left her unable to work. ABS was here to offer the family financial assistance and support but most importantly hope. It can be difficult to reach out and ask for help, but ABS are here for the architectural community and approach each individual with compassion and care.

I was familiar with ABS through my profession, but I never considered I would ever need their support. As an architectural assistant in a practice for over 15 years I had a solid career. However, after just two years of starting a new position at a different organisation I was made redundant and found it difficult to find new work.

The longer I had to rely on Universal Credit the more frantic and worried I became about how I was going to support my wife and two daughters. I began spiralling into debt and my mental health continued to decline, ultimately resulting in a breakdown and hospitalisation.

At about the same time I was in hospital my wife Camila*, who is a registered nurse, had an accident while out with our girls and shattered her shoulder. She required multiple surgeries, continuous physiotherapy and could not move her hand above her waist. This meant she was unable to work, and our family became completely reliant on income from Universal Credit which barely covered necessities such as food. Our complicated situation also meant that Universal Credit would continually miss payments and at times we had nothing.

ABS has been here for my family from the beginning providing a lifeline with financial assistance, as well as invaluable emotional support and advice. From my initial conversation with Aidan [Welfare Officer] my mind was put at ease and I was reassured that we would be able to survive. He made me feel supported, and calm and was clear with the support ABS could offer.

When we began to have trouble with Universal Credit, ABS was there to not only provide immediate financial support for essential items such as food, but also gave us access to a welfare benefits advisor who has been helping us with the appeals process and has enabled us to claim the [governmental] support we need.

I hate to imagine what would have happened if ABS was not there for me and my family. I would definitely be homeless and at my lowest I was seriously considering suicide.

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Then my wife found work and now, although it is still extremely difficult and has taken some getting used to as I have had to start from the bottom, I am fortunate to have been able to find some part time work and am happy as long as my family are supported. I am keeping my options open to try to get back into full time employment.

“I don’t wish anyone to be in the same situation as us
but will always continue to recommend ABS to
anyone who may need their support”

**This is a true story but names have been changed and stock photography used for confidentiality.*

Partnerships

The Society is delighted to be continuing the highly successful partnerships with Shelter, Anxiety UK and Renovo.

Whether someone is facing rent or mortgage arrears, disputes with their landlord, threats of eviction or other housing issues, through our partnership with **Shelter** we can offer support and advice, or make a fast-track referral to Shelter – who provides advocacy, representation and specialist telephone casework in order to prevent homelessness



The partnership with **Anxiety UK** was launched during Mental Health Awareness Week in May 2017 and the Society is able to offer direct, timely assistance to those experiencing anxiety, stress and anxiety-based depression. This year, the Society funded 1, 393 (1,001 in 2021) hours of therapeutic support to individuals, the recovery rates being reported back by Anxiety UK remaining consistently higher than those reported in the ‘NHS Improving Access to Psychological Therapies Report 2018-19’.



Renovo allows the Society to offer direct support to those who have either experienced redundancy, are at threat of being made redundant or who have been out of work for a period of time and need help finding employment.



Efforts will continue to ensure the availability of these excellent services, as well as all the other help the Society provides, is made known to as many members of the architectural community as possible through our varied communication channels..

The Society is also pleased to be working on a less formal basis with IncomeMax, Stepchange, Law Express and other charities and organisations which can provide our beneficiaries with expert advice and support on a range of issues including debt and other money matters, legal problems ranging from property matters, employment, family to other personal legal issues.

All these partnerships are enabling the Society to offer those in need a more comprehensive package of assistance, going beyond the purely financial and helping people to regain their independence as soon as possible.

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Finance, Audit and Risk Committee

This Committee is comprised of members with financial, investment, legal and property expertise. It liaises directly with the Society's investment managers, each quarter full portfolio valuation reports are received and representatives from the managers attend meetings during the year to advise and report to the Committee in detail and to review investment policy matters in line with the Investment Policy Statement.

There was a significant focus during the year on the Society's investments, both in terms of portfolio structure and targets and particularly the Society's approach to ethical investing. This work remains on-going but there has been real progress made and it is expected to introduce a far more robust and well informed ethical investment approach during the course of the next 12 months.

This was against the backdrop of another highly turbulent year for investments and falls in portfolio values and income. This uncertainty is likely to continue for some time to come and the Committee will continue to scrutinise performance closely and to advise the Board accordingly.

The Committee agreed to commence a formal review of the audit function during the year and the staff team have been instructed to undertake a market review and report back. The review is due for completion by June 2023, prior to the appointment of the auditors for the financial year ending September 2023.

Nominations and Remuneration Committee

This Committee met very frequently during the year and focused on Board and Committee recruitment and succession planning. A recruitment drive was launched in March 2022, leading to the appointment of three new trustees in June 2022 along with several new committee members, three of whom are non-trustee members bringing particular skills and experience to the committees in question.

The Committee also spent a great deal of time considering staff matters, commencing a review of HR and remuneration policies. The HR review is on-going and a new Remuneration Policy was approved by the Board later in 2022.

Development and Engagement Committee

This Committee oversees activities related to awareness raising, communications and fundraising. Its purpose is to help promote the Society and its activities to the architectural community.

The Development Team's fundraising activities were once again impacted by the lasting effect of Covid-19 but were able to bring back face-to-face events, most notably the annual Chicken Run which returned in 2022. The new corporate partnership scheme was successfully launched during the year and there are early indications of success, the results of which we hope will start to make an impact during the forthcoming year.

The Committee was pleased to be able to recommend Eddie Weir as the Society's new President and this led to his appointment in June 2022. He replaces Jane Duncan who proved to be a tower of strength and support during her Presidency and the staff, committee and Board are very grateful for all her efforts.

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Events during the year included:

Chicken Run 2022



A big THANK YOU to everyone who signed up for our Chicken Run 2022. The weather was kind to us and it was such a joy to see our community back together in person following the last few years.

Congratulations to our winners:

Fastest male runner: Morgan Taylor
Fastest female runner: Annecy Attlee
Best dressed: Diane Weir
Biggest team: ACME London.

Most importantly, thanks to the runners and our incredible event sponsors, CIAT, Pollard Thomas Edwards, Xtratherm and Bespoke Careers we raised over £12,000 to help those in need within the architectural community.

The event is a 5km fun run through London followed by an after party located at our sponsor host practice or organisation. There are prizes, food, drink, and other refreshments.

This year the after party was held at the stunning offices of PTE at Diespeker Wharf overlooking the iconic Regents Canal with the run beginning south of Blackfriars Bridge.



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QuizMas



This virtual quiz was hosted by our wonderful quizmasters, ABS Past President Jane Duncan OBE PPRIBA, new ABS President Eddie Weir PPCIAT and Adam White PPLI. Events like these can only happen because of the support of our participants, and we are grateful to those who signed up, showed good spirit and enthusiasm which resulted in a fun event. We would also like to thank our sponsor, Birmingham Architectural Association who have yet again shown their dedication to supporting the work of the Society. The total raised including sponsorship was over £1,600.

Congratulations to the winning team which included Andy, Greg, Ivan, Ross and Mark with best dressed going to team ACME.

2022 WCCA Award



Each year the Worshipful Company of Chartered Architects (WCCA) presents an award to the person or organisation that have provided significant support to the work of the Society in the previous year.

This year, the Society was delighted for The Birmingham Architectural Association (BAA) to receive the award at the annual WCCA Awards Dinner, presented by ABS Chief Executive Robert Ball who said:

“The BAA were invaluable during the pandemic through sponsorship of ABS events and raising awareness. This support meant more people could be reached helping many who were struggling at such a difficult

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time and ensured ABS could continue to be a foundation of support for members of the architectural community. We look forward to continuing our relationship with BAA well into the future.”

The Awards Dinner was held at Stationers’ Hall in London where BAA Past President Marina Strotz and Vice President Amy Francis-Smith attended to receive the award.

Amy and Marina said: “The award recognition for the BAA’s efforts really does mean so much to us and we were only too happy we could make a difference through those difficult times. With this support, and by encouraging others to raise awareness within the architecture and design community, this fantastic charity is able to be there for both them and their families if they need it. Being able to support and make a positive difference to colleagues across the region and country has always been at the heart of the BAA.”

The Society would like to give thanks to Roger Hawkins and his team at Hawkins\Brown for designing the beautiful award plate as well as the WCCA for their continued support of the charity.

#Time2Sketch



Thank you to everyone who took part in #Time2Sketch 2022. The event raised £5,167 towards our cost of living crisis appeal.

Congratulations to the winners:

- 1st place: John Warburton – Bouys House Staithe
- 2nd place: Ceri Davies – Inside Outside
- 3rd place: Alvaro Valdivia a l’Onions – The Joy of Pompidou

Each and every submission was truly spectacular, and our judges had a difficult time choosing the winning entries. Prizes were kindly donated by Green & Stone of Chelsea.

A big thank you to all our participants and our judges, Lionheart, David Gilhooley and Amy Francis-Smith. And special thanks to our sponsors, Birmingham Architectural Association, CIAT, Grimshaw Architects, Assael Architecture, Green & Stone of Chelsea and Allford, Hall Monaghan Morris.

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Raising Awareness

During the year, the Development Team focussed on increasing awareness of the Society's work within the architectural community. This has been carried out in various ways including presentations and workshops delivered by staff, Ambassadors and trustees, articles in industry publications and membership body communications as well as a strong presence on social media platforms highlighting the work the Society does, particularly in response to the cost of living crisis.

Fundraising

This year saw the Society implementing the final year of its three year Fundraising Strategy focusing on five strategic aims; to broaden our audience base; to maximise the capacity of the fundraising team; to build the diversity of our income sources; to focus on our donors and to hone our case for support. The Society employs three members of staff to fundraise for the charity, as well as working on raising awareness and communications.

Due to the pandemic, the strategy was reviewed in March 2020 and again during 2021 due to the cancellation of face to face events and staff having to work from home. The renewed strategy focuses on improving the Society's digital communications, introducing new income streams and broadening our audience base. This amended approach began to change during 2022 as the Covid-19 restrictions started to ease.

The Society adopts relationship fundraising as its approach to generating sustainable income, which means that building long term relationships with our supporters is central to our strategy. The focus on raising awareness of our work and establishing relationships with practices is important in laying the foundations for future donations. Voluntary income is received from corporate/organisational donors and individual donors through regular and one-off donations, external events and legacies. The Society does not use professional fundraisers. This year, we had sponsorship agreements in place with the Birmingham Architectural Association, Allford Hall Monaghan Morris, Grimshaw, CIAT, Green & Stone of Chelsea, Xtratherm, Keystone, Assael Architecture, Pollard Thomas Edwards and Bespoke Careers for our annual 'on behalf of' events. We have also had Ambassadors and other volunteers fundraising for us through other smaller 'in aid of' events.

The Society is an organisational member of the Institute of Fundraising and is registered with the Fundraising Regulator. This demonstrates a commitment to openness and honesty in our fundraising practice and enables us to keep up to date with current legislation, including any changes to the Fundraising Code of Practice, which includes taking into account the needs of any possible donor who may be in vulnerable circumstances or need extra care and support to make an informed decision. It also gives us access to resources and training, ensuring that staff and trustees are equipped with the skills and knowledge to carry out fundraising responsibly and effectively. The Development Manager reports regularly to the Development and Engagement Committee, where performance is monitored. The Board also receives legal updates and information relating to the implementation of the fundraising strategy.

During 2021-2022 no complaints about fundraising conduct or practice were received.

Staff are kept informed of fundraising legislation updates through the Institute of Fundraising and the monthly Fundraising Regulator newsletter to ensure they are aware of best practice, data protection and protection of the public from unreasonable, intrusive or persistent fundraising approaches. There are systems in place to flag up to staff when a donor should not be contacted for reasons such as ill health, disability or changes in their financial situation.

As part of a whole organisational approach towards complying with the General Data Protection Regulation (GDPR) which came into force on 25 May 2018, fundraising donor data and consent collection methods were

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reviewed. All staff attended GDPR training, and we will ensure that our staff and volunteers are mindful of, and compliant with, the legislation when carrying out fundraising activities. All Ambassadors attend an induction workshop and have a handbook which includes information about the Society's approach to fundraising, and their activities are monitored by the Development Manager and the Supporter Engagement & Events Officer.

Financial Review

Incoming resources

Money from **donations and gifts** totalled £156,640, slightly down on the previous year when income had fallen due to the challenges of Covid-19 which have continued this year alongside the cost of living crisis.

Legacy income was £1,079,715 compared with £391,852 during 2020-21, a very significant increase and thanks to notification of a large legacy of around £1,000,000, the majority of which was expected in late 2022 to early 2023. The Society is extremely grateful to all those who have left legacies and the details of all monies received during the year is below.

Income from commercial property saw an increase during the year to £465,424 compared to £273,258 the previous year as the Society started to receive rental income from the previously vacant offices located in the investment property assets in Central London.

Income from sheltered housing is now at zero as the sheltered housing assets were sold during the year having started the year vacant.

Investment income remained at around £200,000 for the year, where in previous years the figure had been closer to £300,000. This is not expected to increase in the near future.

Resources expended

Costs of generating funds Fundraising costs this year totalled £200,450, similar to the previous year.

The cost of running the commercial properties increased to £210,940 from £189,969 the previous year, partly related to an increase in agency fees as new tenants were found for the vacant offices.

Charitable Expenditure The Society's overall charitable expenditure in 2021-22 totalled £1,579,261 compared with £1,604,399 expended the previous year, a small fall of 1.5%.

Net expenditure

The Society's net expenditure for the year (before applying investment gains and losses) was a deficit of £197,636, a big improvement on the previous year due to the large increase in legacy income.

Investments

The level of the investment portfolios at 1 October 2021 was £12,053,651 and at 30 September 2022 stood at £10,379,005.

Market Value of Land and Buildings

43 Portland Place, purchased in July 2003 and 9 Weymouth Mews, purchased in 2007-8, are included within investment properties and were valued at 30 September 2022 by Cushman & Wakefield & Druce & Co

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respectively. Total values were at £20,087,483 at 30 September 2021 and had increased to £20,850,000 at 30 September 2022. The historic cost of the investment properties is £10,940,166.

Legacies

Income from legacies is either invested as part of the Society's Total Return strategy or used to fund our charitable activity. This ensures the generosity of those who bequeath money to the Society will have an immediate impact on helping those in need or a long lasting benefit for those in need in the future. The Society is most grateful to those who have been so generous in helping to finance our charitable work in this way and commends the Society as a worthy recipient to those who are contemplating bequests when drawing up their wills. The generosity of all those detailed below is greatly appreciated.

Some of the legacies received during 2021-22 included:

Mr Alan Norman Turner	£15,000.00
Mr Raymond Allan Young	£2,500.00
Ms Mary Oates	£100.00
Ms Margaret Finch	£160,000.00
Mr Granville Trevor Dodgson	£2,000.00
Mrs Peggy Dixon	£1,000.00
Mr Roger Keene	£10,000.00
Mr John Philip Hares	£212.84
Ms Caroline Rosalie Hanson	£326,984.91

Leave a gift in your Will

By making this very special contribution, you'll be laying a firm foundation for our future and ensuring we can support the architectural community for many years to come.



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Reserves Policy

It is the view of the Board that the calls on the Society's funds will continue to increase over the years ahead, aligned to growing awareness of the Society's work. The Reserves Policy which is reviewed each year therefore includes a continued commitment to maintain a stable level of investment capital in the medium to long term to ensure that the Society will be in a position to continue its important work in the future.

Reasons for reserves

Without a significant capital reserve in investments the Society would lose the major source of its annual income and be at risk of failing to fulfil its duty to support the Society's beneficiaries as set out in the Articles of Association.

As at 30 September 2022 the Society had total funds of £32,059,793. Of this total, £720,778 are held within the permanent endowment fund and £30,253,328 are held within the Society's designated long term fund.

The Society currently supports over 1,000 people each year and total annual expenditure at present stands at £2.1 million per annum.

This expenditure is met from three main sources:

Voluntary income. The Society is seeking to increase voluntary income over the medium term but, in the shorter term, not more than up to circa £200,000 per annum can be counted on with any certainty from donations, gifts and legacies.

Income from commercial properties. Circa £800,000 per annum in a year with all property investments fully occupied, although this can fall to as little as circa £250,000 with vacancies.

Sales of investments. This is critical to make up the shortfall of the other two sources in order to meet annual expenditure.

The Society is continually reviewing its investment strategy and the Investment Policy includes a Total Return strategy to ensure the Society can continue to support members of the architectural community in need during periods of economic uncertainty, as well as at other times. The Investment strategy is being further reviewed at the current time to ensure the investments are ethically responsible in ways which do not contradict the Society's charitable objectives and values. A further review is now under way to assess in detail the current balance of the investment holdings, the medium to longer term projections for those investments and whether or not the current balance between investment property and investment portfolios is appropriate.

With regards to liquidity, the Investment Policy ensures that the Society's investment portfolios are not tied into long term funds, meaning the Society is able to realise investment assets quickly and in addition to the free reserves target detailed below.

The Society wishes to maintain a balance of free reserves in the Current Fund at an average of £525,000, a level sufficient for the Society to continue to operate and fulfil its obligations for a period of three months. As at 30 September 2022 free reserves in the Current Fund stood at £1,806,467, a figure which the trustees consider to be in excess of the minimum level required.

Range of reserves required

Direct financial assistance given to beneficiaries has been increasing in recent years and it is anticipated that calls on the Society will be greater still in the medium to long term as awareness of the Society's work

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continues to grow. In addition, the Society is looking to increase the range of services available to members of the architectural community and this is necessitating a greater focus on the range and level of reserves, particularly the level of voluntary and other sources of income and the current balance and performance of the long-term investment assets.

Proposed action to achieve and maintain target reserves

In 2013 the trustees decided to devote more resources to improving income from fundraising with the specific object of increasing the level of ordinary donations and gifts. Regular voluntary income from this source had started to increase but the Covid-19 crisis inevitably impacted on income and more recently the cost of living crisis has had a similar impact. Commercial property income has also dipped and there is some uncertainty as to if and when it will return to previous levels in the foreseeable future.

As stated above, in 2013-14 the trustees agreed a new Investment Policy and this is reviewed on a regular basis in order to help determine the long-term strategy and risk profile, with less emphasis placed on investment income. This policy sets out a clear, medium term, Total Return target for the Society's investment managers, the intention being to ensure that reserves are maintained and also that short term cash requirements are readily met. During 2021-22 it was agreed to commence a full review of the Society's long term investment strategy, on the basis of long term forecasting results and this review, once completed during 2023, will inform long term strategic planning and any changes this might necessitate to the level and balance of investment holdings and the range of reserves required.

Monitoring and review procedures

Monitoring of the financial performance of the investments is carried out by the Finance, Audit and Risk Committee which reports to the Board each time it meets. Formal reports are submitted by the investment managers each quarter and their representatives attend in person two or three times each year to expand on these written reports. The Committee minutes and recommendations are put forward for approval and ratification at the following meeting of the Society's Board.

A review of forward financial planning is carried out annually by the Board when the preliminary accounts for the previous year are available for examination and the annual budget has been prepared. The Society is also now able to look further ahead with the help of a longer term forecasting tool which enables detailed analysis of current and future activity and will help to inform strategic planning.

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Activities around the UK

The Society is most grateful to all those who work in raising awareness and in fundraising activities and sponsorship throughout the UK and in the many institutions and organisations representing the architectural community. The Society receives income from a variety of sources such as event sponsorship, raffles, dinners, collections and similar events, organised either by groups or individuals.

Particular thanks are due to the following for their help over the last year:

Aberdeen Society of Architects	Plymouth Architectural Trust
Assael Architecture	RIAS
Bespoke Careers	RIBA
Birmingham Architectural Association	RIBA Bristol & Bath Branch
Bradshaw Gass Trust	RIBA Plymouth
Broad Oak Trust	RSUA
CIAT	RSAW
CIAT Wales/Cymru	Stirling Society of Architects
Glasgow Institute of Architects	Donald Insall Associates
Grimshaw Architects	The J S Trust
Landscape Institute	The Mishcon Family Charitable Trust
ORMS	Twigg (Trust)
Pollard Thomas Edwards	Green & Stone
New London Architecture	Xtratherm
LionHeart	Glenn Howells Architects
David Gilhooley	Amy Francis-Smith
Bruce Brebner	Christopher Stewart
Nico Guillen	Andrew Jarman
Allford Hall Monaghan Morris	

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Corporate Partners

A corporate partnership with the Society demonstrates a commitment to helping individuals and families within the architectural community. The annual donation counts toward much needed support services, and we work with our corporate partners to deliver:

- awareness raising about the work of the Society and how we can help;
- employee engagement, including participation in events and competitions;
- opportunities including promotion of the relationship through social media and the Society's website;
- regular updates about the work we are doing because of their committed generosity.

Our current Corporate Supporters



Pinnacle

Allford Hall Monaghan Morris



Keystone

Fletcher Priest Architects
 Eric Parry Architects Ltd
 Glenn Howells Architects
 Hopkins Architects
 Wilkinson Eyre Architects
 Chartered Institute of
 Architectural Technologists
 (CIAT)



Foundation

Nash Baker
 ACME
 Purcell
 Worshipful Company Of
 Chartered Architects
 (WCCA)
 Assael
 7N Architects
 N B J Ltd
 Mica Architects Ltd
 Orms

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We are very grateful to the above practices for making a regular commitment to support the Society through this partnership scheme, as well as the engagement from their staff in our events, and promoting the work we do.

The Corporate Supporter Scheme underwent a review during 2021 and a refreshed Corporate Partnership Scheme was launched during 2022. The new scheme aims to be more inclusive to the architectural community as evidenced by some of the new members above.

Acknowledgements

The Society wishes to express its appreciation and gratitude to the following:

CIAT, the Landscape Institute, the RIBA, the RIAS, the RSAW, the RSUA, the Architects Registration Board and other Regional and Branch Councils and many other architectural organisations throughout the UK for help in various ways.

Our professional advisers for their continuing guidance and support throughout 2021-2022.

All of the staff who have looked after the day to day business of the Society during a particularly challenging year as well as the administration of the individual care which the Society gives to its beneficiaries. All those members of the profession and others who continue to do so much in support of the charity, both financially and by giving generously of their time.

The trustees and staff of the Society would like to give our expression of sincere thanks to all those trustees who retired in June 2022 after many years of hugely valuable service and dedication to the charity, these being Geoffrey Purves, Hugh Woodeson, Lelia Dunlea-Jones, Angus Kerr and Bill Evans. Their outstanding contributions to the Society spanned over two decades, and their time, insight and experiences have been invaluable in furthering the support the Society is able to offer to the architectural community.



Additionally, we would like to say thank you to Jane Duncan who stepped down as our President after three years in June 2022. Jane was a committed, passionate and supportive President and is a very hard act to follow, thank you Jane.

Responsibilities of Members of the Board

The Members of the Board (who are also directors for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Architects Benevolent Society

Annual Report for the year ended 30 September 2022

Company law requires the members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Society and of the surplus or deficit of the Society for that period. In preparing those financial statements the members are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Society and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

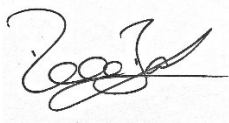
So far as each of the Members of the Board is aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.
- the trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Society's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice for charities applying FRS 102, "Accounting and Reporting by Charities", effective 1 January 2015.

The trustees have taken advantage of the small companies' regime in preparing the Trustees' Annual Report.

By order of the Board



Robert Ball
Chief Executive

14 June 2023

Architects Benevolent Society

Independent auditors' report to the members For the year ended 30 September 2022

Opinion

We have audited the financial statements of Architects Benevolent Society for the year ended 30 September 2021 which comprise of the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the charitable company's state of affairs as at 30 September 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent

Architects Benevolent Society

Independent auditors' report to the members For the year ended 30 September 2022

material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report which includes the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report which includes the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies exemption in preparing the Trustees' Annual Report.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditors under the Companies Act 2006 and report in accordance with regulations made under that Act.

