

Amnesty International UK Governance Taskforce (GTF)

**Saturday 16 November 2013
10.00am-4.00pm**

**1st Floor Room F1
Human Rights Action Centre
17-25 New Inn Yard, London, EC2A 3EA**

Present:

Sheila Banks, Chair, SOC Representative
Sarah, O'Grady, Chair of the Board
Clive Briscoe, GTF Member
Tom Hedley, Board Representative (briefly left the meeting to attend IISC)
Hannah Perry, AMSC Chair and Board Member
Elizabeth Mottershaw, IISC Representative (briefly left the meeting to attend IISC)
Malcolm Dingwall-Smith, AMSC Representative
Mike Parkinson, FSC Member
Peter Pack, GTF Member (left at 2pm)
Naomi Hunter, GTF Member (left at 2pm)
Chris Ramsey, GTF Member and Regional Representative for SW

Apologies:

Kate Allen, Director AIUK
Elidh Douglas, Youth and Student Representative
Mike Reed, GTF Member and TWG Member and representing EMG

Staff attending:

Tim Hancock, Director of Chief Executive Office
Kelly Dickinson, Temporary PA AIUK, Minute Taker

	Item	Action
1.	Welcome and Introductions The Chair welcomed everyone to the GTF meeting and asked members to introduce themselves.	
2.	Apologies Kate Allen, Elidh Douglas and Mike Reed sent their apologies.	
3.	Announcements The Chair announced Mike Reed is resigning from all Amnesty positions and he will be in contact with his GTF subgroup, it was noted that his skills and work on the GTF will be a sad loss. The Chair stated that Elizabeth Mottershaw is no longer on the IISC group due to her membership expiring. The Chair also noted that her SOC position will end. The GTF discussed when terms expire from the group they are representing whether they would be replaced or continue on the GTF group. The GTF agreed that discontinuity and the loss of GTF members expertise would not be good for the GTF. The GTF view therefore, was that existing members should continue wherever possible, however this would be a	

	decision for the Board. The GTF agreed to seek guidance and advice from the Board as well as make recommendations to the Board regarding these matters.	GTF
4.	<p>Minutes of last meeting – 12 October 2013</p> <p>The GTF group approved the previous GTF minutes of 12 October 2013. Minutes should be added to the website asap marked 'draft', action Tim. Sheila will circulate the definite versions of the remit for each subgroup, the remit can then be added to the website.</p>	Tim Sheila
5.	<p>Matters Arising</p> <p>The GTF noted to direct people to the website for all information. Some GTF members are not receiving emails, their correct email addresses are included but it does not seem to be working properly.</p>	
6.	<p>Feedback and recommendations from Sub Groups 1-4</p> <p>Subgroup 1 'AIUK Governance Structure including AGM'</p> <p>Malcolm presented the work of Subgroup 1 for the GTF to consider the overall workplan and timeline.</p> <ul style="list-style-type: none"> ○ Malcolm noted that some information included in Subgroup 2 in the Board review will not be repeated in Subgroup 1. Subgroup 1 agreed to work with Subgroup 2 regarding International Issues for the end of 2014. ○ A full constitutional review and detailed plan would be useful to be circulated before the next GTF meeting, action Malcolm. ○ It was noted it is very important to know what and how we are delivering within the timeline to include legal, good practice, versions by October for the AGM, action Malcolm. ○ We could look at a joined up approach and different engagement models, action Subgroup 1. ○ The GTF discussed benchmarking, we should refer to the NCVOs principles and adopt/adapt and include delivering human rights. ○ Benchmarking to include the ICM decision 10 2009 implementing 1 Amnesty part A and Part B 7 principles of governance. The GTF agreed to add this to be our 6th cross cutting issue rather than add to a subgroup and consider how we measure impact, subgroups to report back and Sheila will add to the GTF Agenda as a standing item. ○ The GTF agreed to bring in external expertise for benchmarking who could also look at other items such as the constitution. It would be very useful to see how other organisations governance works and have a substantive report for our members and help develop AIUK governance. To be clear and careful on the type of external consultancy and write a tender document for best practice comparative analysis. ○ Subgroup 1 to do work on self-assessment first and all subgroups could do a self-assessment if external work is required for their subgroup work for strategic purposes. Chairs of each subgroup, Sheila and Tim to do a mapping and co-ordinated exercise and then in January look at external expertise. 	<p>Subgroup 1 Subgroup 2</p> <p>Malcolm</p> <p>Malcolm</p> <p>Subgroup 1</p> <p>Subgroups Sheila</p> <p>Subgroup 1 Subgroups Chairs of Subgroups, Sheila, Tim</p>