Architects Benevolent Society

Independent auditors' report to the members For the year ended 30 September 2022

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud are detailed below.

Identifying and assessing risks related to irregularities:

We assessed the susceptibility of the charitable company's financial statements to material misstatement and how fraud might occur, including through discussions with the trustees, discussions within our audit team planning meeting, updating our record of internal controls and ensuring these controls operated as intended. We evaluated possible incentives and opportunities for fraudulent manipulation of the financial statements. We identified laws and regulations that are of significance in the context of the charitable company by discussions with trustees and updating our understanding of the sector in which the charitable company operates.

Laws and regulations of direct significance in the context of the charitable company include The Companies Act 2006, and guidance issued by the Charity Commission for England and Wales .

Audit response to risks identified:

We considered the extent of compliance with these laws and regulations as part of our audit procedures on the related financial statement items including a review of financial statement disclosures. We reviewed the charitable company's records of breaches of laws and regulations, minutes of meetings and correspondence with relevant authorities to identify potential material misstatements arising. We discussed the charitable company's policies and procedures for compliance with laws and regulations with members of management responsible for compliance.

During the planning meeting with the audit team, the engagement partner drew attention to the key areas which might involve non-compliance with laws and regulations or fraud. We enquired of management whether they were aware of any instances of non-compliance with laws and regulations or knowledge of any actual, suspected or alleged fraud. We addressed the risk of fraud through management override of controls by testing the appropriateness of journal entries and identifying any significant transactions that were unusual or outside the normal course of business. We assessed whether judgements made in making accounting estimates gave rise to a possible indication of management bias. At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Architects Benevolent Society

Independent auditors' report to the members For the year ended 30 September 2022

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Lorenzo Mosca (Senior Statutory Auditor)
for and on behalf of Saffery Champness LLP

Saffery Champness LLP
Chartered Accountants
Statutory Auditors

71 Queen Victoria Street
London
EC4V 4BE

Date:

Saffery Champness LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Architects Benevolent Society

Statement of financial activities
For the year ended 30 September 2022

	Notes	Unrestricted Funds		Endowment fund	Restricted fund	Total 2022	Total 2021
		Current fund	Long term fund				
		£	£	£	£	£	£
Income and endowments from:							
Donations and gifts		156,640	-	-	-	156,640	163,274
Legacies		1,079,715	-	-	-	1,079,715	391,852
Other income							
Commercial rent receivable		465,424	-	-	-	465,424	273,258
Investments	4	182,029	-	-	21,383	203,412	239,095
Charitable activities:							
Residents of sheltered housing		-	-	-	-	-	3,417
Total income and endowments		1,883,808	-	-	21,383	1,905,191	1,070,896
Expenditure on:							
Raising funds							
Fundraising		200,450	-	-	-	200,450	198,593
Investment management costs		108,177	-	3,999	-	112,176	114,417
Costs of running Commercial Properties		210,940	-	-	-	210,940	189,969
		496,057	-	3,999	-	523,566	502,979
Charitable activities							
Relief of poverty	5	1,557,878	-	-	21,383	1,579,261	1,604,399
Provision of accommodation		-	-	-	-	-	5,026
Total expenditure	7	2,077,445	-	3,999	21,383	2,102,827	2,112,404

Architects Benevolent Society

Statement of financial activities (continued)
For the year ended 30 September 2022

	Notes	Unrestricted Funds		Endowment fund	Restricted fund	Total 2022	Total 2021
		Current fund	Long term fund				
		£	£	£	£	£	£
Net expenditure before transfers and investment gains		(193,637)	-	(3,999)	-	(197,636)	(1,041,508)
Net gain / (loss) on financial investments	11	-	(853,172)	(61,284)	-	(914,456)	1,448,092
Net gain / (loss) on property investments	11	-	790,421	-	-	790,421	410,639
Net income/ (expenditure)		(193,637)	(62,751)	(65,283)	-	(321,671)	817,223
Transfer between funds		536,803	(536,803)	-	-	-	-
Gains on revaluation of tangible fixed assets	13	-	-	-	-	-	174,344
Net Movement in funds		343,166	(599,554)	(65,283)	-	(321,671)	991,567
Fund balances brought forward at 1 October 2021		1,463,301	30,132,104	786,060	-	32,381,465	31,389,898
Fund balances carried forward at 30 September 2022	18, 19	1,806,467	29,532,550	720,778	-	32,059,794	32,381,465

All results during the year related to continuing operations.

The above statement of financial activities includes the Society's statement of total recognised gains and losses.

The notes on pages 36 to 53 form part of these financial statements.

Architects Benevolent Society

Summary income and expenditure account As at 30 September 2022

	2022	2021
	£	£
Total income	1,905,191	1,070,896
Total expenditure	(2,098,828)	(2,108,724)
Net gain on investments	(62,751)	1,953,482
Net expenditure	<u>(256,388)</u>	<u>915,654</u>

Total income comprises £1,883,808 for unrestricted funds and £21,383 for restricted funds. A detailed analysis of income and expenditure by source is provided in the Statement of Financial Activities.

Expenditure comprises £2,077,445 for unrestricted funds and £21,383 for restricted funds.

This income and expenditure account excludes all movement on the Charity's permanent endowment fund so as to comply with the requirements of Companies Act 2006.

The Summary Income and Expenditure Account is derived from the Statement of Financial Activities on pages 31 to 32 which together with the notes to the financial statements on pages 36 to 53 provide full information on the movements during the year on all the funds of the Society.

Architects Benevolent Society

Balance Sheet As at 30 September 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	10	12,723		18,525	
Investments	11	31,788,251		32,550,997	
Programme related investments	12	459,146		464,030	
			32,260,120		33,033,552
Current assets					
Assets held for sale	13	-		548,625	
Debtors	14	1,207,614		434,162	
Cash at bank and in hand		434,674		201,526	
			1,642,288		1,184,313
Creditors: Amounts falling due within one year	15		(291,905)		(187,781)
Net current (liabilities)/assets			1,350,383		996,532
Creditors: Amounts falling due after more than one year	16		(1,550,710)		(1,648,619)
Net assets			32,059,793		32,381,465
Funds					
Permanent Endowment Fund	17		720,778		786,060
Unrestricted funds:					
Current fund	18		1,806,467		1,463,301
Long term fund:					
Investment & Property Fund		18,082,766		19,156,136	
- Revaluation Reserve	20	11,449,784		10,975,968	
			30,253,328		30,132,104
			32,059,795		32,381,465

The notes on pages 36 to 53 form part of these financial statements.

Approved by the Board of Trustees on 14 June 2023 and signed on its behalf by

Nigel Thorne
Honorary Treasurer
Company No. 1084747 (England and Wales)

Architects Benevolent Society

Statement of cash flows
For the year ended 30 September 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Cash flows from operating activities					
Net cash used in operating activities	22		(1,053,333)		(1,736,631)
Cash flows from investing activities:					
Income from investments		203,412		239,095	
Purchase of fixed assets		-		(536)	
Purchase of investments		(2,589,388)		(4,189,140)	
Proceeds from the sale of investments		3,377,483		5,450,704	
Proceeds from sale of fixed assets		542,268			
(Decrease)/increase in cash held for investments		(149,384)		97,844	
Net cash flows provided by (used in) investing activities			1,384,391		1,597,967
Cash flows from financing activities					
Cash receipts from borrowing			(97,909)		244,350
Change in cash and cash equivalents in the reporting period			233,149		105,686
Cash and cash equivalents at the Beginning of the reporting period			201,526		95,840
Cash and cash equivalents at the end of the reporting period			434,674		201,526
Analysis of cash and cash equivalents					
			2022 £		2021 £
Cash in hand			434,674		201,526
Total cash and cash equivalents			434,674		201,526
Analysis of changes in net debt					
		At 1 October 2021	Cashflows		At 30 September 2022
Cash		201,526	233,149		434,674
		201,526	233,149		434,674
Loans falling due within one year		-	-		-
Loans falling due after more than one year		(1,648,619)	97,909		(1,550,710)
Total		(1,447,093)	331,058		(1,116,035)

Architects Benevolent Society

Notes to the financial statements For the year ended 30 September 2022

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Companies Act 2006 and the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The Charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income

Income is recognised on a receivable basis subject to the following specific points:-

- Legacies are regarded as receivable once their income is probable and measurable.
- Gifts other than cash are recognised at market value on the date that they are received.
- Income on the endowment fund is regarded as restricted income due to the original terms of the fund.

All the income is included in the financial statements gross i.e. before taking account of any associated expenditure.

1.4 Allocation of costs

Costs are allocated on the basis of staff cost for various activities.

1.5 Costs of raising funds

Expenses are included as costs of raising funds if they can be directly related to a source of the Society's income or are for publicity intended to raise the profile of the charity.

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

1.6 Grants payable
Grants payable include single amounts given to members of the architectural community – and their families – in times of need for specific reasons and to improve their quality of life. They also include regular grants given to beneficiaries to help them cope with day to day living expenses. All cases are regularly examined by the Welfare Committee both to ensure that the beneficiary is still eligible for any awards and to ensure that any new awards fall within the charity's objectives.

1.7 Charitable activities
The Society has identified two charitable activities through which it achieves its charitable objectives.

1.7.1 Prevention and relief of poverty
The Society relieves poverty through the making of grants and interest free loans to those the trustees judge to be in need. The assessment of individuals is carried out by the welfare officers whose costs are included as a direct charitable expense.

1.7.2 Provision of accommodation
The Society owned housing for beneficiaries which were sold during the year ending 30 September 2022. All direct costs of running these flats plus the welfare officers' time in supporting the unit is included as a direct charitable expense.

1.7.3 Governance costs
Governance costs, included within other direct costs (see Note 7) include all costs of maintaining the charity as a legal entity including audit fees, costs of trustee meetings and costs of complying with statutory requirements.

1.8 Tangible fixed assets and depreciation
Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Freehold and long leasehold buildings are written off in accordance with their useful lives. No depreciation is charged on land.

Echohurst (Freehold)	-over 60 years
Flat 18 The Limes (Long Leasehold)	-over 60 years
Motor vehicles	-25% per annum straight line
Fixtures, fittings and equipment	-10% - 25% per annum straight line

Items purchased are capitalised where their cost is above £500 and they are expected to have an ongoing use in the charity's operations. Purchases costing less than this are shown as part of expenditure in the Statement of the Financial Activities in the year of purchase.

Echohurst and Flat 18 The Limes were both sold during the year ending 30 September 2022. (See Note 13.)

1.9 Investments
Fixed asset investments are valued at the current market value at the balance sheet date. Any unrealised gains or losses are credited/charged to the Statement of Financial Activities. Realised gains or losses on disposal of investments are included in the Statement of Financial Activities as they arise.

Architects Benevolent Society

Notes to the financial statements (continued)

For the year ended 30 September 2022

Investment properties are included at the Trustees' estimate of open market value and valuations are reviewed annually. No depreciation is charged on these assets in accordance with the Statement of Recommended Practice.

1.10 Programme related investments
The Society makes loans to its beneficiaries that are interest free. These loans can be secured or unsecured. They are included at the amount advanced less any repayments and impairments.

1.11 Pension costs
The Charity operates a defined contribution scheme, which is a Group Personal Plan. Contributions to the Scheme are charged to the SOFA in the financial year in which they become payable.

1.12 Restricted funds
Restricted funds are those received which are earmarked for a specific purpose by the donors. Expenditure which meets the criteria specified is allocated directly to the fund.

1.13 Unrestricted funds
Funds received or generated for the objects of the Charity without a further specified purpose are treated as unrestricted funds. Some of these resources are designated by the Members of the Board for particular purposes as they deem appropriate.

The Society's unrestricted funds comprise a Current Fund and a Long Term Fund. The Long Term Fund, which represents the long-term operational requirements of the Society, currently consists of the investment and property fund.

1.14 Financial instruments
The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method. The Charity has selected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1.15 Cash at bank and in hand
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

2. Critical accounting judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Provision for interest-free loans

It is estimated that the recovery rate for unsecured interest free loans is 25%, and thus 75% of unsecured loans given during the year are written off. This estimate is based on an analysis of all unsecured loans given to current and past beneficiaries and the level of repayments. Other than where there are exceptional circumstances, all secured interest free loans should be repaid in full. A non-recovery rate of 10% is applied to protect against any unforeseen circumstances beyond the Society's knowledge or control.

Valuation of investment property

Property valuations are based on regularly updated, independent valuations carried out in accordance with the RICS Valuation – Professional Standards 2014.

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

3. Company status

The Architects Benevolent Society is a company limited by guarantee. The liability of each member is restricted to a maximum of £1 in the event of a winding up.

4. Investment income

	2022 £	2021 £
Fixed asset investments	203,218	239,017
Gross interest receivable	194	78
	<u>203,412</u>	<u>239,095</u>

Investment income includes £21,383 (2021: £34,096) of restricted income in relation to the Sawyer Benevolent fund.

5. Relief of poverty

	2022 £	2021 £
Regular grants	706,703	784,401
One-off grants	273,882	249,466
Other direct costs including welfare officers	370,732	357,464
Indirect costs	227,944	213,068
	<u>1,579,261</u>	<u>1,604,399</u>

The Society made grants in the year to 511 (2021: 386) individual cases. All of these were made for the welfare of those who have worked in the profession of architecture and their families who were in need.

No (2021: none) grants are classified as institutional grants.

Costs include £3,999 (2021: £3,680) of restricted expenditure in relation to the Sawyer Benevolent fund.

6. Governance costs

	2022 £	2021 £
Trustees and committee meetings	2,987	110
Professional fees	69,388	67,216
	<u>72,375</u>	<u>67,326</u>

Architects Benevolent Society

Notes to the financial statements (continued)

For the year ended 30 September 2022

7. Analysis of total expenditure	Staff costs	Depreciation	Grants	Other	Total direct costs	Other head office costs	Head office Depreciation	Total costs 2022
	£	£	£	£	£	£	£	£
Raising funds	119,168	-	-	682	119,850	80,600	-	200,450
Investments	21,643	-	-	-	21,643	14,638	-	36,281
Investment management costs	-	-	-	75,895	75,895	-	-	75,895
Running commercial properties	60,790	-	-	109,034	169,824	35,314	5,802	210,940
Relief of poverty	337,017	-	1,012,372	1,928	1,351,317	227,944	-	1,579,261
Provision of accommodation	-	-	-	-	-	-	-	-
	<u>538,618</u>	<u>-</u>	<u>1,012,372</u>	<u>187,539</u>	<u>1,738,529</u>	<u>358,496</u>	<u>5,802</u>	<u>2,102,827</u>
	Staff costs	Depreciation	Grants	Other	Total direct costs	Other head office costs	Head office Depreciation	Total costs 2021
	£	£	£	£	£	£	£	£
Raising funds	121,767	-	-	27	121,794	76,799	-	198,593
Investments	22,115	-	-	-	22,115	13,948	-	36,063
Investment management costs	-	-	-	78,354	78,354	-	-	78,354
Running commercial properties	62,116	3,242	-	93,702	159,060	25,106	5,803	189,969
Relief of poverty	344,367	4,126	1,042,762	76	1,391,331	213,068	-	1,604,399
Provision of accommodation	-	5,026	-	-	5,026	-	-	5,026
	<u>550,365</u>	<u>12,394</u>	<u>1,042,762</u>	<u>172,159</u>	<u>1,777,679</u>	<u>328,921</u>	<u>5,803</u>	<u>2,112,404</u>

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

8. Net (expenditure)/income for the year

	2022 £	2021 £
The net (expenditure)/income for the year is stated after charging:		
Depreciation	5,802	18,196
Amounts paid to auditors - audit	20,000	17,750
- other services	-	-
	-	-

9. Staff costs

	2022 £	2021 £
The average monthly number of persons employed by the Society during the year was:		
	Number	Number
Office management and welfare	12	12
	12	12
Staff costs (for the above persons)		
Wages and salaries	414,498	437,818
Social security costs	49,928	45,442
Other pension costs	43,634	42,371
Health and other staff benefits	19,800	21,844
	527,860	547,475
Recruitment costs	10,758	2,890
	538,618	550,365

The number of staff paid over £60,000 in the year is as follows:

Between £60,000 and £70,000	1	-
Between £70,001 and £80,000	-	1
Between £80,001 and £90,000	-	-
Between £90,001 and £100,000	1	-
	2	1

The key management personnel of the charity consist of the Chief Executive Officer and Operations Manager for the current financial year, and the Chief Executive Officer in the prior year. The total employee benefits of the key management personnel were £155,776 for two employees (2021: £85,425 for one employee).

Pension contributions in respect of the key management personnel were £13,990 for two employees (2021: £7,684 for one employee).

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

No Trustees received any remuneration for their services, however travel and out of pocket expenses incurred in their work were reimbursed. The total amount of expenses reimbursed to 4 Trustees was £1,247 (2021: £nil to nil Trustees). Trustee indemnity insurance of £2,294 (2021: £1,974) is included in head office costs.

The aggregate unrestricted donations made by the Trustees to the Charity in the year were £1,186 (2021: £1,051). No Trustee left an unrestricted legacy to the Charity in the year (2021: £nil). In the year, no donations were made by a company owned by a Trustee (2021: £nil).

Architects Benevolent Society

Notes to the financial statements (continued)
For the year ended 30 September 2022

10. Tangible fixed assets

	Fixtures, fittings and equipment	Motor vehicle	Total 2022
	£	£	£
Cost			
1 October 2021	35,309	16,503	51,812
Additions	-	-	-
Disposals	-	-	-
30 September 2022	<u>35,309</u>	<u>16,503</u>	<u>51,812</u>
Depreciation			
1 October 2021	16,784	16,503	33,287
Charge for year	5,802	-	5,802
30 September 2022	<u>22,586</u>	<u>16,503</u>	<u>39,089</u>
NBV at 30 September 2022	<u>12,723</u>	<u>-</u>	<u>12,723</u>
NBV at 30 September 2021	<u>18,525</u>	<u>-</u>	<u>18,525</u>

Architects Benevolent Society

Notes to the financial statements (continued)
For the year ended 30 September 2022

11. Fixed asset investments

	Investment Property	Quoted Investment equities and unity trusts	Cash	Total 2022
	£	£	£	£
Market value				
At 1 October 2021	20,087,483	12,053,651	409,863	32,550,997
Additions	(27,905)	2,617,293	-	2,589,388
Disposals	-	(3,377,483)	-	(3,377,483)
Net investment gain	790,421	(914,456)	-	(124,035)
Net movement in the year	-	-	149,384	149,384
At 30 September 2022	20,850,000	10,379,005	559,247	31,788,252
	Investment Property	Quoted Investment equities and unity trusts	Cash	Total 2021
	£	£	£	£
Market value				
At 1 October 2020	19,500,000	12,043,968	507,707	32,051,675
Additions	176,845	4,012,295	-	4,189,140
Disposals	-	(5,450,704)	-	(5,450,704)
Net investment gain	410,639	1,448,092	-	1,858,731
Net movement in the year	-	-	(97,844)	(97,844)
At 30 September 2021	20,087,483	12,053,651	409,863	32,550,997
				2022
				£
Historical cost of quoted investments				9,855,583

There were no investments in individual entities held at 30 September 2022 which are considered material in the context of the market value of the portfolio.

All investment assets are held in the United Kingdom.

Investment properties were last valued as at 30 September 2022 on an open market value basis using an informal valuation carried out by Cushman & Wakefield. The historic cost of the investment properties is £10,940,166 (2021: £10,940,166). At 30 September 2022 the charity had capital commitments of £nil (2021: £nil).

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

12. Programme related investments

	2022 £	2021 £
The charity makes interest free loans to its beneficiaries		
Loans to beneficiaries		
At 1 October	464,030	485,887
Loans made in year	6,769	25,086
Loans repaid in the year	(17,175)	(60,254)
Net changes in provision	5,521	(13,311)
At 30 September	459,146	464,030

Total of these loans that were secured at 30 September 2022 was £252,761(2021: £252,761).

13. Assets held for sale

	2022 £	2021 £
Brought forward balance at 1 October	548,625	-
Reclassification in the year from fixed assets	-	374,281
Revaluation gains	-	174,344
Sale proceeds	(542,268)	-
Loss on sale	(6,357)	-
Carried forward balance at 30 September	-	548,625

Assets held for sale represent two sheltered accommodation flats previously classed as tangible fixed assets. The flats were reclassified as assets held for sale during the year ending 30 September 2021 at their market value, less costs to sell. Both flats were sold during the year ending 30 September 2022.

14. Debtors

	2022 £	2021 £
Other debtors	938,578	376,849
Prepayments and accrued income	269,036	49,421
Service charge account	-	7,892
	1,207,614	434,162

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

15. Creditors: Amounts falling due within one-year

	2022	2021
	£	£
Trade creditors	39,287	25,253
Other tax and social security	27,557	18,149
Other creditors	-	-
Accruals and deferred income	73,925	144,379
Service charge account	17,853	-
Tenant deposit accounts	133,283	-
	<u>291,905</u>	<u>187,781</u>

16. Creditors: Amounts falling due in more than one-year

	2022	2021
	£	£
Bank loan	<u>(1,550,710)</u>	<u>(1,648,619)</u>
	<u>(1,550,710)</u>	<u>(1,648,619)</u>

17. Permanent endowment fund

Sawyer Benevolent Fund

The Sawyer Benevolent Fund is a registered subsidiary charity of the Architects Benevolent Society and is the only permanent endowment that the charity administers. At 30 September 2022 the value of the fund amounted to £704,992 (2021: £786,060).

Under the terms of the trust the annual income of the fund, which is recorded as a restricted fund in the Statement of Financial Activities on [pages 31-32](#) of the accounts is to be applied for the relief of such twenty old retired Architects in poor circumstances as the trustees shall from time to time select.

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

18. Unrestricted funds	Current fund	Long term fund -investment and property fund	Total
	£	£	£
At 1 October 2021	1,463,302	30,132,104	31,595,405
Net movement in funds	(193,637)	(62,751)	(256,388)
Transfers between funds	536,803	(536,803)	-
At 30 September 2022	1,806,467	29,532,550	31,339,017
	Current fund	Long term fund -investment and property fund	Total
	£	£	£
At 1 October 2020	344,158	30,335,593	30,679,751
Net movement in funds	(855,216)	1,770,870	915,654
Transfers between funds	1,974,359	(1,974,359)	-
At 30 September 2021	1,463,302	30,132,104	31,595,405

The Current Fund represents short terms funds for the day to day operation of the Society.

The Investment and Property Fund is part of the Long-Term Fund of the Society and represents assets held for the ongoing operational requirements of the Charity. It is equal to the carrying value of the investments and freehold and leasehold properties net of bank finance.

Architects Benevolent Society

Notes to the financial statements (continued)
For the year ended 30 September 2022

19. Restricted and endowment funds

	Endowment fund £	Restricted fund £	Total £
At 1 October 2021	786,060	-	786,060
Net movement in funds	(65,283)	-	(65,283)
Transfers between funds	-	-	-
At 30 September 2022	720,778	-	720,778
	Endowment fund £	Restricted fund £	Total £
At 1 October 2019	710,147	-	710,147
Net movement in funds	75,913	-	75,913
Transfers between funds	-	-	-
At 30 September 2021	786,060	-	786,060

Architects Benevolent Society

Notes to the financial statements (continued)
For the year ended 30 September 2022

20. Analysis of net assets between funds

	Endowment fund	Current fund	Long term fund	Total funds
	£	£	£	£
Tangible fixed assets	-	12,723	-	12,723
Investments	704,992	-	31,083,260	31,788,252
Programme related investments	-	459,146	-	459,146
Current assets/(liabilities)	15,786	1,334,598	-	813,581
Non-current liabilities	-	-	(1,550,710)	(1,013,907)
Total net assets	720,778	1,806,467	29,532,550	32,059,795
Revaluation reserve included above:				
Investment properties	-	-	8,294,145	8,294,145
Other investments	125,207	-	2,801,998	2,927,205
Revaluation reserve at 30 September 2022	125,207	-	11,449,784	11,221,350

Architects Benevolent Society

Notes to the financial statements (continued)
For the year ended 30 September 2022

Analysis of net assets between funds (cont'd)

	Endowment fund	Current fund	Long term fund	Total funds
	£	£	£	£
Fund balances at 30 September 2021 are represented by:				
Tangible fixed assets	-	18,525	-	18,525
Investments	770,274	-	31,780,723	32,550,997
Programme related investments	-	489,001	-	489,001
Current assets/(liabilities)	15,786	955,775	-	971,562
Non-current liabilities	-	-	(1,648,619)	(1,648,619)
Total net assets	786,060	1,463,302	30,132,104	32,381,466
Revaluation reserve included above:				
Investment properties	-	-	9,147,317	9,147,317
Other investments	186,491	-	2,011,577	2,198,068
Revaluation reserve at 30 September 2022	186,491	-	11,158,894	11,345,385

21. Related party transactions

No Trustees received any remuneration for their services, however travel and out of pocket expenses incurred in their work were reimbursed. The total amount of expenses reimbursed to 4 Trustees was £1,247 (2021: £nil to nil Trustees). Trustee indemnity insurance of £2,294 (2021: £1,974) is included in head office costs.

The aggregate unrestricted donations made by the Trustees to the Charity in the year were £1,186 (2021: £1,051). No Trustee left an unrestricted legacy to the Charity in the year (2021: £nil). In the year, no donations were made by a company owned by a Trustee (2021: £nil). (This is repeated from note 9??)

Architects Benevolent Society

Notes to the financial statements (continued) For the year ended 30 September 2022

22. Reconciliation of net (expenditure)/income to net cash flow from operating activities

	2022	2021
	£	£
Net (expenditure)/income for the reporting period	(321,671)	991,567
Adjustments for:		
Depreciation	5,802	18,197
Loss on disposal of fixed assets	-	-
Net loss/(gain) on investments	130,392	(2,033,075)
Investment income	(203,412)	(239,095)
Decrease in programme related investments	4,884	21,857
(Increase)/Decrease in debtors	(773,452)	(328,782)
Decrease/(increase) in creditors	104,124	(167,300)
	<hr/>	<hr/>
Net cash used in operating activities	(1,053,333)	(1,736,631)
	<hr/>	<hr/>

Architects Benevolent Society

Notes to the financial statements (continued)
For the year ended 30 September 2022

23. Comparative Statement of Financial Activities

	Unrestricted Funds		Endowment fund	Restricted fund	Total 2021
	Current fund	Long term fund			
	£	£	£	£	£
Income and endowments from:					
Donations and gifts	163,274	-	-	-	163,274
Legacies	391,852	-	-	-	391,852
Other income					
Commercial rent receivable	273,258	-	-	-	273,258
Investments	204,999	-	-	34,096	239,095
Charitable activities:					
Residents of sheltered housing	3,417	-	-	-	3,417
Total income and endowments	1,036,800	-	-	34,096	1,070,896
Expenditure on:					
Raising funds					
Fundraising	198,593	-	-	-	198,593
Investment management costs	110,737	-	3,680	-	114,417
Costs of running Commercial Properties	186,727	3,242	-	-	189,969
	496,057	3,242	3,680	-	502,979
Charitable activities					
Relief of poverty	1,570,303	-	-	34,096	1,604,399
Provision of accommodation	-	5,026	-	-	5,026
Total expenditure	2,066,360	8,268	3,680	34,096	2,112,404
Net expenditure before transfers and investment gains	(1,029,560)	(8,268)	(3,680)	-	(1,041,508)
Net gain / (loss) on financial investments	-	1,368,499	79,593	-	1,448,092
Net gain / (loss) on property investments	-	410,639	-	-	410,639
Net income/(expenditure)	(1,029,560)	1,770,870	75,913	-	817,223
Transfer between funds	1,974,359	(1,974,359)	-	-	-
Gains on revaluation of tangible fixed assets	174,344	-	-	-	174,344
Net Movement in funds	(1,119,143)	(203,489)	75,913	-	991,567

ARCHITECTS
BENEVOLENT
SOCIETY



ARCHITECTS BENEVOLENT SOCIETY

FINANCIAL MANAGEMENT POLICY

February 2023

Financial Management Policy Revision Log

Revision number	Revision date	Nature of revision	Approved by	Effective from
1	October 2015	First version	Council	October 2015
2	October 2017	New list of signatories, amendment to internal transfer authorisation limits	Council	October 2017
3	October 2018	New list of signatories	Council	October 2018
4	<i>February 2023</i>	<i>New list of signatory, amendment to payment authorisation limits and other minor amendments</i>	<i>Board</i>	<i>February 2023</i>

FINANCIAL MANAGEMENT POLICY

Financial responsibilities

It is a duty of the trustees of the Architects Benevolent Society to ensure that the Society's resources are protected in order that the Society can fulfil its aims. It is important that all those working in the Society, whether trustees, staff or volunteers take the issue of internal financial controls seriously.

The aims of internal financial controls are:

- to protect the charity's assets;
- to identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud;
- to ensure that financial reporting is robust and of sufficient quality; and
- to ensure that the trustees comply with charity law and regulation relating to finance.

The Finance Audit & Risk Committee has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to the policy can only be implemented following consideration and approval by the Board.

The Financial Management Policy will help to identify any financial risks the Society faces. Where risks are identified, these should be incorporated into the Society's risk register.

A copy of this policy will be given to all trustees on their election/appointment and to all relevant staff and volunteers.

A - Controls and limits of authority on expenditure

A1. PURPOSE

A1.1. To ensure the correct authorisation of expenditure by detailing the authorised persons and financial limits laid down within the Charity.

A2. SCOPE

A2.1. The Board of trustees, committees, sub-committees, trustees, non-trustee committee members, the Society's professional advisors and staff and volunteers of the Society.

A2.2. Authority for the approval of expenditure to assist beneficiaries is detailed in the Society's Grant Giving Policy and in the annual budgets.

A3. EXPENDITURE POLICY STATEMENT

A3.1. As a Registered Charity, the Architects Benevolent Society has to operate stringent controls on its expenditure. This Policy names those Trustees/Directors and employees who have authority to purchase goods and services and/or to make payments on the Society's behalf. There are no circumstances under which a deviation from these authority limits can take place.

A3.2. It is the Society's policy that no employee is allowed to authorise their own expenses nor authorise payments to themselves.

A3.3 No bank accounts or finance facilities can be opened without express authority from two authorised signatories.

A4. AUTHORITY FOR APPROVING CONTRACTS, RENTALS, LEASES AND EQUIPMENT HIRE EXCEEDING 12 MONTHS

A4.1. Such expenditure will normally be treated as revenue expenditure. Capital expenditure applies to the cost of acquiring or improving a long-term asset such as equipment or buildings.

A4.2. The authority level required to enter into such agreements has to take into account the length of the agreement and can be calculated as follows:

Car Leases-annualised cost X length of lease in years

Property Leases-annualised cost X length of lease in years

Equipment Hire-annualised cost X length of agreement in years

Maintenance Contracts-annualised cost X length of agreement in years

A4.3. Equipment hire includes all forms of Finance Agreements including operating lease, contract hire, hire purchase, finance leases, contract purchase, rentals etc.

A5. AUTHORITY FOR APPROVING PAYMENTS

A5.1. Prior to payment, all purchase invoices are scanned/saved into the INVU document management system immediately on receipt by the Finance Officer. Before any payment can be processed, the invoice must be approved via INVU Workflow by either the Chief Executive, Operations Manager or Chief Financial Officer.

A5.2. All payments will be authorised as follows:-

Payments of £10,000 or less

One signatory from A6.1 below

Payments over £10,000*

Two signatories from list A6.1 below

*up to a daily limit of £50,000 for any single transaction and £100,000 total daily limit.

Single transactions in excess of £50,000 and/or total daily transactions in excess of £100,000 must be approved in advance as per item A7.1 below. C Hoare & Co must be notified in advance when single and total transactions will exceed these amounts.

A5.3. Suppliers of goods and services will normally be paid by BACS direct into their bank account.

A5.4. The authorising signatory will review the payments being proposed and check details to supporting invoices and other documentation as necessary.

A5.5. Each payment run is processed and approved via the C Hoare & Co secure online banking system, accessed utilising the C Hoare & Co online banking tokens held by the authorised persons in A6.1 and A6.2 below.

A6. AUTHORISED PERSONS

A6.1. Authorised signatories C Hoare & Co

<u>Signatory</u>	<u>Role</u>	<u>Online user status</u>
Nigel Thorne	Hon Treasurer	Approver
Mark Grzegorzczuk	Chair	Approver
Richard Brindley	Welfare Committee Chair	Approver
John Moakes	F.A.R Committee member	Approver
Robert Ball	Chief Executive	Approver
Katie Vivian	Operations Manager	Approver
Sarah Gartshore	Chief Financial Officer	Approver

A6.2. C Hoare & Co online banking authorised users (non-signatories)

<u>Employee</u>	<u>Online user status</u>
Finance Officer	Creator
Development Manager	Enquirer
Fundraising & Communications Assistant	Enquirer

A6.3. Authorised signatories Lloyds Bank PLC

<u>Signatory</u>	<u>Role</u>
Mark Grzegorzczuk	Chair
Nigel Thorne	Hon Treasurer
Robert Ball	Chief Executive
Sarah Gartshore	Chief Financial Officer

A6.4 Lloyds Bank PLC online banking authorised users (non-signatories)

<u>Employee</u>	<u>Online user status</u>
Finance Officer	View only
Development Manager	View only
Fundraising & Communications Assistant	View only

A7. AUTHORITY FOR CHANGES IN BANKING FACILITIES, FUND TRANSFERS AND REVENUE AND CAPITAL EXPENDITURE, INCLUDING CONTRACTS (other than those payments authorised following approval of the annual budget, notably payroll/salaries and the Grant Giving Policy)

A7.1. Changes to banking arrangements and authority for fund transfers and revenue and capital expenditure must be approved as follows:-

Open New Account or Finance Facility

Two signatories from list A6.1 above

Transfers between existing ABS accounts of £500,000 and over

Board

Transfers between existing ABS accounts of £250,000 to £499,999

Finance, Audit and Risk Committee

Transfers between existing ABS accounts of up to £249,999

Two signatories from list A6.1 above

Expenditure of £250,000 and over

Board

Expenditure of £50,000 to £249,999

Finance, Audit and Risk Committee

Expenditure of £10,000 to £49,999

Two signatories from list A6.1 above

Expenditure of less than £10,000

One signatory from list A6.1 above

A7.2. All goods and services purchased by the Society shall be market tested at a suitable level of detail and frequency to ensure best value is being obtained at all times.

B - Budgetary control

B1. The Society's financial year runs from 01 October to 30 September.

B2. The budget for disbursements to beneficiaries is prepared by the Operations Manager and presented to the Welfare Committee meeting for recommendation for approval in advance of the relevant Board meeting.

B3. Where applicable, departmental budgets are prepared by the Head of Department, working with the Chief Financial Officer and the Chief Executive.

B4. The overall annual budget, setting out the Society's financial plan for the year, is prepared by the Chief Financial Officer and the Chief Executive, in consultation with the Hon. Treasurer. The annual budget should be set fairly, efficiently and in time.

B5. Approval of the annual budget is by recommendation of the Finance, Audit and Risk Committee to the Board.

B6. Final approval of the annual budget by the Board should be given within one month following the start of each financial year.

B7. Any amendments to the annual budget during the course of any financial year must be approved in advance by the Board.

C - Financial Reporting

C1. In order to ensure the trustees are kept informed about expenditure, regular financial reports should be submitted to the relevant sub-committees and to the Board.

C2. Each meeting of the Welfare Committee should be provided with budget vs actual reports detailing disbursements to beneficiaries for the financial year to date.

C3. Each meeting of the Finance, Audit and Risk Committee should be provided with management accounts detailing income and expenditure for the year to date.

C4. The investment managers are required to submit quarterly portfolio valuation reports to the Finance, Audit and Risk Committee.

C5. Fundraising reports will be distributed to every meeting of the Development and Engagement Committee.

C6. Where a Committee identifies the need for an amendment to the annual budget during the course of any financial year of this must be reported to the Board, as per item B7 above.

D – Expenses

D1. Expenses incurred by Trustees are covered under the Trustees Expenses Policy

D2. Expenses incurred by employees are covered in the relevant section of the Employee Handbook

D3. Expenses incurred by Ambassadors are covered in then relevant section of the Ambassador Handbook

E – Credit cards

E1. Credit cards issued to the Architects Benevolent Society, including those held in the name of any staff or officers on behalf of the organisation, should only be used for those activities that are a direct consequence of the cardholders’ function within the organisation. Any unauthorised use of the card inconsistent with this policy will be grounds for dismissal.

E2. In order for a member of staff or officer to be issued with a company credit card they must be first approved by two of the authorised signatories listed in A6.1 above. The member of staff must further complete the C Hoare & Co Personal Information Form and proof of ID requirements as per the Company Banking Mandate.

E3. CREDIT CARD LIMITS (MONTHLY)

Position	Credit Limit (£)
All staff members if and when deemed necessary	2,000 per card

E4. All credit card payments should be supported by a receipt/invoice and all expenditure must be processed via the usual payment approval system at the end of every month.

F – Petty cash

F1. Petty cash floats to a maximum of £500 may be established and should be managed appropriately to ensure that staff, volunteers and other relevant persons are not financially disadvantaged as a result of incurring minor work-related expenses.

G - Payroll

G1. All employees (including occasional and part time employees) must be asked to complete the relevant PAYE form/s before they receive any payment.

G2. Staff salaries and staff benefits are reviewed annually by the Nominations and Remuneration Committee and in line with the Remuneration Policy.

G3. Staff salaries are paid monthly and must first be reviewed and authorised by the Chief Executive. Payments must be authorised as per item A5.2 above

H - Insurance

H1. The Architects Benevolent Society must maintain appropriate insurance policies at all times, including cover for Employer's Liability, Public Liability, Trustee/Directors Indemnity, adequate coverage over all of the Society's assets, business interruption and any other covers necessary to protect the Society's interests.

I - Audit

I1. As detailed under Article 38 of the Society's Articles of Association, the Society must comply with the requirements of the Companies Acts and of the Charities Act 2011 and have a yearly audit performed on its financial statements and also for the preparation and transmission to Companies House and the Charity Commission of annual reports, annual returns and annual statement of accounts.

I2. The Board is responsible for the preparation and transmission to Companies House and the Charity Commission of annual reports, annual returns and annual statement of accounts. Oversight of the audit function is delegated to the Finance, Audit and Risk Committee.

I3. The audit service should be reviewed periodically.

J – Fraud

J1. Just like commercial organisations, charitable organisations may be subject to fraudulent activity and must therefore implement effective prevention strategies to minimise legal and financial exposure.

J2. The Architects Benevolent Society will not tolerate fraud in any aspect of its operations.

J3. The Society will investigate any suspected acts of fraud, misappropriation or other similar irregularity.

J4. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service or relationship with the organisation of any party who might be the subject of such investigation.

J5. Any fraud shall constitute grounds for dismissal.

J6. Any serious case of fraud, whether suspected or proven, shall be reported to the relevant and appropriate authorities such as the police or the Charity Commission.

J7. Any person who suspects the commission of a fraud, related to the operations of the Society is required to immediately report it to the Hon. Treasurer and/or any other Trustee.

J8. Any person reporting a fraud, or a suspected fraud, shall not be penalised for raising a concern of this nature.

J9. Full details of the Society's fraud policies and procedures are detailed in the Anti-Fraud Policy.



ARCHITECTS BENEVOLENT SOCIETY

INVESTMENT POLICY

February 2023

Investment Policy Revision Log

Revision number	Revision date	Nature of revision	Approved by	Effective from
1	June 2014	First version (introduced Total Return target)	ABS Council	June 2014
2	October 2017	Update to reflect new Articles and introduction of ethical investment approach	ABS Council	October 2017
3	October 2020	Total Return target reduced from CPI + 3.5% to CPI + 3%	ABS Council	October 2020
4	<i>February 2023</i>	<i>New ethical investing approach and guidelines, removal of non-sterling investments restriction</i>	<i>ABS Board</i>	<i>February 2023</i>

INVESTMENT POLICY

Investment policy purpose

1. This policy defines the powers and duties of the trustees when investing the Society's funds, to whom those powers and duties may and will be delegated and the obligations of those who have delegated responsibilities, but this policy statement shall not apply to real property owned by the Society.
2. The policy is set out under the following headings:

Power of the trustees to invest
Investment Objectives
Risk
Asset Allocation Currency
Credit
Liquidity Requirements
Time Horizon
Ethical Investment Policy
Managing, Reporting and Monitoring
The Sawyer Bequest
Approval and Review

Power of the trustees to invest

3. The powers of the trustees to invest the Society's money are set out in the Articles of Association and the relevant clauses are reproduced below.
4. Article 3.12 set aside funds for special purposes or as reserves against future expenditure;
5. Article 3.13 invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property;
6. Article 3.14 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees and pay any reasonable fee required;
7. Article 11 The Trustees may delegate the management of investments to a Financial Expert or Experts provided that:
 - the investment policy is set down in Writing for the Financial Expert or Experts by the Trustees;
 - timely reports of all transactions are provided to the Trustees;
 - the performance of the investments is reviewed regularly with the Trustees;
 - the Trustees are entitled to cancel the delegation arrangement within a reasonable period;
 - the investment policy and the delegation arrangements are reviewed periodically;

- all payments due to the Financial Expert or Experts are on a scale or at a level which is agreed in advance; and
- the Financial Expert or Experts must not do anything outside the powers of the Trustees.

Investment Objectives

- 8 The combination of rental income from real property and income from donations, events, legacies and other fundraising activities is currently insufficient to meet the expenditure necessary to fulfil the Society's objects of assisting those members of the architectural profession who are in need. The Society has been in existence for more than 150 years and during that time has accumulated funds which are invested to produce a total return to supplement income received from other sources.
- 9 The Society seeks to produce the best financial return for these funds within an acceptable level of risk.
- 10 The investment objective is to generate a total return of CPI+3% per annum over the long term, after expenses. This should allow the Society to maintain the real value of the funds, with a surplus available to help fund expenditure.
- 11 The Society adopts a total return approach to investment, generating the investment return from income and capital. It is expected that even if in any year the total return is insufficient to meet the budgeted expenditure, in the long term the real value of the Society's funds will still be maintained in accordance with the investment objective above.

Risk

- 12 A key risk to the long-term sustainability of the Society is inflation, and the funds should be invested to mitigate this risk over the long term.
- 13 The trustees are able to agree to a reasonable level of volatility of the capital value of the funds to reflect an acceptable level of risk, such levels of volatility and risk to be agreed by the trustees with each of the investment managers in advance.
- 14 Unless a specific exemption is approved by the Finance, Audit and Risk Committee ('FAR'), no single bond or equity holding should represent more than 5% of the value of the portfolio and no single collective fund should represent more than 10% of the value of the portfolio.

Asset Allocation

- 15 The trustees will agree in advance a suitable asset allocation strategy with each of the investment managers, which is set with a view to achieving the overall investment objective.
- 16 The funds can be invested widely and should be diversified by asset class, by manager and by security, but the investment managers should bear in mind the Society's existing real property exposure when considering the appropriate asset allocation.

Currency

- 17 The base currency of each investment portfolio is Sterling. The funds may be invested in non-Sterling investments. Investment Managers should report any undue currency risk.

Credit

- 18 Directly held bond investments should be of investment grade i.e., BBB or better.

Liquidity Requirements

- 19 The Society wishes to keep at least 80% of the funds in each portfolio in investments that can be realised within one month. Specific permission should be sought from the trustees before making an investment which is not realisable within three months.

Time Horizon

- 20 The Society is expected to exist in perpetuity and has a long-term investment time horizon.

Ethical Investment Policy

- 21 The Society operates a disciplined approach to ethical investment and monitors investment holdings on a regular basis against the Society's Ethical Investing guidelines. (Appendix A.)
- 22 The investment managers are required to screen all investments using the Ethical Investing guidelines, and are required to report to the FAR on a regular basis detailing the level of exposure to controversial holdings.
- 23 The FAR is empowered to decide what, if any, action should be taken and the Board will be notified accordingly.

Managing, Reporting and Monitoring

- 24 The Society's governing document grants powers for the funds to be held by nominees and for the management and administration of any or all of the funds to be delegated.
- 25 The appointment of each of the investment managers shall be made only by the trustees acting as a whole. Such appointment shall be in writing, shall be terminable within a reasonable period, and shall contain a provision under which the investment manager agrees to comply with this policy statement and any revisions or replacements.
- 26 The FAR is responsible for:

- a. advising and making recommendations for consideration by the Board on the custody and best use of the Society's investments;

- b. liaising directly with representatives from the Society's Investment Managers, receiving reports from them, suggesting benchmarking criteria, income targets and risk levels and advising and making recommendations to the Board on all aspects of investment strategy.
- 27 In accordance with Charity Commission guidance, the trustees will undertake a review of the Society's investment management not less often than once every three years and may undertake a review by competitive examination if and when they consider this to be appropriate and advisable.
- 28 The trustees have appointed two investment managers, each one to manage separate parts of the funds on a discretionary basis in accordance with this policy statement.
- 29 Any donated shares may be retained or disposed of at the discretion of the investment managers.
- 30 The investment managers provide custody of assets or delegate this to a suitable regulatory approved third party.
- 31 The investment managers are required to produce a valuation, performance and ESG report for each quarter ending 31 March, 30 June, 30 September and 31 December.
- 32 It is recognised that each investment manager may approach the Society's long-term total return target of CPI+3% in different ways, and that the benchmarks used by each of the investment managers may be different, albeit the performance of the two investment managers will be compared directly in absolute terms by the trustees over the medium to long term.
- 33 The FAR meets regularly to review each portfolio, including an analysis of return, risk and asset allocation. Performance of each investment manager will be monitored against suitable market benchmarks as agreed with the FAR, and against the investment objective of CPI+3% over the long term.
- 34 Each investment manager is required to present to the FAR not less than twice annually.

The Sawyer Bequest

- 35 The Sawyer Bequest is permanently endowed and should be invested in accordance with this policy statement but with an emphasis on maximising income. The trustees will agree in advance with the investment manager for this fund a suitable asset allocation strategy as per item 15 above and levels of volatility and risk as per item 13 above.

Approval and Review

This Policy Statement will be reviewed periodically by the FAR.

APPENDIX A**Ethical Investing guidelines**

Our recommended investment approach is ABS' initial set of ethical investing guidelines for the investment managers to use. Our permitted investment criteria is subject to regular review, with a formal review recommended at least every 2 years.