<p>Subgroup 2 'Relations with the International Movement (RIM)' The GTF discussed the work of Subgroup 2.</p> <ul style="list-style-type: none"> ○ The GTF discussed consultation, the Consultation Group to give recommendations of the type of consultation, timeline with others and type of questions. ○ Subgroups to inform the Consultation Group of the type of questions they would like the consultation to include. ○ The GTF noted a concise content document regarding the relationship with the International movement could go out with the consultation and go on the website action Peter, Hannah and involve Sheila. ○ The GTF discussed the Chairs Assembly and noted it is a consultative body, not a policy making body, the Chairs sit on the body to be well informed on members views. It was noted the Agenda and Minutes of the Chairs Assembly is published in advance on the intranet. ○ To be clear of role and responsibilities of AI bodies and ensure information is forwarded on and more information on the website. ○ The GTF agreed the resolution is too vague and more detail including some itemised key measures should be included. This is part of movement towards greater transparency and future decisions. ○ The GTF discussed whether a resolution is required if we have the information, to present a report possibly for 2015 if the problem still continues. The resolution could go to go to the Board in January if we decided later we don't require a resolution we can take it out. Subgroup 2 to do some re-wording for GTF January meeting and be quite specific. ○ The GTF noted subgroup 2 to discuss remit 3 with the IISC and the Coms group. Tim to circulate the most up to date version of the IISC Terms of Reference. ○ The GTF agreed in the short term information to go the GTF and then an explanation of who owns the work when the GTF ends. <p>Subgroup 3 'Supporting elected members' Peter presented on Subgroup 3 and asked the GTF to consider approval for recommendations re the Nominations Committee</p> <ul style="list-style-type: none"> ○ We have spoken with some existing Nominations Committee members. ○ Main weaknesses are Terms of Reference, lack of knowledge of the constitution and it was also noted reporting is vague and we should make the process clearer. <p>The GTF agreed to the workplan for Subgroup 3 with including the changes of the following points</p> <ul style="list-style-type: none"> ○ Change from 1 co-opted member to 2. Procedure is resolutions to the AGM, deadline to the Board is January and an explanation for the resolution is required, action Peter. ○ The GTF agreed for there to be 2 resolutions, 1 special resolution for co-opting proposed change and 1 ordinary resolution, Subgroup 3 to put forward the paper to the Board. ○ To add in reference to transparency of how the Nominations 	<p>Consultation Group</p> <p>Subgroups</p> <p>Peter, Hannah Sheila</p> <p>Subgroup 2</p> <p>Subgroup 2 Tim</p> <p>Peter</p> <p>Subgroup 3</p>
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6.1	<p>Volunteers for Subgroups</p> <p>Sheila contacted volunteers for subgroups their background applications vary in detail. The GTF agreed to have 1 volunteer on the Comms Committee, Consultation group. Sheila will send details for those who applied for Subgroup 1. Subgroups to inform Sheila if and who they would like to co-opt. Sheila will inform the GTF regarding any further responses and co-ordinate demands on resources. Sarah will speak to Mike Reed first before the GTF considers asking the Board regarding a vacancy on the GTF.</p>	<p>Sheila Subgroups Sheila Sarah</p>
7.	<p>Comms committee (Consultation Group)</p> <p>Hannah, Peter and Sheila to further discuss the work of the Comms Committee including whether to include the 'statement' in the magazine.</p>	<p>Hannah, Peter Sheila</p>
8.	<p>FAQs</p> <p>The answers to FAQs are in progress and Tim will send them to the GTF once they are complete. We should have a site map and direct people to the website. The GTF agreed to use a different email address e.g. gtf@amnesty when we go out to consultation, emails should go to Sheila and Sheila can forward on appropriately.</p>	<p>Tim</p>
9.	<p>Timeframes</p> <p>Key dates are included in the Chair's report plus magazine dates. It would be useful to populate the Google Group Excel list timeline and add what we are doing not just deadlines, then we can discuss what dates are relevant for the website and members, action Tim.</p>	<p>Tim</p>
10.	<p>Reporting and Communications</p>	
10.1	<p>To GTF</p>	
10.2	<p>To Board</p> <p>The GTF will report to the Board all the documents from today's GTF meeting apart from documents the GTF are still working on and therefore not relevant and not complete. To not publish the magazine deadlines and FAQs section of the Chair's report. Sheila to write a draft implementation report with GTF assistance for the next GTF meeting for the AGM January deadline.</p>	<p>Sheila</p>
10.3	<p>To members – including GTF site</p>	
11.	<p>Resourcing</p> <p>Discussed within subgroups section 6 of the minutes.</p>	
12.	<p>AOB</p> <p><u>Extending the GTF for 1 year</u> Sarah to draft wording and justification to extend the GTF for 1 year and finalise at the next GTF meeting. <u>GTF papers deadline for the next GTF meeting</u> Subgroups papers deadline to Sheila 2nd January 2014, to include summarised report and recommendations. Sheila to send papers to the GTF 4 January.</p>	<p>Sarah Subgroups Sheila</p>
13.	<p>Date and Time of next meeting</p> <p>11 January 2014. 10am-4pm Apologies from Tom Hedley.</p>	