Investments category	ABS investment approach	Notes
Alcohol	No investment in companies deriving more than 5% of revenue unless they meet the EIAG standards for responsible marketing and retailing.	Total avoidance is impractical as it would include newsagents / supermarkets / hotels / restaurants etc that sell alcohol
Animal testing - medical	Ok to invest	
Animal testing - non-medical	Ok to invest - but exclude cosmetics testing companies	
Armaments	No investment in any company involved with indiscriminate weaponry. No investment in companies deriving more than 10% of revenue from non-military firearms.	Total avoidance would mean not investing in companies that make products that are used in military supplies.
Predatory lending	No investment in companies deriving more than 10% of revenue from high interest lending	
Environment (excluding fossil fuels)	Investment managers to actively monitor this category and inform us of excluded companies based on the worst offenders. Investment managers to provide ranking of current investments.	
Fossil fuels	No investment in companies deriving more than 10% of revenue from thermal coal and tar sands, and only investing in Paris aligned companies.	
Gambling	No investment in companies deriving more than 10% of revenue from gambling.	
Genetics	No major involvement in embryonic cloning	
Human Rights	Avoid where there are breaches, with potential to allow investment on a case-by -case basis through discussion with investment managers. Investment managers to report on controversies.	
Supply chain concerns/ violations	Avoid where there are breaches, with potential to allow investment on a case-by -case basis through discussion with investment managers. Investment managers to report on controversies.	
Nuclear power	Allow investment in nuclear power	
Pornography	No investment in companies which derive more than 3% of revenues from production or distribution of pornography.	The threshold for revenue is at 3% to avoid exclusion of hotels, newsagents etc who could potentially derive a small amount of revenue from this area.
Tobacco	No investment in companies deriving more than 10% of revenue from tobacco	Allow companies with less than 10% revenue from tobacco otherwise newsagents / supermarkets etc would be excluded

Architects Benevolent Society
Draft Management Accounts
31 December 2022
Month 3

	31-Dec-22	31-Dec-22	31-Dec-22	
	Actuals	Budget	Actual vs budget	
	Total	Total		Comments
Income				
Donations	25,176	40,421	(15,245)	Lower than budgeted due to event income being evenly split across the year in the budget. Corporate sponsorship and individual donations both behind budget.
Legacies	1,000	62,499	(61,499)	Budget spreads evenly across the year
Commercial rent	202,334	175,647	26,688	Higher than budget due to actuals including 9WMM rent for period Oct 21-March 23 while budget includes 6 months rent as invoiced
Investment income	66,022	51,730	14,292	
Total Income	294,533	330,297	(35,764)	
check				
Expenditure				
Grants	(303,336)	(285,200)	(18,136)	Regular grants £25k above budget to date.
Staff costs	(164,211)	(174,761)	10,550	Lower than budget due to Wellbeing Programme manager starting later than budgeted.
Office costs	(27,599)	(28,498)	899	
Insurance	(8,000)	(9,171)	1,171	
Commercial property costs	(16,837)	(18,019)	1,182	
Governance costs	(343)	(1,000)	657	
Marketing costs	(4,480)	(13,275)	8,795	Budget includes wellbeing marketing and ABS wide marketing and event costs split over 12 months.
IT costs	(19,988)	(19,661)	(327)	Keep variance under review
Professional fees	(1,952)	(11,685)	9,733	
Investment management fees	(17,960)	(19,500)	1,540	
Loan interest & Bank charges	(20,105)	(21,557)	1,452	
Property Amortisation	-	-	-	
Depreciation	-	-	-	
Total expenditure	(584,811)	(602,327)	17,516	
Net profit / (loss) before investment gains / (losses)	(290,278)	(272,030)	(18,248)	
Realised loss on investments	(87,656)	-	(87,656)	Losses on investments sold
Unrealised gain on investments	211,439	-	211,439	Gain that would be realised on selling investments at current values. This can fluctuate.
Unrealised gain on revaluation of assets	-	-	-	
check				
Net profit /(loss) after investment gains / (losses)	(166,495)	(272,030)	105,535	
check				

Balance Sheet

	As at 31 December 2022	As at 30 September 2022	Variance	Comments
	Actuals	DRAFT Actuals		
Fixed assets				
Tangible assets	12,723	12,723	0	
Intangible assets	-	-	-	
Investments	31,805,079	31,788,251	16,828	
Programme related investments	458,947	459,146	(199)	
	<u>32,276,749</u>	<u>32,260,120</u>	<u>16,629</u>	
Current assets				
Debtors	329,958	1,207,614	(877,656)	Legacy debtor has been repaid since 30 Sep following receipt of large legacy
Cash at bank	937,700	297,666	640,034	Large legacy received and being drawn down to fund expenditure
Tenant deposit accounts	133,284	137,008	(3,724)	
	<u>1,400,941</u>	<u>1,642,288</u>	<u>(241,347)</u>	
Current Creditors			-	
Creditors less than 1 year	(4,559)	(57,140)	52,581	
Accruals	(76,158)	(73,925)	(2,233)	
VAT liability	(25,560)	(9,992)	(15,568)	
PAYE liability	(12,437)	(13,520)	1,083	
Pension liability	(4,187)	(4,045)	(142)	
Tenant deposit - repayable in future	(133,284)	(133,283)	(1)	
	<u>(256,185)</u>	<u>(291,905)</u>	<u>35,720</u>	
			-	
Net current assets	<u>1,144,756</u>	<u>1,350,383</u>	<u>(205,627)</u>	
			-	
Long term creditors			-	
Lloyds Loan	(1,528,207)	(1,550,710)	22,503	
			-	
Net assets	<u>31,893,298</u>	<u>32,059,793</u>	<u>(166,495)</u>	
			-	
Funds b/f	32,059,793	32,381,466	(321,673)	
Current year profit / (loss)	(166,495)	(321,673)	155,177	
	<u>31,893,298</u>	<u>32,059,793</u>	<u>(166,495)</u>	

Risk Review

- 1 The list of items/activities below have been taken from the old Risk Register, having been identified by the Risk Working Group as possible strategic risks and therefore falling under the remit of the Board.
- 2 They are included here for review (amend, merge, delete etc) and all members are asked to please review the list and to feed back any comments or suggestions to the Chief Executive either before, during or after the meeting on 15 February. Comments might include simply agreeing where the suggestion is to delete the risk from the register.
- 3 Please note that the scores have not be assessed or reviewed for at least two years, the Working Group will be considering the scoring system and whether or not it is fit for purpose in future.
- 4 All of the Committees have or are shortly due to carry out a similar review of those items identified as falling under their remit and once this initial review has been completed the Working Group will meet again to consider the next stage.

	Risk factor	Potential impact	Probability	Impact	Score	Control	Retained risk	Responsibility	Monitoring body	Review frequency	Further action/notes	Working Group notes	WG Action
1	Conflicts of interest	Decisions influenced by factors other than interest of the ABS, impact on reputation	2	3	6	Conflict of interest policy & register, trustee training (new and existing)	Low	Chair	Board	Annual		N&R to monitor?	Transfer to N&R?
2	Trustees benefitting from ABS	Regulatory action, ABS reputation, loss of charity money	1	5	5	Appropriate procedures to authorise trustee expenses, the Society's Articles prohibit trustees benefitting from ABS.	Low	Chair	Board	Annual	Reviewed every audit	FAR to monitor?	Transfer to FAR?
4	Objects do not fit within governing document	Liability to repay funders, loss of funder confidence, breach of trust action	1	4	4	Regular review of Articles. All changes made by Board only after advice from ABS solicitors	Low	Chair	Board	On-going		This makes little sense	Delete?
5	Objects or powers not clearly defined in governing document		1	4	4	Regular review of Articles. All changes made by Board only after advice from ABS solicitors	Low	Chair	Board	On-going	Any new projects to be reviewed by ABS solicitors and approved by Board	Highly unlikely, Articles require Charity Commission approval!! Similar to 6 and 10.	Delete?
6	Current or future activities restricted by governing document	Breach of charitable objectives, Charity Commission investigation and penalties	1	3	3	Regular review of Articles. All changes made by Board only after advice from ABS solicitors. New projects and activities to be assessed by management team.	Low	Chair	Board	On-going	Any new projects to be reviewed by ABS solicitors and approved by Board	FAR to monitor? Merge with 5 and 10?	
7	Objects not understood by supporters	Impact on voluntary income, use of services by beneficiaries	2	4	8	Quinquennial survey of sample of profession and analysis	Low	CEO	Board	5 years		Query control measure and frequency?	
8	Objects not relevant to users. Public perception	Impact on voluntary income, use of services by beneficiaries	2	5	10	Annual summary of help given to beneficiaries. Communication with supporters and beneficiaries, financial, annual report and review reporting	Medium	Chair	Board	5 years		Is this really a risk?	Delete?
9	Objects duplicate those of other charities	Reduction in income and beneficiaries	1	4	4	Search of Charity Commission database	Low	CEO	Board	On-going		Is this really a risk?	Delete?
10	Failure to operate within objects and powers		2	5	10	Any change in operational procedures checked with solicitors and accountants and reported to Board. Provide synopsis and training to new trustees and staff	Medium	Chair	Board	On-going		Same as 6?	Delete?
16	Lack of annual planning of Board activities		3	2	6	Annual programme submitted beginning of each year, inc annual budget	Low	Chair	Board	Annual		Board activities as opposed to ABS activities?	Delete?
17	Policies, rules and standards are not formalised	Mismanagement of the Society's charitable activity and assets/resources	2	3	6	Annual review of Board Instructions and other policy documents	Low	Chair	Board	Annual		Policies are by definition formalised, otherwise they don't exist?	Delete?
20	Board or committee papers inadequate or late	Poor quality decisions, failure of trustees to fulfil control function, trustees become remote and ill-informed	2	3	6	Annual review of standards	Low	Chair	Board	On-going		Query control measure and frequency?	
22	Poor strategic planning and / or inadequate setting and monitoring of implementation targets	Issues addressed piecemeal with no strategic reference	3	4	12	Incoming business planning to address this	Medium	Chair	Board	Annual	Establish strategic plan with key aims, objectives and policies and set targets		
23	Society's activities or assets threatened by group of trustees	Decisions made outside Board, culture of secrecy, pursuit of personal agendas, conflicts of interest	1	5	5	Monitoring of selection and performance of trustees (see above), delegation procedures, conduct of meetings and minuting procedures. Restriction of non-trustee membership	Low	Chair	Board	Annual		Query control measure, restrict non-trustee membership?	Delete/am end?

25	Contract risk	Onerous terms, liabilities for non-performance, non-compliance with objects	3	4	12	Appraisal and authorisation procedures, professional advice, monitoring, insurance cover	Medium	CEO	Board	Annual			FAR/Welfare to monitor?	
27	New projects	Compatibility with objects, funding and financial viability, skills availability	2	4	8	Formal appraisal, authorisation and costing. Monitoring and reporting procedures	Low	CEO	Board	On-going			Similar to 6 and 10?	Delete/merge?
28	Procedure and systems documentation	Lack of awareness of procedures and policies leading to action taken without proper authority	2	3	6	Proper documentation with audit and review	Low	CEO	Board	5 years			Covered under other risks?	Delete?
29	Information technology	Systems fail to meet needs, failure to innovate or update, loss or corruption of data, lack of technical support	2	4	8	Appraisal and review of system needs and options, data security and recovery, insurance, use of external services and support	Low	CEO	Board	On-going			Is this a risk or a standard operational issue?	Delete?
31	Systems and data are not secure		2	4	8	Information security policy in place	Low	CEO	Board	3 years	Establish review process for existing security policy		Merge with 29?	Delete?
32	Inadequate disaster recovery and business continuity plan	Systems failures or destruction of property	2	5	10	Covered in information security policy	Medium	CEO	Board	Annual			FAR to monitor?	Transfer to FAR?
33	Adequacy of physical security of premises, assets, staff, trustees and visitors		2	3	6	Physical security policy in place	Low	CEO	Board	3 years			Covered by 61 & 67 (FAR matters)?	Delete?
34	Internal fraud	Financial loss, reputational risk, regulatory action	2	4	8	Anti-fraud policy. Financial controls, segregation of duties, authorisation limits, security of assets, insurance	Low	Hon Treasurer	Board	Annual			FAR to monitor?	Transfer to FAR?
50	Undue influence by key funders		1	4	4	Funding with conditions attached reviewed by N&R and accountants	Low	Hon Treasurer	Board	On-going			Not relevant at current time	Delete?
59	Poor management information systems	Decisions made on inadequate or inaccurate information.	3	4	12	Standard package used and regularly updated, reports submitted to committees	Medium	CEO	Board	On-going	Management (accounting) reporting tools to be improved		Merge with 29?	Delete?
66	Acts of God		1	5	5	Annual review of disaster planning and insurance cover	Low	CEO	Board	Annual			Meaningless without context, same as 32?	Delete?
68	Change in political climate, charity law, taxation or Government policy	Impact of tax regime on voluntary income, impact of general legislation, role of voluntary sector, Brexit	3	3	9	Advice from solicitors and accountants, membership of Association of Charitable Organisations Service	Medium	CEO	Board	Annual			STRATEGIC RISK?	
70	Breach of statutory requirements, Charity law, Companies Act, GDPR, Equality Act, employment law, Health & Safety laws etc.	Fines, penalties, censure, employee or supporter action, reputation	2	3	6	Identify key requirements with assistance from lawyers, accountants and retained HR consultant. allocate responsibility, monitor and report	Low	CEO	Board	Annual	GDPR Policy/training on-going		STRATEGIC RISK?	
NEW	<i>Inadequate Risk Policy and Risk Management</i>	<i>Risks unidentified, unmanaged and thus more likely</i>							Board	Annual			STRATEGIC RISK?	
NEW	<i>Financial sustainability - Linked to 57 (FAR)?</i>	<i>Running out of funds</i>											STRATEGIC RISK?	

Routine approvals

1 Banking Mandate – C Hoare & Co

In order to update the mandate with C Hoare & Co, which includes the list of authorised signatories, the Board are asked to resolve to approve the Mandate below and including the list of Resolutions detailed in Section 1

2 Since the last meeting in October 2022, the Board resolved to:

- 2.1 authorise any of Mark Grzegorzcyk, Nigel Thorne, Richard Brindley, John Moakes, Karen Rogers, Sumita Singha, Sangeeta Shenoy and Robert Ball to execute and enter into on behalf of the Society the Lease Agreement and such other deeds or instruments necessary or desirable to give effect to the proposed letting of the Third Floor at 43 Portland Place, London W1B 1QH for the principal rent of £115,500 per annum and for a term of 6 months.
- 3.2 authorise pursuant to Section 44 of the Companies Act 2006 that any of Mark Grzegorzcyk, Nigel Thorne, Richard Brindley, John Moakes, Karen Rogers, Sumita Singha, Sangeeta Shenoy and Robert Ball have the power to execute in the name of and on behalf of the Society all deeds or other instruments for giving effect to the above letting.

Approved on 16 December 2022 and letting agreed on 19 January 2023



Company Account Mandate

Company name:

Architects Benevolent Society

Guidance Notes

This mandate should be used by companies, both limited and unlimited and including charitable companies, incorporated in the United Kingdom under a Companies Act.

It should be signed by two directors of the company, or any one director of the company signing in the presence of a witness.

If the mandate is to be signed by a company incorporated in Scotland or Northern Ireland:

- the bank will require the company to provide the bank with **confirmation from solicitors** in the relevant jurisdiction that the mandate has been validly executed by the company. Such confirmation shall be obtained at the company's expense. The company's relationship manager will provide further information regarding form and content.

If the mandate is to be signed by a corporate director:

- the corporate director will need to complete a separate **Corporate Resolution** in the bank's standard form. A copy of this document is available on request; and
- if the corporate director is incorporated outside of England and Wales, the bank will require the corporate director to provide the bank with **confirmation from solicitors** in the foreign jurisdiction in which the corporate director is incorporated that the mandate has been validly executed by the corporate director. Such confirmation shall be obtained at the company's/corporate director's expense. The form and content of the confirmation depends on the foreign jurisdiction – the company's relationship manager will provide further information. For the avoidance of doubt, Scotland, Northern Ireland, Ireland, Jersey, Guernsey, and the Isle of Man are all foreign jurisdictions.

There must be a minimum of one, and may be a maximum of ten, authorised signatories in place at all times.

Section 1 - Resolutions

Company name:	Architects Benevolent Society (the Company)
Trading name: <i>(if applicable)</i>	
Company number:	01084747

The Company hereby certifies that at a meeting of the directors of the Company duly convened and held at/on:

Address*:	6 Brewery Square, Copper Row, London SE1 2LF
Date:	15 February 2023

** If the Company's constitutional documents allow for meetings to be held by telephone or video-conference, and the meeting was held in such a manner, please specify which.*

the following resolutions were passed by a quorum of directors entitled to vote who were present and acting throughout:

- That C. Hoare & Co. (the **bank**) be requested to open, or maintain, an account(s) in the name of the Company, or in the Company's trading name, (the **Account(s)**), and the Account(s) shall include all account(s) which may in the future be opened by the Company with the bank, whether current, deposit or any other type.

2. That the person(s) listed in Section 2 – Authorised Signatories be appointed authorised signator(y)(ies) of the Company (each an **Authorised Signatory** and together the **Authorised Signatories**) for the purposes of these resolutions.
3. That any other person(s) subsequently nominated by the Authorised Signatory or, if more than one, any two of the Authorised Signatories be appointed as authorised signatories for the purposes of these resolutions (and such nominated person(s) shall be included within the definition of Authorised Signatories).
4. That the Company will complete a supplemental mandate to give effect to any alterations to the list of Authorised Signatories and/or any applicable signing rules (including online limits) and such mandate shall be signed by the Authorised Signatory or, if more than one, any two Authorised Signatories. If the circumstances necessitating the completion of a supplemental mandate are such that the requisite number of Authorised Signatories cannot sign the supplemental mandate, it shall be signed by one or more directors and/or members (shareholders) of the Company acting in accordance with the Company's constitutional documents.
5. That the bank be authorised to place to the credit of the Account(s) all amounts (including, without limitation, dividends, interest and/or capital sums arising from securities) received or collected by the bank for the credit of the Company.
6. **EITHER**

That the bank be authorised to carry out the Instructions (as defined below) of:

Any (insert number) of the **Authorised Signatories** in all transactions with the Company
Please stipulate – if left blank, the bank will assume you mean any one of the Authorised Signatories.

OR

Signing rules

Any ONE of the **Group A** Authorised Signatories can give Instructions for a principal value up to and including/exceeding* £ 10,000 (or the foreign currency equivalent thereof as determined by the bank (at its sole discretion)).

Any of the **Group B** Authorised Signatories can give Instructions for a principal value up to and including/exceeding* £ (or the foreign currency equivalent thereof as determined by the bank (at its sole discretion)).

Any TWO of the **Group A** Authorised Signatories together with any of the **Group B** Authorised Signatories can give Instructions for a principal value up to and including/exceeding* £ 10,000 (or the foreign currency equivalent thereof as determined by the bank (at its sole discretion)).

Any of the **Group C** Authorised Signatories can give Instructions for a principal value up to and including/exceeding* £ (or the foreign currency equivalent thereof as determined by the bank (at its sole discretion)).

* *Delete as necessary.*

If you wish to adapt these standard signing rules, or add additional signing rules, please contact your relationship manager.

It is the Company's responsibility to provide a complete and accurate set of signing rules. We recommend that the Company monitors the Authorised Signatories' compliance with any signing rules. To assist such monitoring, a copy of this account mandate (and any supplemental mandate in effect from time to time) shall be provided by your relationship manager on request. The bank's Guide To Your Accounts Terms and Conditions shall govern any unauthorised transactions on the Account(s).

“**Instructions**” will include but will not be limited to instructions to:

- (a) debit from the Account(s) the amount of all cheques, bills of exchange, or orders for payment whether the Account(s) are in credit or overdrawn (by way of either an arranged overdraft or unarranged overdraft) at the time such documents are presented to the bank for payment, or the Account(s) become(s) overdrawn in consequence of such payment;
 - (b) cancel a cheque, bill of exchange, or order for payment;
 - (c) purchase, sell, deliver or release, or otherwise deal with, any securities, bills, coupons, documents, boxes, packages and their contents and any other property held at any time for the Account(s);
 - (d) purchase or sell any foreign currency;
 - (e) sign any indemnities or counter-indemnities to the bank;
 - (f) arrange for the granting of credits or the issue of guarantees by the bank;
 - (g) arrange for the discounting of any bills of exchange endorsed on behalf of the Company;
 - (h) establish a loan or arranged overdraft;
 - (i) specify whether Account(s) statements are received in paper or electronic format; and
 - (j) arrange for the opening of any further account(s) in the Company's name, or the Company's trading name, or the closing of any Account(s).
7. That the bank be provided with a certified copy of the Company's constitutional documents and be notified of and provided with certified copies of any documentation related to changes to the constitution of the Company.

Section 2 – Authorised Signatories

There must be a minimum of one, and may be a maximum of ten, Authorised Signatories in place at all times.

Authorised Signatories for any corporate director should be named individually and provide their specimen signatures, noting their position as “*Authorised representative for [insert corporate entity name] acting in its capacity as corporate director of the Company*”.

Full Name	Position	Signature – WET INK REQUIRED	Signing Group (e.g. A, B, C, etc.)
Nigel Thorne	Director & Honorary Treasurer		A
Mark Grzegorzczuk	Director & Chair of Trustees		A
Richard Brindley	Director & Trustee		A
John Moakes	Director & Trustee		A
Robert Ball	Chief Executive		A
Katie Vivian	Operations Manager		A
Sarah Gartshore	Chief Financial Officer		A

Section 3 – Acknowledgement, Agreement, and Confirmation

The Company hereby acknowledges, agrees, and confirms (as applicable) that:

- (a) the resolutions of the directors of the Company referred to above:
 - (i) were duly passed, are in full force and effect and have not been revoked, suspended or amended; and
 - (ii) did not, and will not, contravene or conflict with the Company's constitutional documents, or any law or regulation or judicial or official order, applicable to it;
- (b) the Account(s) will be governed by the terms and conditions set out in the bank's *Guide to Your Accounts* (as amended from time to time) of which the Company has received a copy and by which the Company agrees to be bound;
- (c) any information or documentation relating to the Account(s) need only be sent to the Company's address which the bank has been notified of, marked for the attention of the Directors. In particular, the bank does not need to provide separate periodical statements of account, whether in paper or electronic format, to any of the Authorised Signatories;
- (d) the Company will remain liable for any transactions made or authorised under this mandate prior to the cancellation of this mandate, notwithstanding that such transactions may be presented after the date of such cancellation, and the bank shall be entitled to honour such transactions to the relevant Account(s);
- (e) attached are correct and complete copies of the Company's constitutional documents.
Tick box to confirm:
- (f) the persons listed as Authorised Signatories are authorised to take all the actions set out in this mandate (including the resolutions) and the signature appearing opposite each of their names is their true signature;
- (g) unless the Account(s) is/are suspended or terminated by the bank in accordance with the terms and conditions set out in the bank's *Guide To Your Accounts*, this mandate shall remain in force until the bank receives a replacement mandate in a form and manner acceptable to the bank signed by the Company; and
- (h) all dealings between the bank and the Company, and all contracts arising from any such dealings shall, unless expressly provided otherwise, be governed by English law and the Company hereby submits to the non-exclusive jurisdiction of the English courts to settle any disputes which may arise in connection with this mandate but, because this provision will be included for the bank's benefit only, the bank will retain the right to bring proceedings in any other court or courts which would have jurisdiction but for this paragraph.

Section 4 – Signatures

This mandate should be signed by two directors of the Company, or any one director of the Company signing in the presence of a witness.

Executed for and on behalf of the Company:

.....
(Signature)
Director Name:

.....
Date

.....
(Signature)
Director Name:

.....
Date

OR

Executed for and on behalf of the Company:

.....
(Signature)
Director Name:

.....
Date

in the presence of:

.....
(Signature)

Name of witness:
.....

Address of witness:
.....

Occupation of witness:
.....

OR *(for any corporate director(s) only)*

Executed for and on behalf of the Company acting
by:

.....
(Signature)

.....
Name

who is duly authorised by:

.....
(Corporate director name)
to sign on its behalf as director of the Company

.....
Date

in the presence of:

.....
(Signature)

Name of witness:

.....

Address of witness:

.....

Occupation of witness

.....

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37 Fleet Street
London EC4P 4DQ

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ARCHITECTS BENEVOLENT SOCIETY

Welfare Committee

Minutes of the meeting held on Wednesday 19th October 2022 on Zoom.

Present: Richard Brindley *Chair*
Benna Schellhorn
Alison Wyman
Sumita Singha

In attendance: Katie Vivian, Operations Manager
Helen Stanley, Welfare Officer
Aidan Cullen, Welfare Officer
Deirdre Anthony, Welfare Assistant

1 Apologies for absence

Andy McLeish, Rob Ball

2 Declaration of interest

None

3 Minutes of the last meeting

The minutes of the meeting held on Wednesday 13th July 2022 were approved and signed by the Chair.

4 Matters arising from the minutes

4.1 None

5 Welfare Annual Summary 2021-2022

5.1 The report summarising 2021-22 is attached.

5.2 Equality and Diversity Information for beneficiaries is attached. ABS beneficiary demographics are compared to the architectural profession where possible to indicate any gaps in service provision. There is limited data available from all professions supported but in comparison to existing ARB data, ABS is providing support to a diverse range of people, largely in alignment with the architectural profession.

6 Interest Free Loans

6.1 Katie updated the Committee on work to date with the Finance Team to establish this year's total of outstanding loans in preparation for the audit.

- 6.2 During this financial year, it is planned to establish criteria for recommending which loans should be written off. The Welfare Committee will be asked to approve these recommendations. It is also planned to generate annual statements for those who have an outstanding interest free loan.
- 6.3 Interest free loans are rarely given now but on occasion, they are provided if appropriate, in line with the Grant Giving Policy.

7 Internal Audit

- 7.1 A new audit process was discussed as it had been questioned by Alison as to whether it was necessary for trustees to carry out the internal audit process, and it might be more appropriate for members of the staff team (CEO and CFO) to complete the quarterly audit. The annual external audit, currently carried out by Saffery Champness includes an audit of cases, giving another layer of scrutiny.
- 7.2 Richard explained that the current policy and process had been developed following the adoption of the Grant Giving Policy in 2020 as a way to provide reassurance given the significant changes in the processes of grant giving and authorisation.
- 7.3 Sumita raised the point that the case audit gave insight into the some of the cases, which was helpful. Katie suggested that we can provide this insight into cases in other ways for the Committee, and this will be considered.
- 7.4 Following the discussion, it was agreed that Katie will amend the policy, and circulate to the Committee for approval.

8 Grant Giving Policy - updated

- 8.1 The Grant Giving Policy has been updated with the new MIS figures for 2022 and was approved by the Committee.
- 8.2 Katie reported that the Welfare Team are going to review one-off grant limits in the next month. Beneficiaries will also be asked to be involved, and amendments will be made to the Grant Giving Policy accordingly.
- 8.3 Beneficiaries will be asked to get involved in this work in the first edition of a newsletter specifically for ABS beneficiaries. Welfare Committee members asked if they could be sent this for information.

9 Welfare Committee representative on Risk Working Group

- 9.1 A new risk working group is being set up which will include representatives from each ABS Committee. Members from the Welfare Committee were asked to volunteer.
- 9.2 Benna Schellhorn agreed to represent the Welfare Committee. She has some experience of risk assessments from her work within an architectural practice.

10 Financial support beyond 2 years – record of decisions

- 10.1 A record of approval for beneficiaries requiring more than two years regular financial support which was given by the Welfare Committee in was appended to the papers for recording/audit purposes.

11 Dates of future meetings

- 11.1 The next meeting was agreed to take place on **Tuesday 24th January 2023 3pm -4.30pm** in person if possible. This will be confirmed by December.

12 AOB

- 12.1 Katie informed the Committee that Aidan will be retiring at the end of March 2023, after 12 years of being in post as Welfare Officer. The January meeting will be his last Welfare Committee meeting.

ACTIONS AGREED

Agenda item	Action	Tasked to
7.4	Amend internal case audit policy and circulate to the Committee.	KV
8.2	One-off grants to be reviewed. Grant Giving Policy to be updated and approved by the Committee.	Welfare Team
8.3	Beneficiary newsletter to be sent to Welfare Committee members	KV
9.2	Details of Risk Working Group Meetings to be given to Benna Schellhorn	R Ball

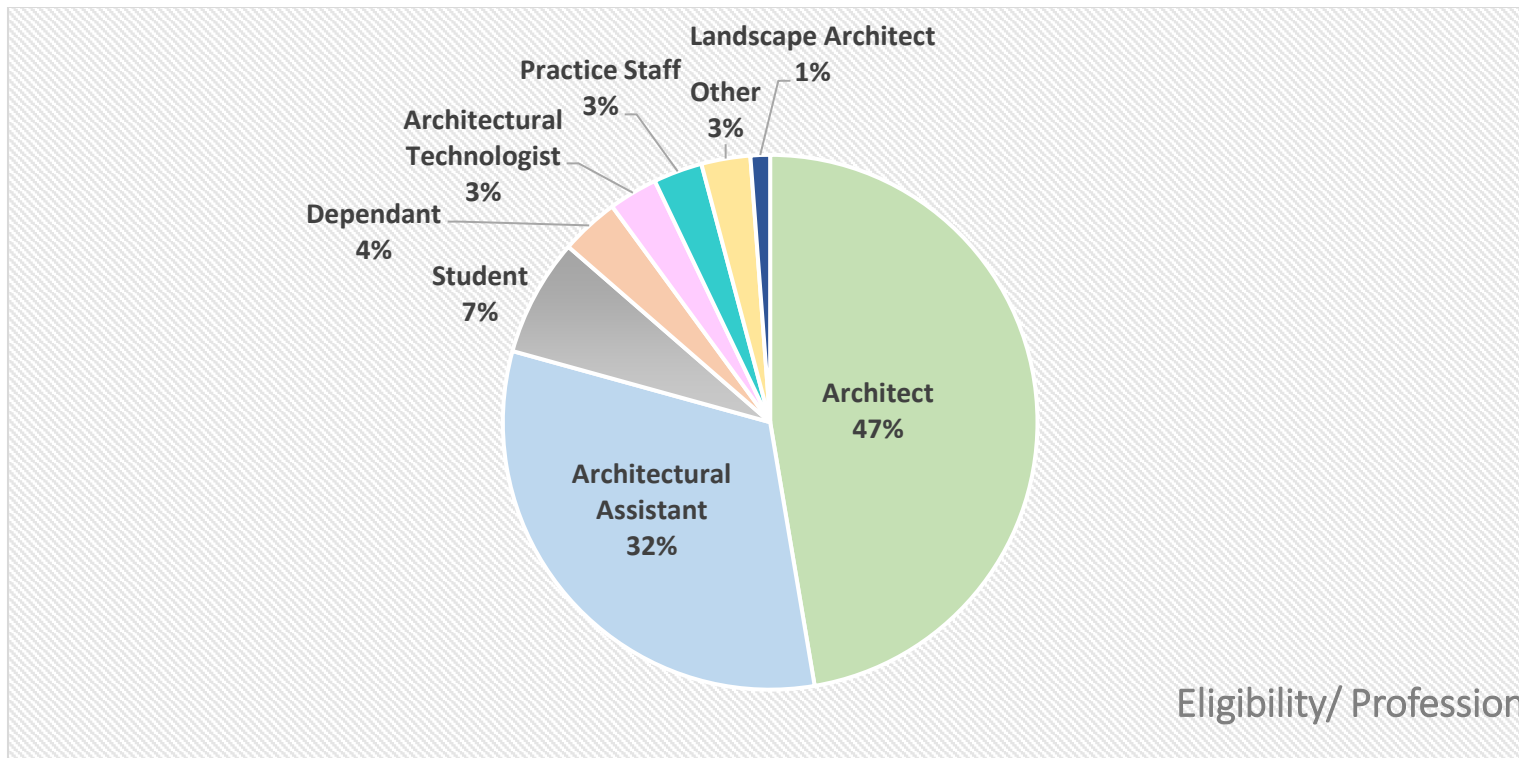
Architects Benevolent Society

Welfare Committee Annual Review October 2021 to September 2022

1. New cases

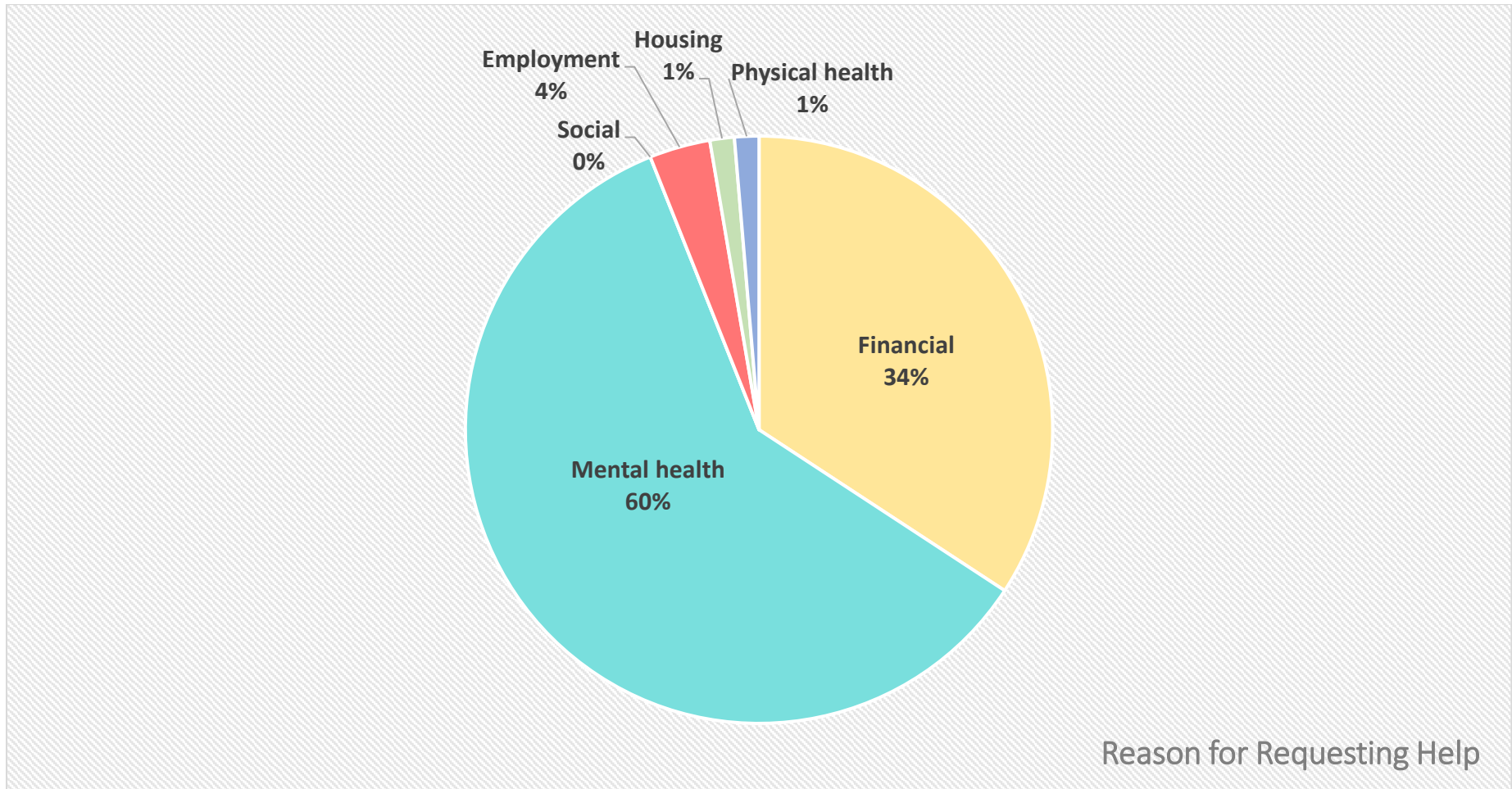
169 new cases for beneficiaries requiring support were opened in this year, which is similar to the number of new cases in the previous year (163). The charts below show the breakdown of profession, gender, reason for requesting help and outcomes.

1.1 Eligibility/Profession



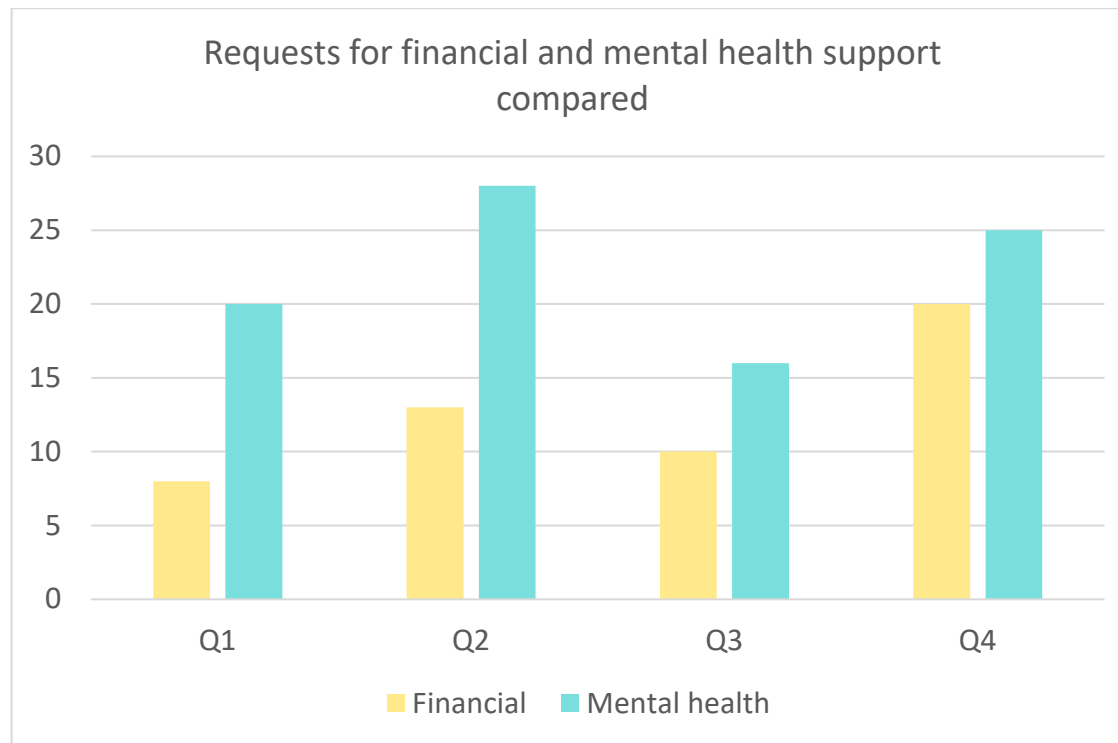
The number of beneficiaries from Landscape Architecture and Architectural Technology is very low in comparison to Architects and Architectural Assistants. Without further research, it is difficult to determine the reasons for this, but awareness of ABS could be one reason.

1.2 Reason for Requesting Help



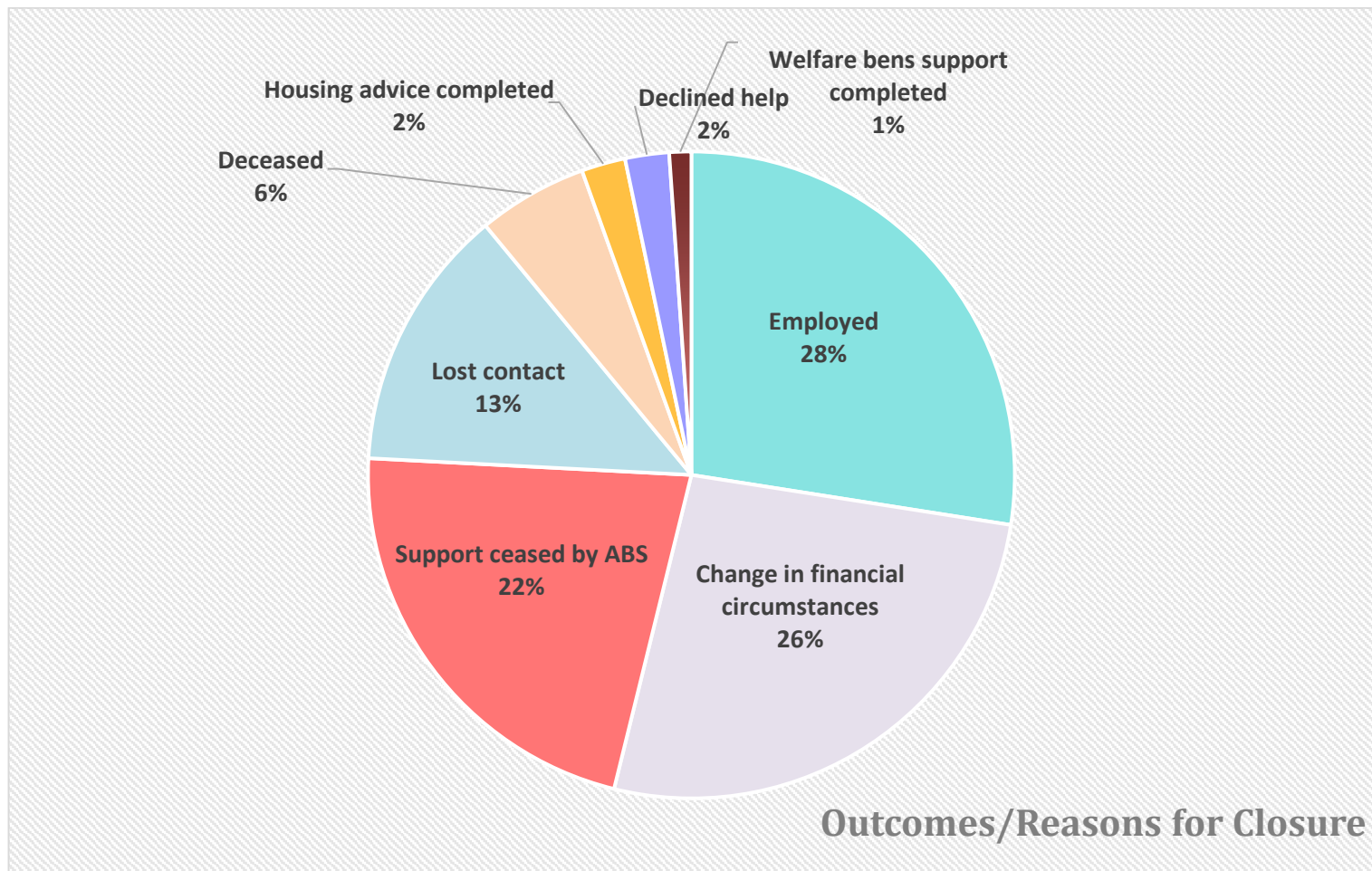
Although poor mental health has been the primary presenting need this year, the breakdown below (page 3) shows that requests for financial support have doubled in quarter 4 compared to quarter 3. This is to be expected due to the cost-of-living crisis, and may indicate that we will see a continued rise in the coming year.

1.2.1 Comparison by quarter of requests for financial and mental health support



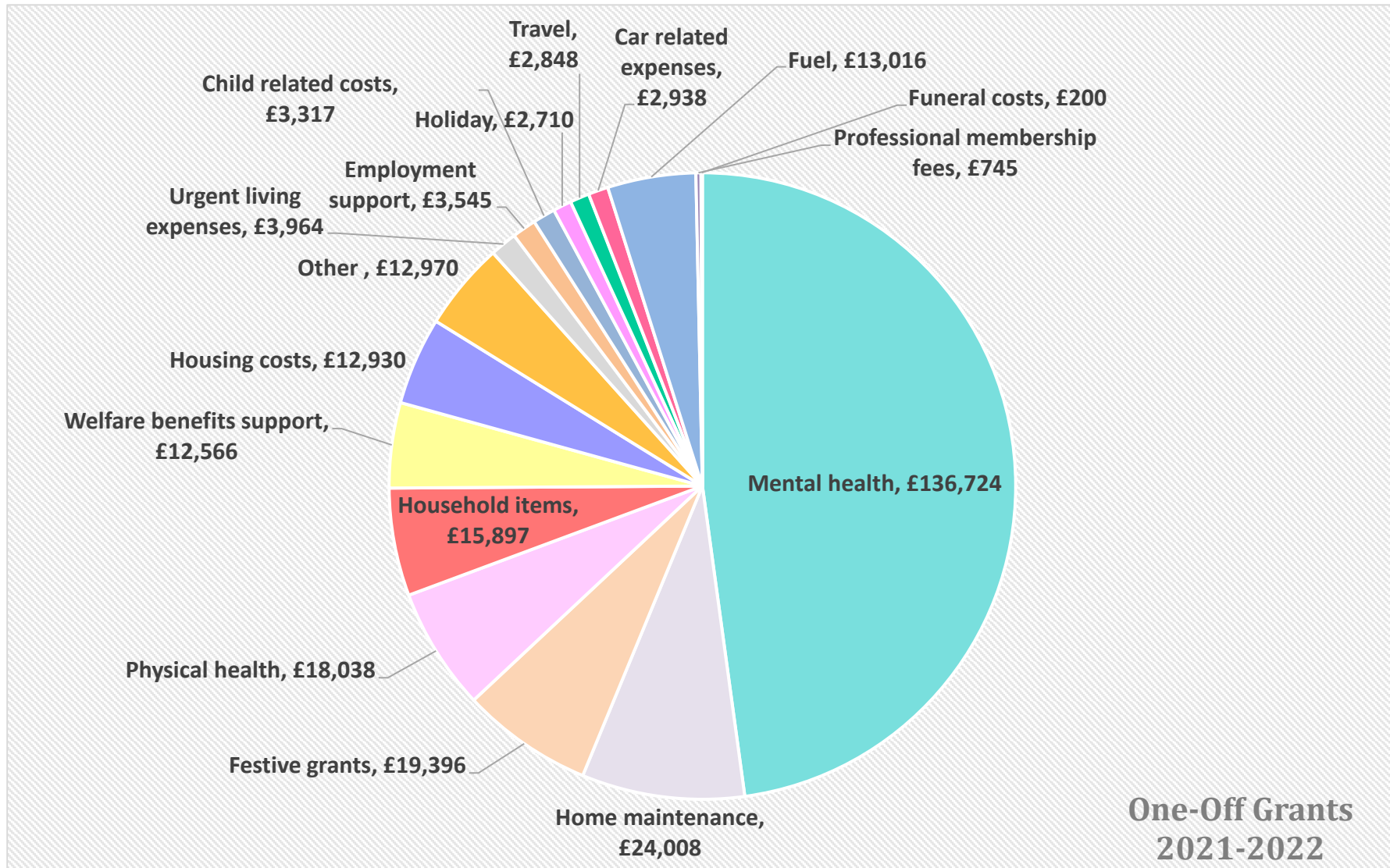
2. Outcomes

91 beneficiary cases were closed during the year. Over half of the beneficiary cases were closed due to gaining employment or a positive change in financial circumstances.



3. One-Off Grants: Breakdown of annual spend on different categories of one-off grants (total spend £288,603)

Mental health support accounts for 48% of one-off grant spend. Fuel costs are high this year as this includes the one-off winter fuel payment paid out in January. Home maintenance and repair costs are unusually high due to a £15,000 Interest Free Loan given in October 2021.



4. Budget vs. Actual:

These are unaudited figures. Audited figures will be available in the new year.

Period	Monthly grants Actual	Budget	One-offs Actual	Budget	Welfare Services Actual	Budget	Total	Budget total	Variance
Q1	£179,605	£210,000	£85,263	£79,750	£5,881	£7,500	£270,749	£297,450	£26,701
Q2	£179,050	£210,000	£69,900	£56,750	£8,330	£7,500	£257,280	£274,250	£16,970
Q3	£165,858	£220,500	£66,193	£56,750	£4,713	£7,500	£236,764	£284,750	£47,986
Q4	£182,190	£220,500	£67,247	£56,750	£2,341	£7,500	£251,778	£284,750	£32,972
TOTAL	£706,703	£861,000	£288,603	£250,000	£21,265	£30,000	£1,016,571	£1,141,000	£124,629

Notes: One-off grants expenditure was higher than budgeted due to the winter fuel payment that was agreed at the end of 2021. We expect that one-off grant expenditure will decrease in 2022-23 due to the increase in monthly grants.

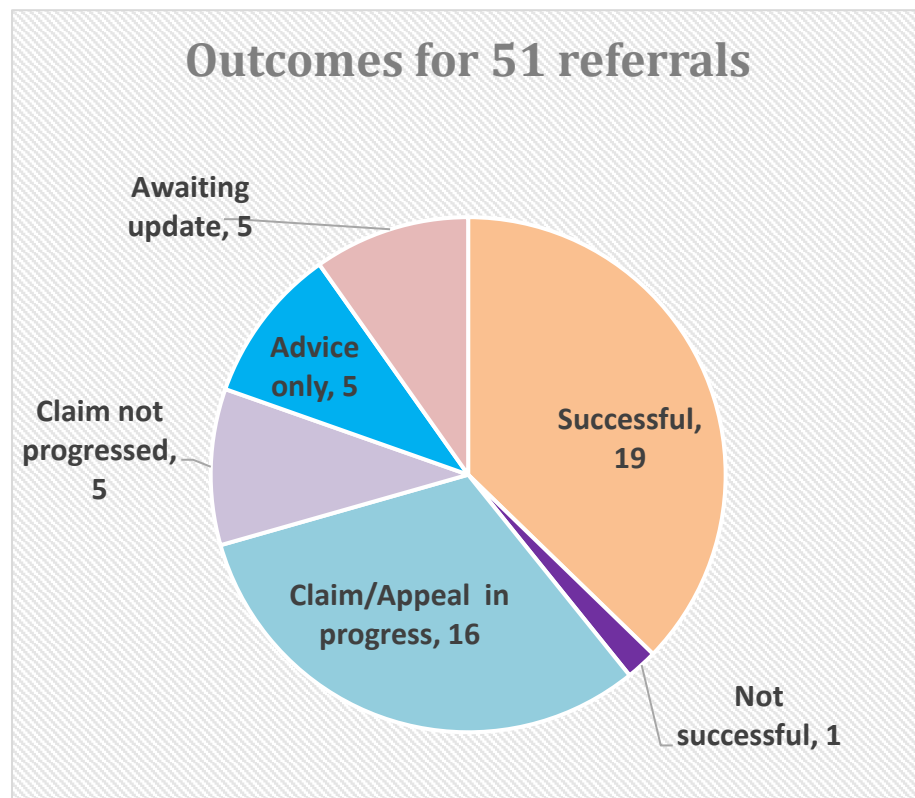
One-off grants in Q1 have a higher budget than in subsequent quarters due to the festive grants paid out in December to beneficiaries in receipt of a monthly grant. The Welfare Services spend includes the Anxiety UK annual management fee and monthly running costs for AUK helpline and email support, Shelter annual support cost as well as Law Express support.

5. Partnership referrals

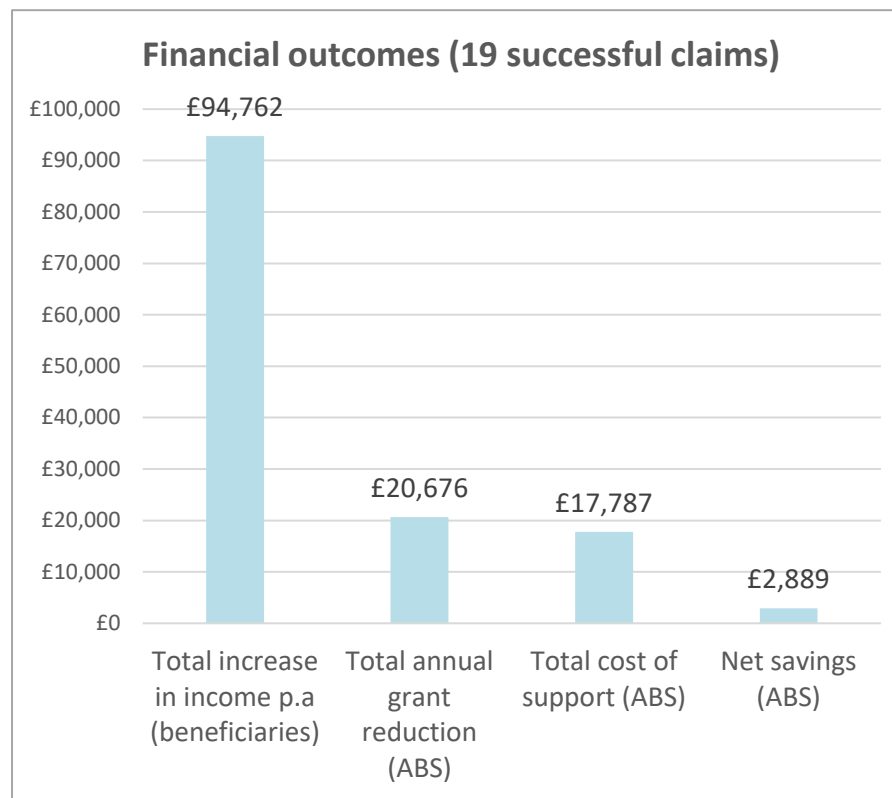
Partnership Referrals	Q1	Q2	Q3	Q4	Total	Notes
Anxiety UK	26	34	37	34	131	
Renovo	0	2	1	2	5	
Shelter	2	2	4	2	10	July and August only
Law Express	21	4	5	9	39	Quarter 4 issues: Employment (7 calls) Benefits, Pensions
Welfare Benefits Support	8	9	9	5	31	

5.1 Welfare Benefits Support Outcomes July 2021- Sept 2022

5.1.1 Outcomes July 2021-Sep 2022



5.1.2 Financial Outcomes



Since providing welfare benefits support for beneficiaries, £94,762 additional annual income has been generated for ABS beneficiaries, which is a very positive result. There is a high success rate in benefits being awarded due to the support provided, showing the quality of the service. The cost of providing this support has so far resulted in net savings of £2,889. As there are a number of claims and appeals in progress, it is expected that this figure will increase once outcomes are achieved.

65% of the claims have been for health and disability related benefits, which in most cases do not directly affect an ABS grant as they are disregarded as income in our financial assessment. In *some* cases, disability premiums will result in an increase in means-tested benefits, which *are* counted as income by ABS, and will result in the grant reducing. Looking forward, it may be that there is a decrease in requests for one-off grants from those who now have extra income from benefits.

6. Student Hardship Fund Pilot

£12,400 in grants was awarded to 12 students from 7 universities. We received 23 enquiries in total but not all returned completed applications. Only 1 student who applied was not eligible due to financial circumstances.

In addition to monthly grants, 2 students were provided with support from Shelter and Anxiety UK respectively.

University	Course	Number of students	Total awarded
Newcastle	Architecture	4	£4,800
Ulster	Architectural Technology	3	£2,400
Birmingham	Landscape Architecture	1	£1,200
Sheffield	Architecture	1	£400
Wrexham Glyndwr	Architectural Technology	1	£1,200
Kent	Architecture	1	£1,200
Edinburgh	Architecture	1	£1,200
Totals		12	£12,400

The pilot has now finished, and an evaluation will be carried out, which will be circulated to the Welfare Committee in the new year. Feedback surveys have been sent to all students who received a grant to inform the evaluation. The student hardship fund will not be running in 2022-23 as it has been put on hold for budgetary reasons.

7. Beneficiary feedback

7.1 Anxiety UK

Each month, a feedback survey is sent to beneficiaries who have completed their course of therapy with AUK. A summary of the responses from the past year can be seen by clicking on the link below.

https://www.surveymonkey.com/stories/SM-za2egJMoXnTNLggv7rBINw_3D_3D/

7.2 Financial Support

Each quarter, a feedback survey is sent to beneficiaries whose cases have been closed during the quarter. A summary of the responses can be seen by clicking on the link below.

https://www.surveymonkey.com/stories/SM-lt68jFcD38cUJOEt291_2BAg_3D_3D/



8. Case Studies

S is an Architectural assistant, single with no children. He was made redundant 2 weeks before contacting ABS for help. He lives in a shared rented property in London. He had not yet claimed Universal Credit and was advised to do so as a matter of urgency. His last salary payment was 50% of his full monthly salary. He only had access to only a small amount of money in his bank account and his rent was due. S has significant debts and will need to speak to StepChange about these. In the meantime, he needed financial support with his rent as a matter of urgency as well as some interim help with living expenses.

ABS Support: £700 pcm living expenses grant for 2 months
 £850 pcm housing expenses grant for 2 months
 StepChange details provided

A is an Architectural assistant, married, with a baby due in a couple of weeks when he contacted ABS. He was sacked from his job just before going on paternity leave, and he has started legal proceedings against his employer. He and his wife currently have no income from earnings. They have made a claim for Universal Credit (UC) and are going to claim Council Tax support. The couple live in a privately rented property and. Their rent had been paid for the current month but they will only receive a small amount of Universal Credit and there is uncertainty around maternity pay and UC in the coming weeks.

ABS Support: £1400 housing expenses grant for 1 month
 £750 new baby grant
 followed by £170 Living expenses grant for 1 month
 £450 housing expenses grant for 1 month

Case will be reviewed monthly due to changing income from UC due to maternity pay.

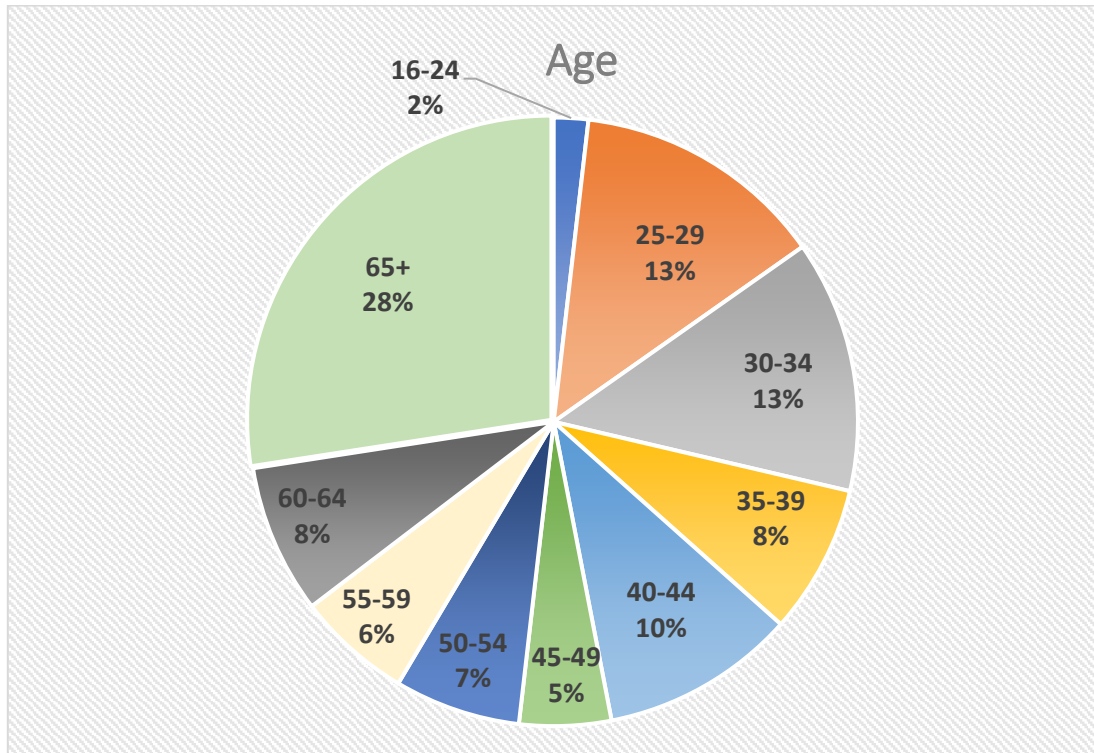
A and his wife are Russian speaking refugees from Ukraine, who do not speak English. They left their home in a small town outside Kyiv to come and live with their daughter and son-in-law in London (their son-in-law is an Architect).

The couple brought their two grandchildren, aged 6 & 8 with them and the children's mother is still in Ukraine. The children are due to join their father in Canada at the end of August. Both A, his wife, and two grandchildren all now have permits to stay in the UK, valid until December 2024. A and his wife have been awarded Universal Credit but have no other income.

ABS Support: £720 pcm living expenses for 6 months

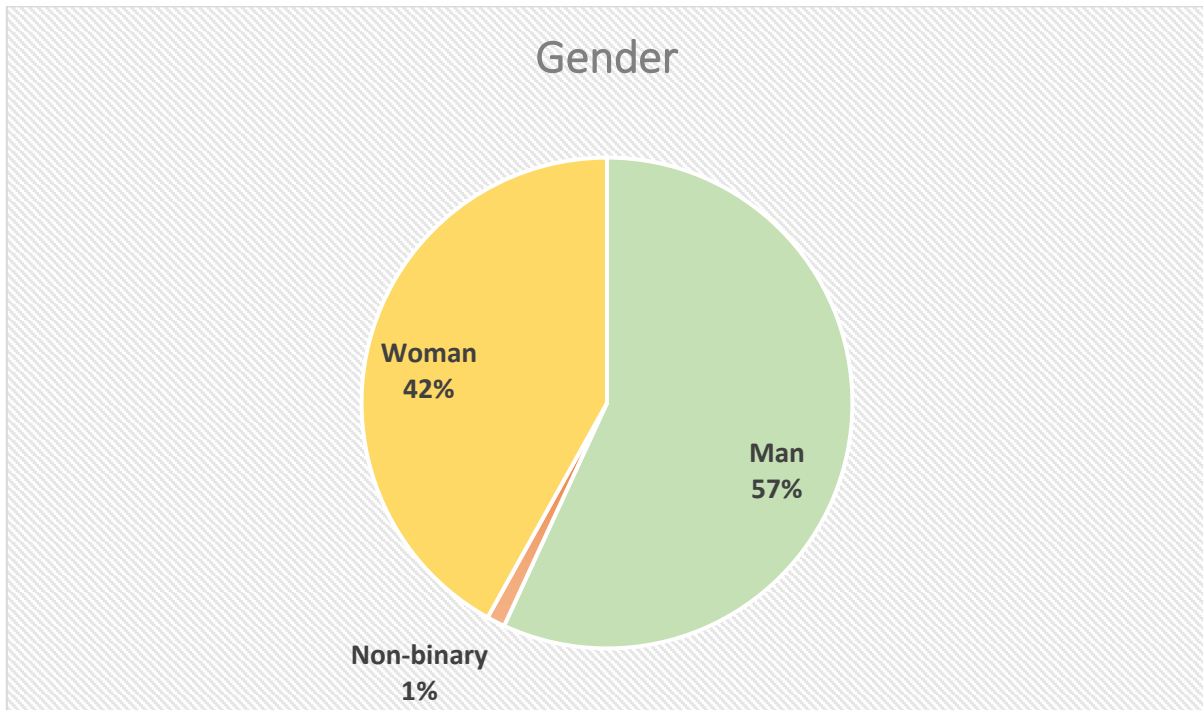
Equality and Diversity Monitoring Breakdown: October 2022

1. Age



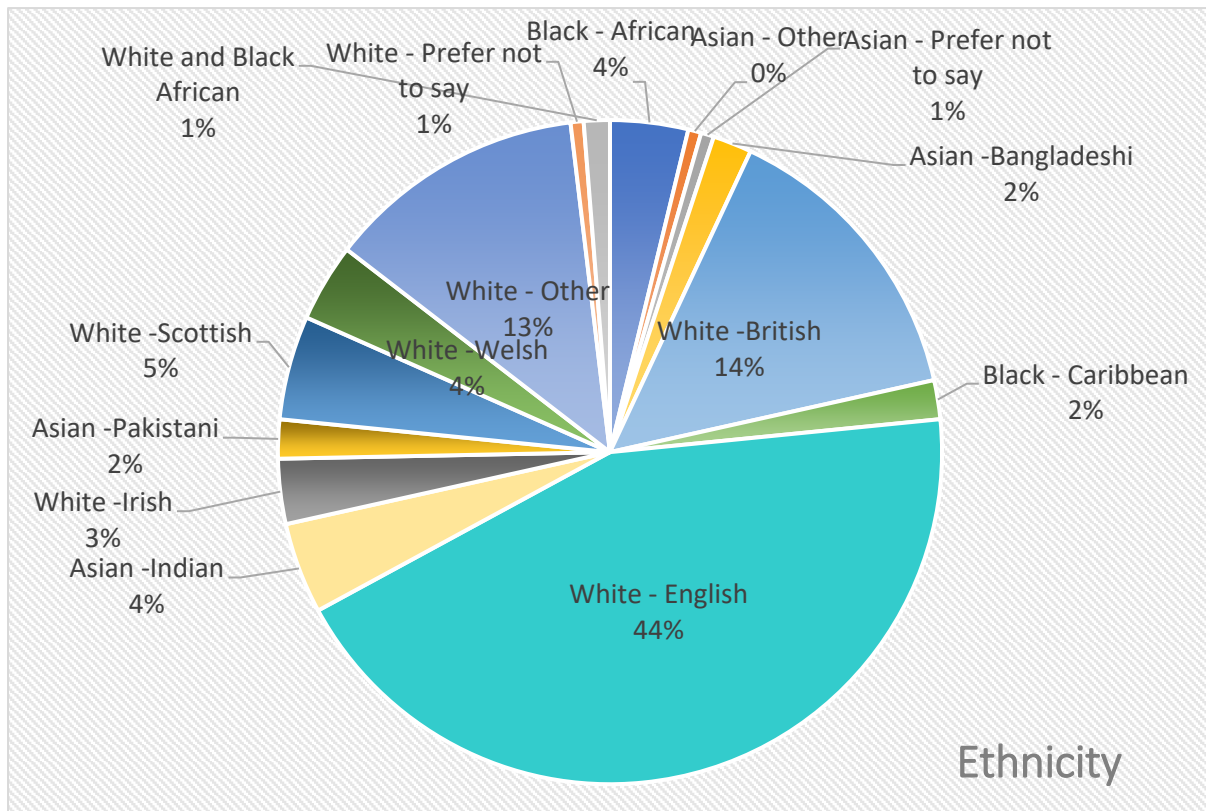
72% are of working age

2. Gender



ABS has a slightly higher representation in the number of women we support in comparison to the national industry average.

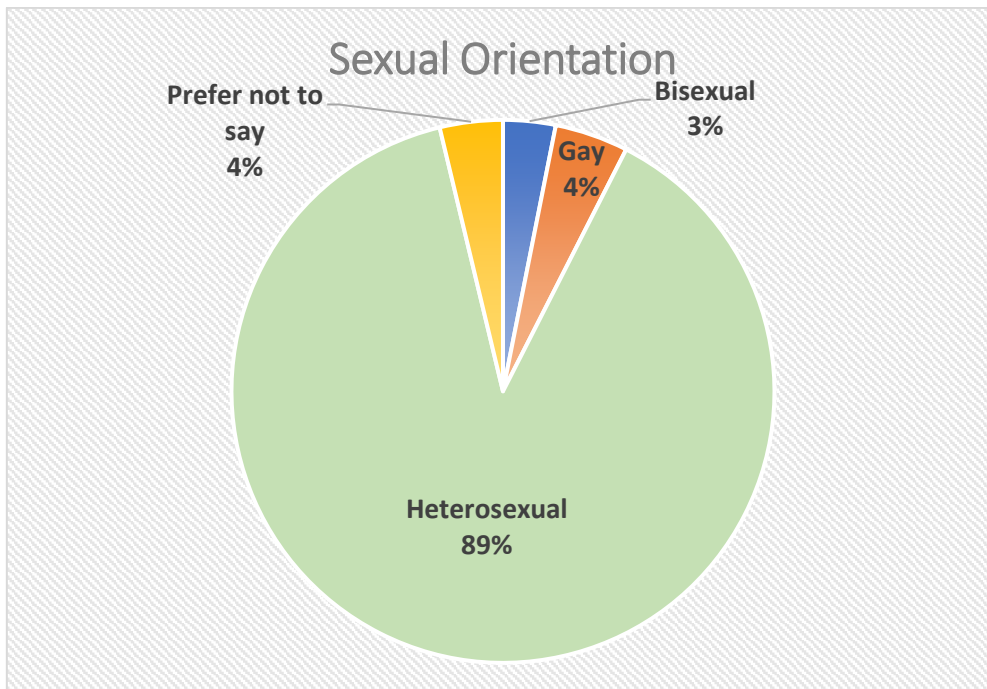
3. Ethnicity



Ethnicity of ABS beneficiaries reflects what is seen in the architectural industry. However, ABS has a slightly higher representation of beneficiaries from Black/Black British background than is seen in the industry.

Source: <https://arb.org.uk/about-arb/equality-diversity/data/>

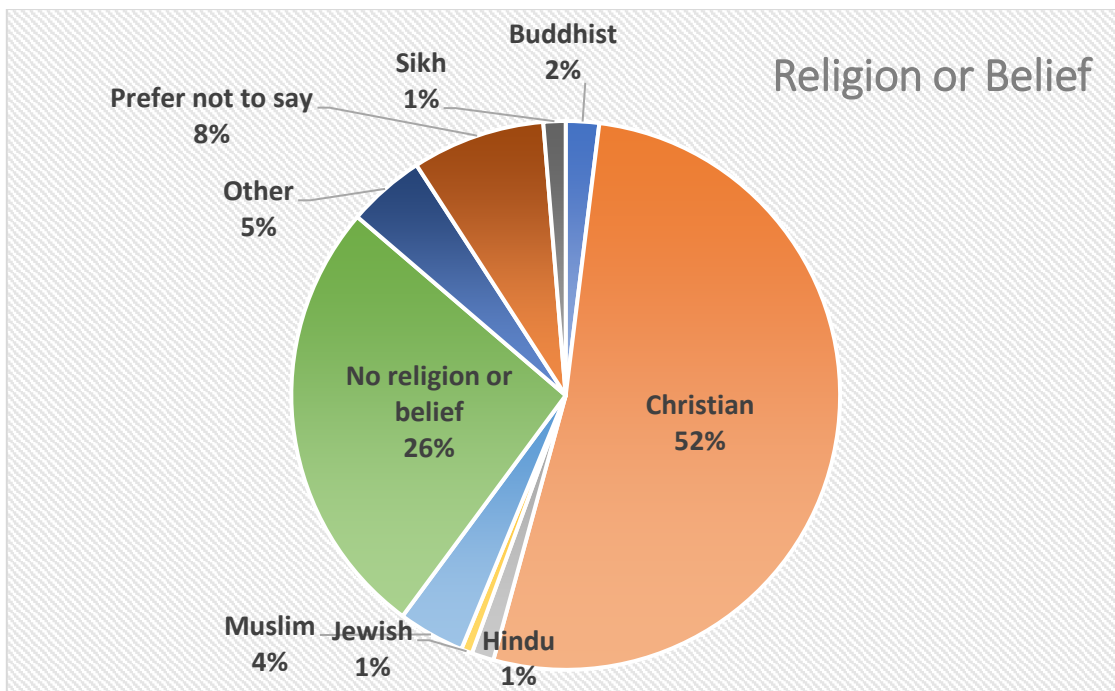
4. Sexual orientation



Sexual orientation of ABS beneficiaries is more diverse than that seen in the architectural industry in the UK.

Source: <https://arb.org.uk/about-arb/equality-diversity/data/>

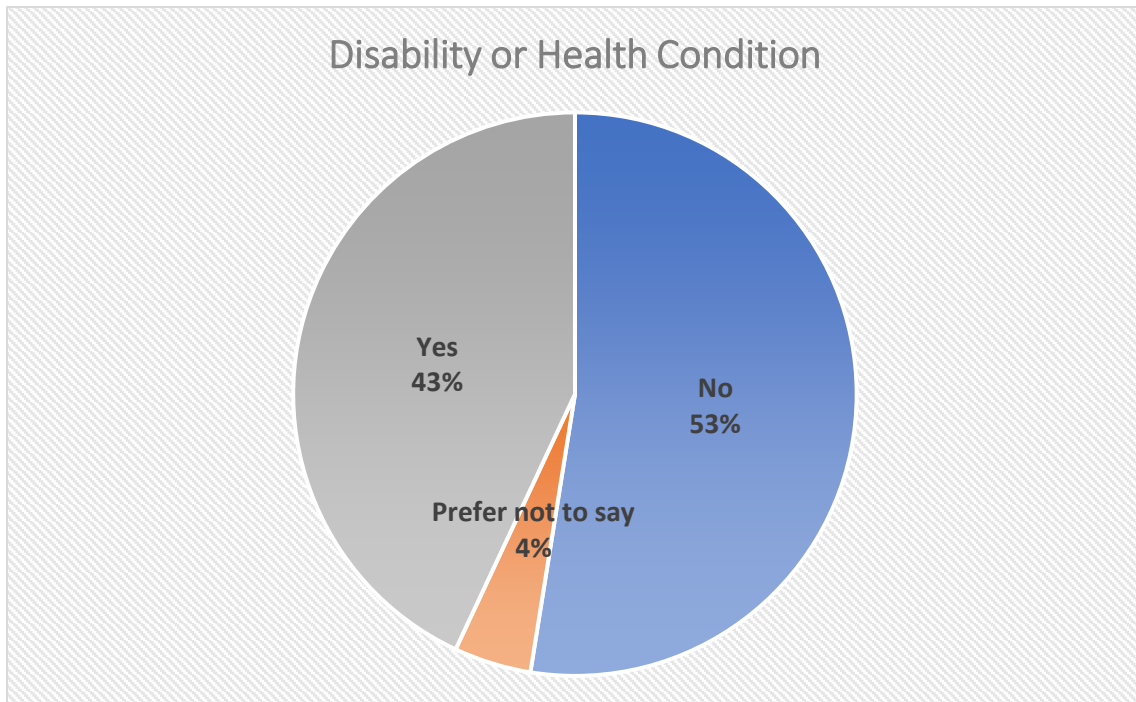
5. Religion or belief



ABS has a lower representation of people with Muslim faith than the national industry average, and a higher representation of people with Buddhist beliefs, Sikh and Christian faiths.

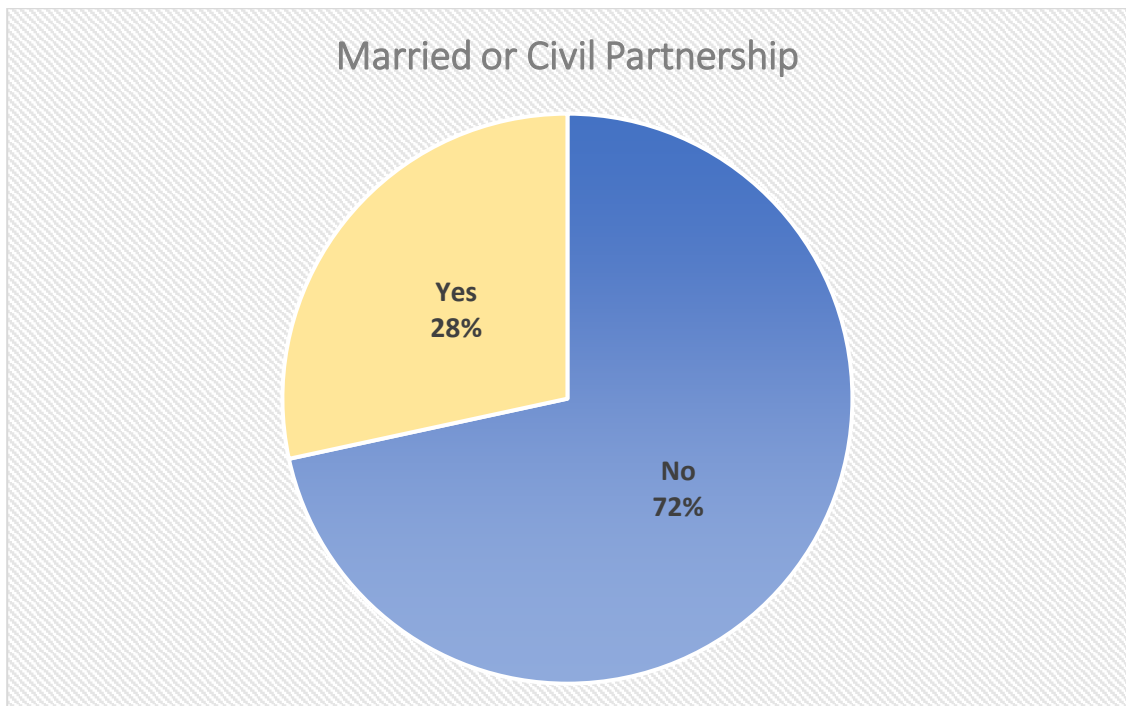
Source: <https://arb.org.uk/about-arb/equality-diversity/data/>

6. Disability or Health Condition

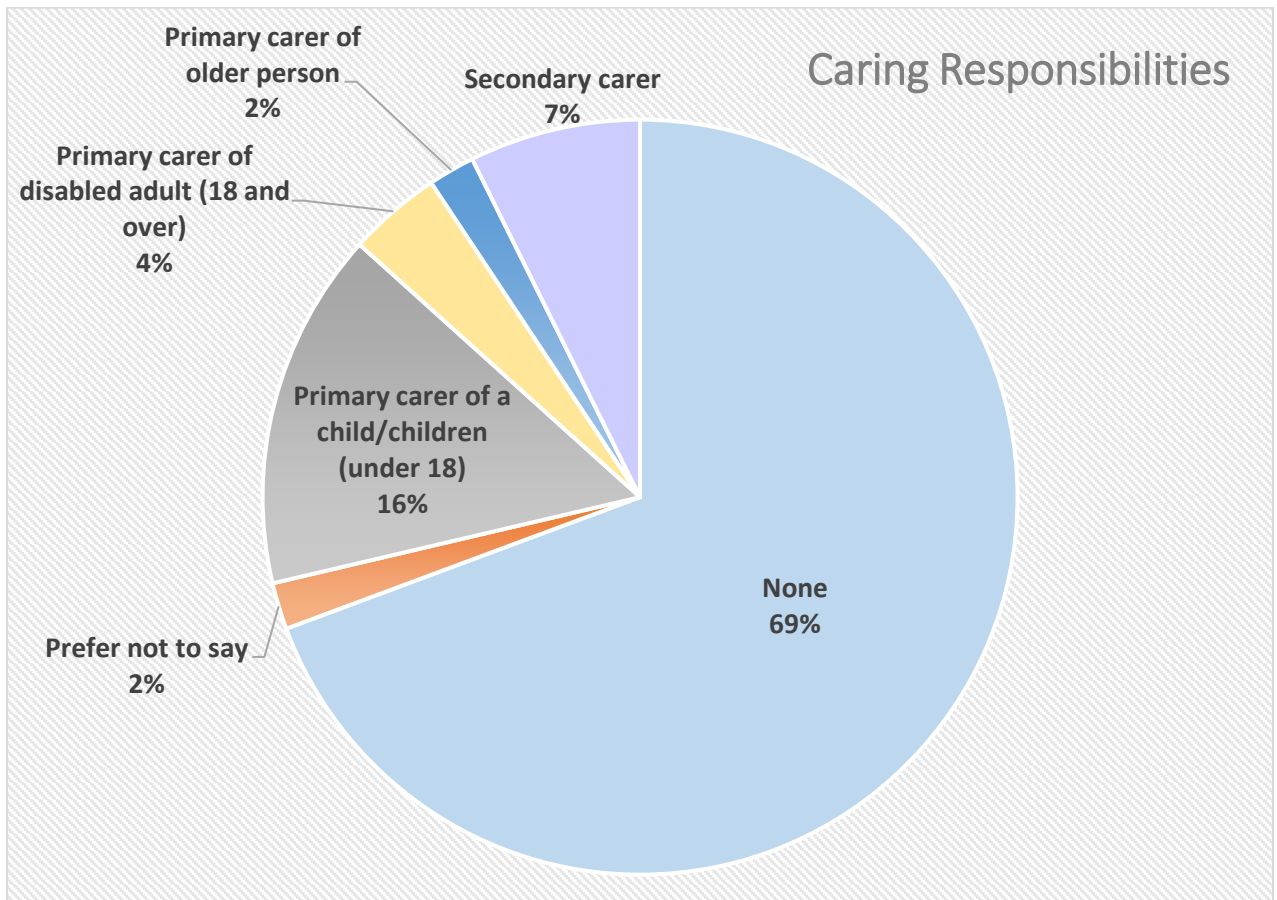


ABS has a significantly higher representation of people with a disability than the national industry average.

7. Married or Civil Partnership



8. Caring Responsibilities



ARCHITECTS BENEVOLENT SOCIETY

Welfare Committee

Minutes of the meeting held on Tuesday 24th January 2023 on Zoom.

Present: Richard Brindley *Chair*
Benna Schellhorn
Alison Wyman
Sumita Singha
Andy McLeish

In attendance: Katie Vivian, Operations Manager
Helen Stanley, Welfare Officer
Robert Ball, Chief Executive
Deirdre Anthony, Welfare Assistant

1 Apologies for absence

Aidan Cullen

2 Declaration of interest

None

3 Minutes of the last meeting

The minutes of the meeting held on Wednesday 19th October 2022 were approved and signed by the Chair.

4 Matters arising from the minutes

4.1 None

5 Welfare Quarter 1 Report

5.1 The quarterly report is attached.

5.2 It was requested that Anxiety UK outcomes are included in the quarterly report. These are available every 6 months and will be included going forward.

5.3 The overspend in the first quarter was discussed, and it was agreed that at present, there is no cause for concern as the overspend was largely in one month, reasons for which are explained in the report. This appears to be an anomaly compared to other months (including January, which is the first month of quarter 2). The Operations Manager, Chief Executive and Chief Financial Officer will continue to monitor spend monthly and will flag any concerns about overspend to the Welfare Committee in a timely manner.

- 5.4 It was discussed that information available from RIBA Benchmarking Report, which suggests future trends in architecture may be useful to understand the needs of the architectural community, as may a visit from an RIBA representative. It was agreed that we need to be clear about what information would be useful and how we would use it. Katie and Rob will put together a brief based on content summary sent by Sumita.

6 Interest Free Loans

- 6.1 Katie showed draft criteria for interest free loans (IFLs) being written off as we now have clear and up to date data on outstanding loans.
- 6.2 It was confirmed that 75% of IFLs are currently written off for accounting requirements. £200,000 is shown on the accounts for 2021-22. This is 25% of the £800,000 outstanding total.
- 6.3 It was suggested by Alison that ABS might consider whether loans should be given at all, given that it seems a small number will be repaid. Information regarding proportion of loans repaid and how many loans have been provided in recent years etc. will be provided at the next Committee meeting so the Committee can review whether loans should continue to be offered by ABS.

7 Internal Case Audit

- 7.1 The updated policy had been sent to the Committee and was approved subject to some small amendments.
- 7.2 It was clarified by Katie that this policy is a financial audit, rather than an audit of the appropriate management of a case as a whole.
- 7.3 It was agreed that some mechanism for auditing the management of a case could be developed for quality assurance purposes and also to provide insight for the Welfare Committee into a small number of individual cases.

8 Grant Giving Policy – one-off grants updated

- 8.1 The one-off grants section had been reviewed and updated by the Welfare Team, based on researching current costs of items. Beneficiaries were invited to be involved in this review through the beneficiary newsletter, but no responses were received. The newsletter working group will meet again to discuss how to engage more effectively with beneficiaries.
- 8.2 The Committee approved the updated one-off grants limits, subject to double checking the costs of one specific optical item.

9 Risk List Review

- 9.1 The Committee was asked to review the risks allocated to them, and to assess whether they need updating and whether any additional risks need to be included.
- 9.2 The Committee identified some amendments to the current risks and suggested additional risks specific to Welfare provision, which will be updated on the risk register.

10 Financial support beyond 2 years – record of decisions

- 10.1 A record of approval for beneficiaries requiring more than two years regular financial support which was given by the Welfare Committee in quarter 1 was appended to the papers for recording/audit purposes.

11 Dates of future meetings

Wednesday 26th April 3-4.30pm

Wednesday 12th July 2023 3-4.20pm

12 AOB

12.1 Middle Orchard Trust

ABS has been approached by the [Middle Orchard Trust](#) with a view to ABS administering the Trust's funds to students as they are winding up the Trust and have c. £60,000 available. Rob has been in contact with our solicitors, BWB, who will attend a further meeting with Middle Orchard Trust and ABS early February. An update will be provided to the Committee at the next meeting.

12.2 Wellbeing Programme

Katie confirmed that Anne Cosentino will be starting at ABS early March. Some meetings have already taken place with ABS staff, Anne and the workshop facilitators in preparation for starting the programme.

ACTIONS AGREED

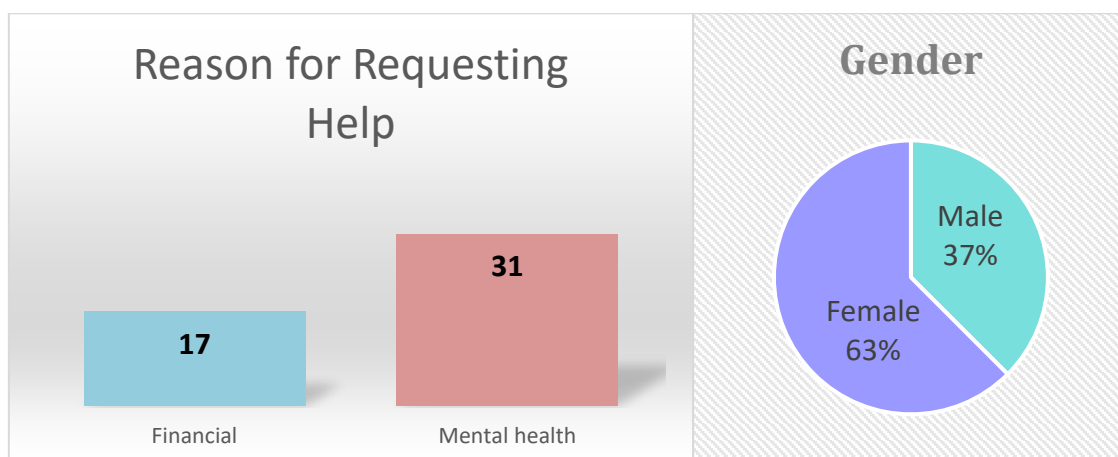
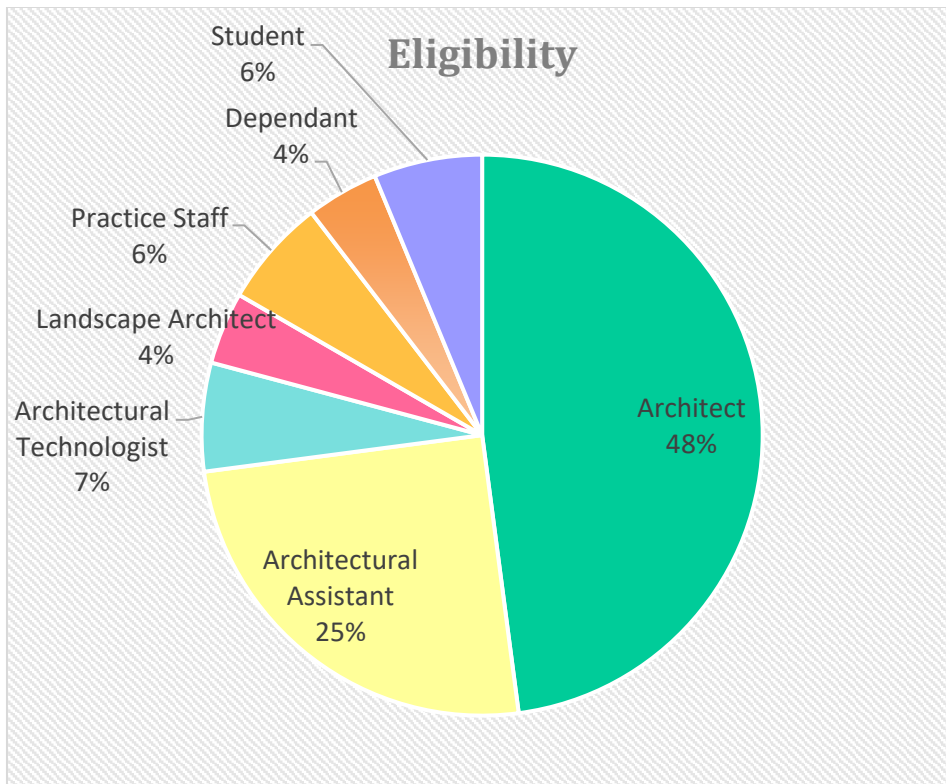
Agenda item	Action	Tasked to
5.4	Sumita to send content summary from RIBA Benchmarking report. Staff team to look at what would be useful information and let Sumita know.	SS/RB/KV
6.3	Gather data on loan repayments and loans given for Committee to review.	KV/RBall/SG
7.3	Develop quality assurance process for beneficiary case management.	KV/HS
8.1	Arrange meeting for beneficiary newsletter working group.	KV/AC
9.2	Update welfare risk list.	RBall

Architects Benevolent Society

Welfare Committee Quarterly Report Sept – Dec 2022 (Q1)

1. New cases

48 new cases for beneficiaries requiring support were opened in this quarter, which is an increase of 9% compared to the previous quarter. 65% of requests were for mental health support this quarter, and 35% were for financial support.



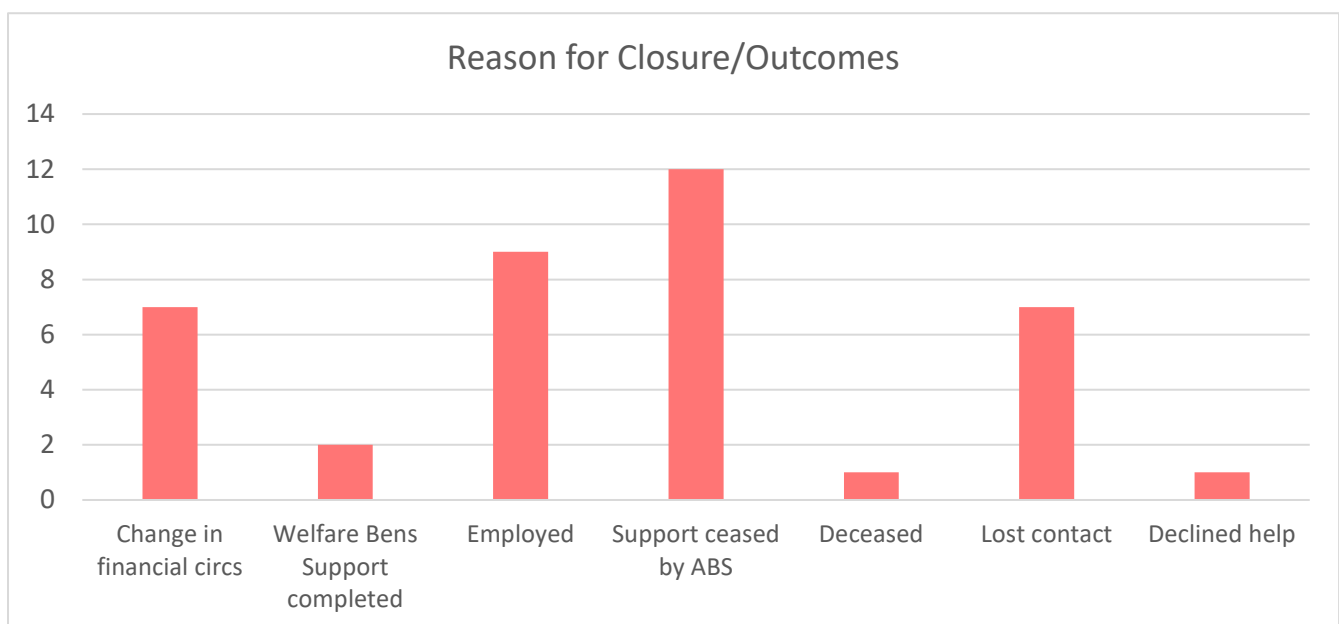
2. Monthly grants

This quarter, the average monthly spend on regular grants was £81,643 (142 beneficiaries), with the average housing expenses grant being £289 per beneficiary (97 beneficiaries) and the average living expenses grant being £445 per beneficiary (120 beneficiaries).

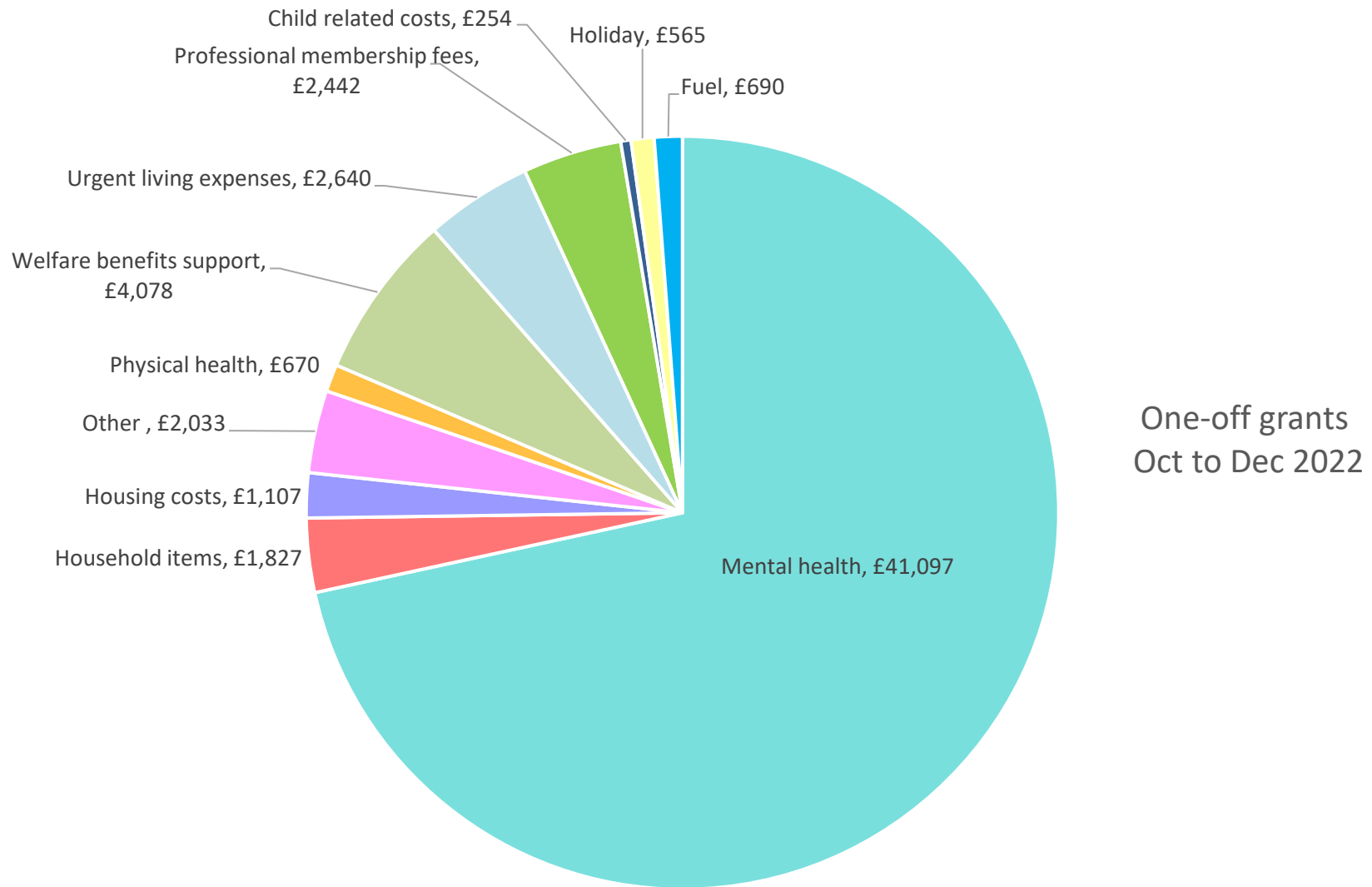
The increase in monthly grant spend is attributed to the significant increase in MIS amounts, which were introduced in October, as well as an increase in the number of beneficiaries needing financial support.

3. Outcomes

39 cases were closed this quarter. This is higher than usual due to student hardship fund cases being closed at the end of the pilot in October. In 41% of these cases, beneficiaries no longer need our help as they can manage financially due to a positive change in circumstances, including finding employment. In 12 cases, financial support was ceased in line with the Grant Giving Policy (GGP) e.g., short term support only or student hardship fund. Lost contact includes those who did not reply to requests for updates for reviews. It could be assumed in some cases that their situations have improved, and they no longer need our help.



4. Breakdown of spend on different categories of one-off grants (total spend £59,294)



5. Budget vs. Actual:

Period	Monthly grants Actual	Budget	One-offs Actual	Budget	Welfare Services Actual	Budget	Total	Budget total	Variance
Q1	£244,930	£220,200	£59,294	£60,000	£3,873	£5,000	£308,097	£285,200	-£22,897
Q2		£220,200		£60,000		£2,000	£0	£282,200	
Q3		£220,200		£60,000		£6,000	£0	£286,200	
Q4		£220,200		£60,000		£2,000	£0	£282,200	
TOTAL	£244,930	£880,800	£59,294	£240,000	£3,873	£15,000	£308,097	£1,135,800	

Notes:

- Monthly grants spend in the first quarter was over budget by £24,730, with December grants accounting for £18,850 of this overspend. The increase in MIS amounts has resulted in larger monthly grants being paid out, and in December, 12 grants of over £1,000 each were paid out. This was double the number of grants over £1,000 compared to November. We received a higher than usual number of referrals from ARB for people struggling to pay their renewal fees, some of whom were eligible for monthly grants.
- One-off grants were under budget this quarter, which was predicted largely due to the increase in monthly grants, which means that households should be able to cover some costs they wouldn't have been able to do previously.
- The spend on mental health support (which is mainly Anxiety UK, but also includes other support providers) is only slightly higher this quarter than the previous quarter but represents a much larger proportion as the total one-off grant spend has decreased in comparison to the previous quarter.
- The Welfare Services spend includes the Anxiety UK annual management fee and monthly running costs for AUK helpline and email support, Shelter annual support cost as well as Law Express support.

6. Partnership referrals

Partnership Referrals	Q1	Q2	Q3	Q4	Notes
Anxiety UK	41				This is the highest number of referrals within the last year.
Renovo	2				
Shelter	2				
Law Express	7				5 of the 7 calls were regarding employment issues.
Welfare Benefits Support	5				

7. Beneficiary feedback

8.1 Anxiety UK

Each month, a feedback survey is sent to beneficiaries who have completed their course of therapy with AUK. A summary of the responses can be seen by clicking on the link below. Unusually, this quarter, responses have been very low with only one person responding to the survey. Surveys are yet to be sent out to those who completed their course of therapy in June, and it is hoped that we will receive more responses.

https://www.surveymonkey.com/stories/SM-irjXkUVFMmvk9VQ14BsnFA_3D_3D/

8.2 Financial Support

Each quarter, a feedback survey is sent to beneficiaries whose cases have been closed during the quarter. A summary of the responses can be seen by clicking on the link below.

https://www.surveymonkey.com/stories/SM-0n_2BjcVXruTPIt4eXK_2F2cTQ_3D_3D/



ARCHITECTS BENEVOLENT SOCIETY

Finance, Audit and Risk Committee

Minutes of the meeting held on Wednesday 18 January 2023 on Zoom at 10.00 am

Present: Nigel Thorne (Chair)
 Tony Cartmell
 John Moakes
 Simon Still

In attendance: John Hildebrand and Sabina Khan of Investec for item 5.1 only
 Rory Fleming and Robert Inglis of Cazenove for item 5.2 only
 James Boyd and Lorenzo Mosca of Saffery Champness for item 5.3 only
 Sangeeta Shenoy
 Sarah Gartshore (Chief Financial Officer)
 Robert Ball (Chief Executive)

Actions

1. Apologies for absence

None

2. Declaration of interest

There were none.

3. Minutes of the last meeting

Subject to a minor amendment to item 5.7, the minutes of the meeting held on Wednesday 7 September 2022 were approved as a correct record and signed by the Chair.

4. Matters Arising

4.1 There were none

5. Finance

5.1 Investec

- 5.1.1 John Hildebrand and Sabina Khan of investec attended for this item.
- 5.1.2 The portfolio had fallen heavily in 2022 and they were behind the benchmark, this was mainly due to falls in the first 6 months of the year and there had been some recovery since the end of December.
- 5.1.3 The outlook for 2023 focused on inflation. This was expected to peak during the first 6 months of the year and then start to come back down, the UK and Europe were behind the US in that regard where there were signs of inflation starting to come down.
- 5.1.4 Whereas it was thought likely that things would be looking better by the end of 2023, there remained uncertainty, largely related to the on-going cost of living crisis and the war in Ukraine.
- 5.1.5 They were asked if they had a preference for investing directly in overseas equities or in funds and responded that, in general terms, they prefer to invest directly in US and European equities but were less likely to invest directly in emerging markets for example.
- 5.1.6 They were asked to amend their ESG reports as far as possible to allow for a comparison with those produced by Cazenove and would be sent the latest version from Cazenove for review.
- 5.1.7 John Hildebrand and Sabina Khan were thanked and left the meeting.

CFO

5.2 Cazenove

- 5.2.1 Rory Fleming and Robert Inglis of Cazenove attended for this item.
- 5.2.2 The last 12 months had been difficult and the portfolio was down 8.5% at the end of the year, the result was being well behind the Total Return target of CPI + 3%
- 5.2.3 Despite the challenging year, they remained confident that they should largely retain the current exposure to equities, although they had adjusted the portfolio a little to increase exposure to commodities and cash which was paying out a healthy yield for this first time in 10 years.
- 5.2.4 Inflation was expected to start easing but they were monitoring matters slowly as global growth was slowing and there was the risk of developed economies falling into recession.
- 5.2.5 They were asked to send the latest ESG report as soon as it was ready and to amend the report to include a column detailing the weighting of each category of 'sin stocks' within each fund.

5.2.6 Rory Fleming and Robert Inglis were thanked and left the meeting.

5.3 Audit

5.3.1 Lorenzo Mosca and James Boyd of Safferys attended for this item.

5.3.2 They provided a quick run through of the SOFA and balance sheet in the annual accounts at annex E before turning to the Audit Findings Report at annex C.

5.3.3 The net position at the year end was a deficit of £200,000, significantly below previous years and due to the notification prior to year end of a large legacy in the region of £1M.

5.3.4 The legacy was recognised in the accounts, despite not having been received by year end as it was reasonable to expect the cash payment in the near future and in line with the Charity SORP.

5.3.5 The work of the ABS finance team had continued its improvement and everything was now in a very strong position, no problems or weaknesses had been identified during the audit and the number of year-end adjustments was minimal which was another positive sign.

5.3.6 Work on the statutory accounts was now complete, the remaining work was to carry out a final review of the Trustees Report which was close to completion and then amending the notes to the accounts accordingly.

5.3.7 The Trustees Report was in draft form currently, there remained some minor additions outstanding within the welfare and fundraising data for the year and these would be added shortly.

CEO

5.3.8 Lorenzo Mosca and James Boyd were thanked and left the meeting.

5.4 ESG investing

5.4.1 A draft table of ethical investing guidelines was annexed at F, with a proposal that these formed an appendix to the Investment Policy once approved.

5.4.2 The guidelines were the result of the lengthy process reviewing the ABS approach to ethical investment and a number of conversations with the Committee, Board and the investment managers.

5.4.3 There was a query with regard to investment in armaments and this was to be put to the managers for comment before being finalised. Simon Still advised the Committee that a number of Charities had dropped their armaments restrictions following the war in Ukraine but it was for Trustees to decide and review regularly.

CFO/CEO

5.4.4 Subject to the outcome of the armaments query, the ethical guidelines proposal was **recommended for approval**.

5.5 Investment Policy

5.5.1 An amended Policy was annexed at G. The main amendments included an updated ethical investment statement, reflecting the new ethical investing guidelines and removal of the restriction limiting non-sterling investments to 50% of the portfolio(s) value.

5.5.2 The amended Investment Policy was **recommended for approval**.

5.6 Lloyds loan

5.6.1 The loan interest rate had risen steadily across 2022 and stood at 5.6% at the end of December. This trend was unlikely to change in the foreseeable future and the Committee discussed the options to address the rising costs this represented.

5.6.2 The preferred option was to reduce the overall level of the loan by withdrawing cash holdings in the Cazenove PE portfolio (£244,000 as at 31 December 2022) to part repay the loan and reduce monthly repayments and interest charges.

5.6.3 Sarah Gartshore was to look into the impact of part repaying the loan with the Euro cash holdings and report back. Subject to the results, the Committee **recommended to the Board that the cash holdings were to be used to part repay the loan**.

CFO

5.7 Management accounts

5.7.1 The management accounts for the first quarter to December 2022 were annexed at J.

5.7.2 Income overall was at £295,000, £35,000 lower than budgeted, there being a shortfall in legacy income (£61k), donations (£15k), offset by above commercial rent and investment income.

5.7.3 Expenditure was at £585,000, £17,000 lower than budgeted. Grants were £18k above budget, however there were underspends on staff costs (£11k), marketing costs (£9k) and professional fees (£10k).

5.7.4 The overall position was actual spend being £18,000 above budget on the profit and loss account.

5.7.5 The draft Balance Sheet showed a negative movement of £166,495 to the bottom line compared to the end of September 2022 with the total of all holdings at £31,893,298 as at 31 December 2022.

5.8 Finance Review

- 5.8.1 The ABS had been speaking to an organisation called Pilotlight about carrying out the review of the Society's finances, however they had failed to provide the service required and the team had instead been speaking to specialist charity investment advisory consultants about carrying out the review.
- 5.8.2 The CFO and CEO had met with four consultants who had subsequently submitted their proposals for the review and these were currently being considered by the Business Planning Working Group.
- 5.8.3 The proposed fees for the review ranged from £3,000 to £9,500 and the Working Group was due to meet shortly to discuss the proposals in detail before reporting back to the Committee with a recommendation.

CFO/CEO

5.9 Financial Management Policy and C Hoare & Co Banking Mandate

- 5.9.1 An updated Financial Management Policy was annexed at K.
- 5.9.2 The Committee discussed increasing the level up to which payments required a single signatory, previously set at £2,000 where it had been for many years. Members had various experiences of other charities setting the limit at between £5,000 and £15,000 and it was agreed to increase the limit to £10,000 in the Policy.
- 5.9.3 The list of authorised signatories needed updating and the proposed list of signatories was agreed. Both the level of authorisation and list of signatories would need approving before the C Hoare & Co banking mandate at annex L could be approved.
- 5.9.4 It was agreed to amend the previous item specifying that project and other goods and services over £50,000 required a minimum of three quotes to instead include a requirement that all good and services needed to be purchased at market rate to help ensure best value.
- 5.9.5 The Financial Management Policy was recommended for approval and the C Hoare & Co Banking Mandate would be amended to reflect the updated Policy and put to the Board for approval.

CFO/CEO

6. **Property**

- 6.1 The short term lease of the 3rd floor at 43 Portland Place to the existing tenants, Henry Boot Developments was close to completion.

[Post meeting note. The lease was completed on 19 January 2023]

- 6.2 With less than two years remaining on the ABS lease of 6 Brewery Square it was important to keep under review what office requirements the staff would need beyond November 2024.
- 6.3 The Committee discussed the sort of options to consider, one of which was to look at serviced office solutions which might offer the sort of flexibility that would suit as well as being more affordable than the current office.
- 6.4 It was agreed that it would be important to agree on the preferred office option beyond November 2024 well before that time in order to allow for the necessary time and planning if a move elsewhere was preferred.

7. Risk

- 7.1 The first minutes of the Risk Working Group were annexed at M and the list of those items identified by the Risk Working Group as falling under the remit of this committee were annexed at N.
- 7.2 The Committee were running out of time due to the unusually lengthy agenda but agreed to feed back their responses to those items on the list in the near future and any amendments would be made on the basis of the comments.

ALL

[Post meeting note. Comments were received following the meeting and the would be used to take the review forwards by the Working Group]

8. Auditor review

- 8.1 The staff team had invited ten firms, including Safferys, to tender for the ABS audit. Three firms had declined to participate and seven had submitted proposals, all of those seven having first held meetings with the CFO and CEO to better understand the ABS.
- 8.2 Fee proposals ranged from £12,000 to £22,000, with the majority between £16,700 to £20,000. For context, Safferys fees for the 2022 audit were £20,000.
- 8.3 Safferys were ruled out from the next stage early on, they had proposed the highest fees at £22,000 and it was anyway recommended that after 100+ years a change was long overdue.
- 8.4 It was felt that all of the other firms had presented strong proposals, however, in order to shortlist a sensible number and based to some degree on some experience members of the Committee had with some of the firms, two further firms were ruled out, these being Haysmacintyre (fee £19,950) and Azets (£16,900).
- 8.5 This left a shortlist of four firms, Moore Kingston Smith (£18,000), Chariot House (£12,000), Sayer Vincent (£16,700) and PKF (£18,000).

8.6 It was agreed to invite these firms to participate in the second stage which would involve presenting to representatives of the Committee before one of them was recommended to be appointed as auditor for the 2023 audit, with the target of completing the process by April.

8.7 Nigel Thorne and Tony Cartmell would represent the Committee for the second stage of the process, joined by the CFO and CEO.

*NT, TC, CFO,
CEO*

9. Any other business

9.1 The Nominations and Remuneration Committee were recommending that employees should be eligible to join the health scheme after 3 months service, rather than 3 years as currently and the Committee agreed that this was an appropriate change.

9.2 Simon Still was to provide some comments on the Reserves Policy as drafted in the Annual Report and any amendments would be made prior to being submitted to the Board for approval.

SS

10 Future meeting dates

10.1 Wednesday 3 May at 10am
Wednesday 6 September at 10am

CEO

ARCHITECTS BENEVOLENT SOCIETY

Nominations and Remuneration Committee

Minutes of the meeting held on Wednesday 09 November 2022 on zoom at 3pm

Present: Mark Grzegorzczak (Chair)
Karen Rogers
Kate Marks

In attendance: Sangeeta Shenoy, Trustee
Katie Vivian, Operations Manager
Robert Ball, Chief Executive

Action

1 Apologies for absence

None

2 Declarations of interest

None

3 Minutes of the last meeting

3.1 The minutes of the meeting held on Thursday 01 September 2022 were approved and signed by the Chair.

4 Matters arising

4.1 Members asked for an update on the wellbeing programme.

4.2 Anne Cosentino, who is to run the programme was handing in her notice later that week when her new manager started. She would probably start work at the ABS in early February 2023 if, as seemed likely, she would be required to work out her full 3 month notice period.

5 Matters to address

5.1 Hybrid Working Policy

5.1.1 A draft Policy was annexed at A, this following a survey completed by all of the staff team and thoughts on working arrangements going forwards.

5.1.2 Members discussed whether or not employment contracts would need to be changed or amended on the basis of the new working arrangements and it was thought that this would need to be looked into before approval of the Policy.

5.1.3 The management team would contact the HR consultant to that end and report back at the next meeting.

5.1.4 Additionally, advice would be required as to the provision of equipment at employees homes and any tax implications, employee expenses and travel costs.

*CEO/
Ops. Mgr.*

5.1.5 Once approved, the Policy would be added to the relevant section of the Employee Handbook.

5.2 Employee Handbook

5.2.1 A copy of the Flexible Working Policy as detailed in the handbook was annexed at B.

5.2.2 It was agreed to review the Policy to ensure it was consistent with the proposed Hybrid Working Policy and to avoid any conflicts between the two.

CEO

5.2.3 The Committee asked to be sent the full version of the Handbook, having previously reviewed the section headings only.

CEO

5.3 Staffing – Development Manager recruitment update

5.3.1 Mark Thomas had given in his notice as Development Manager and work to recruit a replacement had commenced.

5.3.2 The job description, annexed at C, had been reviewed and amended to allow for an increased focus on voluntary income.

5.3.3 The job advert had been placed with a specialist fundraising recruiter but there had been little interest to date with only one CV submitted. The team would keep the recruitment under close review and it was expected that the replacement would not be joining the ABS until the New Year.

5.4 Remuneration Policy

5.4.1 The Remuneration Policy was annexed at D. It had been amended following its approval at the Board meeting in October and comments at that meeting relating to the health scheme in particular, which was currently offered to employees after 3 years' service.

5.4.2 It was agreed to review the additional costs of providing the health scheme to employees after 3 months and 1 years' service and to review these at the next meeting.

CEO

5.5 **Trustee and Committee member recruitment**

5.5.1 The Committee started to think about recruitment for roles in 2023. It was agreed to update the skills matrix for review at the next meeting to help identify any forthcoming skills gaps and to consider at that time the recruitment process leading up to June 2023 when two Trustees will retire.

CEO

5.5.2 It was noted that the 2022 recruitment drive was commenced in March/April 2022 and it was agreed to commence a little earlier next year.

6 **Any other business**

6.1 There was none.

7 **Date of next meeting**

7.1 Wednesday 11 January 2023 at 3pm

ARCHITECTS BENEVOLENT SOCIETY

Nominations and Remuneration Committee

Minutes of the meeting held on Wednesday 11 January 2023 on zoom at 3pm

Present: Karen Rogers (Chair)
Mark Grzegorzczk

In attendance: Robert Ball, Chief Executive

Action

1 Apologies for absence

Kate Marks, Katie Vivian

2 Declarations of interest

None

3 Minutes of the last meeting

3.1 The minutes of the meeting held on Wednesday 09 November 2022 were approved and signed by the Chair.

4 Matters arising

4.1 With regards to item 5.4.1 of the minutes and regarding the provision of equipment at employees homes and any tax implications, it was reported that there were no implications, on the proviso that any such equipment was returned once the employee left ABS employment, as was current practice.

5 Matters to address

5.1 Hybrid Working Policy

5.1.1 At the previous meeting it was queried as to whether or not employment contracts would need to change in light of the new hybrid way of working, split between the office and home.

5.1.2 Having worked very successfully from home for the majority of the last three years and following a survey completed by all members of the team, the Society had just commenced a 6 month trial period requiring staff to working in the office a minimum of day a week and in line with the other members of their teams. Subject to the outcome of the trial and the adoption of a hybrid working policy, contracts would need to be amended to reflect the new working arrangements.

5.1.3 The CEO was to find out if possible what peer organisations were doing in terms of working arrangements in order to help inform ABS working arrangements in future.

CEO

5.2 Employee Handbook

5.2.1 There were no updates for this meeting.

5.3 Staffing update

5.3.1 The ABS had now employed Richard Beer to the position of Development Manager and he was due to start work on 16 January.

5.3.2 He was coming from the British Heart Foundation Business Development Team (retail), having previously worked for the leading cancer charity in South Africa, CANSA.

5.3.3 He has a strong background in corporate and event fundraising and it was thought would be a very positive addition to the ABS team.

5.4 Remuneration Policy

5.4.1 The Committee had asked for an indication as to the additional cost of reducing the time period after which members of the staff team were eligible to join the health scheme, currently set at three years.

5.4.2 There was little difference between reducing the period to either three months or one year and the additional cost compared to currently would be c. £3,000 per annum, this on the basis that there were a number of new starters currently which was not typical.

5.4.3 **The Committee agreed to recommend to the Board that employees should be eligible to join the health scheme after 3 months service.**

5.5 Trustee and Committee member recruitment

5.5.1 The Board Composition and Development matrix had been updated to reflect the current Trustees and committee members and was used to assess where there were any current gaps.

- 5.5.2 There was little in the way of skills gaps currently but the matrix did help identify there was no representation from Northern Ireland and limited representation from landscape architecture, the AT profession and of non-architectural practice staff.
- 5.5.3 It was recognised that the Board remained mainly white and male and this needed addressing as the ABS continues to recruit to the Board and to committees.
- 5.5.4 It was further noted that the Finance, Audit and Risk Committee was now exclusively male.
- 5.5.5 Recruitment for 2023 should factor in all of the above considerations and it was proposed to start recruiting to vacancies in March, starting with Trustee opportunities with two Trustees due to retire in June and the staff team would contact the Ambassadors to that end, particularly those who might help address the priorities highlighted within the matrix.

CEO

5.6 Length of service on committees

- 5.6.1 Previous versions of the Board Instructions had included the recommendation that members of committees should serve for five years before stepping down.
- 5.6.2 The Committee considered whether or not to reintroduce similar guidance at this time in light of the general principle of regularly refreshing committee membership.
- 5.6.3 Due to the fact that the ABS now had a committee overseeing governance, including the make up and composition of committees on an on-going basis and along with reduced Trustee terms of office, it was felt there was no need to define maximum terms relating to committees.

5.7 Salary review

- 5.7.1 Sarah Gartshore had produced a new report detailing staff salary (cost of living) increases over the last 10 years and using the Bank of England inflation calculator as the benchmark (the BoE itself uses ONS CPI data).
- 5.7.2 This allows a look back over periods to see if salaries are keeping pace with inflation and to help ensure as far as possible staff do not experience a drop in income in real terms.
- 5.7.3 For the current year salaries are lagging well behind inflation following the 2% cost of living increase in October 2022, although this has been offset to some degree in the current year with an additional one-off cost of living payment to all staff.
- 5.7.4 The Committee were encouraged to note however that, prior to the last year or two, salaries had been keeping track with or were even a little ahead of inflation,

so there had been no drop of income in real terms for staff over the preceding years.

5.7.5 It was agreed to look at adding additional information to the new report showing historic trends of ABS salary reviews, for example average earnings statistics from year to year.

CEO

5.7.6 As agreed at the beginning of the year, the Committee agreed to discuss current salaries in light of the on-going cost of living crisis and would report back at the next meeting or earlier.

5.8 Risk review

5.8.1 The list of those items identified by the Risk Working Group as falling under the remit of this committee were annexed at D.

5.8.2 The Committee agreed to assess this in detail following the meeting and to come back with any comments/amendments.

KR, MG

6 Any other business

There was none

7 Date of next meeting

Wednesday 22 February 2023 at 3pm