

Amnesty International UK Governance Taskforce (GTF)

**Saturday 8 March 2014
10.00am-4.00pm**

**Conference room
Human Rights Action Centre
17-25 New Inn Yard, London, EC2A 3EA**

Present:

Sheila Banks, Chair, SOC Representative
Sarah, O'Grady, Trust Representative
Clive Briscoe, GTF Member
Elizabeth Mottershaw, IISC Representative
Malcolm Dingwall-Smith, AMSC Representative
Peter Pack, GTF Member
Naomi Hunter, GTF Member (left meeting at 1pm)
Chris Ramsey, GTF Member and Regional Representative for SW
Elidh Douglas, Youth and Student Representative Co-optee
Tom Hedley, Board Representative

Apologies:

Mike Parkinson, FSC Member
Kate Allen, Director AIUK
Hannah Perry, AMSC Chair and Board Member

Staff attending:

Tim Hancock, Director of Chief Executive Office
Donna Driscoll, PA AIUK, Minute Taker
Karen Wagstaff, Strategy, Governance and Planning Officer

	Item	Action
1.	Welcome and Introductions The Chair welcomed everyone to the GTF meeting and asked members to introduce themselves.	
2.	Announcements It was agreed that Mike Reed would join the meeting via conference call at 11am to report back on the finance committee meeting.	
3.	Minutes of last meeting – 12 October 2013 The GTF group approved the previous GTF minutes of 11 January 2014 following agreed amendments including removing Mike Reed from the list of attendees as he <u>was not in attendance</u> . is no longer an active member of the GTF.	
4.	Matters Arising from previous minutes	

	<p>4.1 (8.2) Re the recommendation on the Chairs Assembly – Sheila wrote to the Board with the recommendation as required. No feedback to date.</p> <p>4.2 (10.1.5) Protocol for version control of governance documents – Sheila to write to the Board to develop the protocol as a recommendation.</p>	<p>Sheila (rec)</p>
<p>Feedback and recommendations from Sub Groups 1-4</p>		
<p>5.</p>	<p>Subgroup 1 ‘AIUK Governance Structure including AGM’</p> <p>5.1 It was noted that there was confusion about what subcommittees there are and whether they do what they are designed to do. Members are also confused about how to get onto the AMSC. It was asked whether there was value in recommending that the Board look at the effectiveness of these bodies? There was a discussion as to which SG’s the work on the transparency and understanding of the subcommittees fell.</p> <p>5.2 Sheila to write to the Board to let them know that this is an area of work to give transparency and clarity of all the governance aspects of the Subcommittees. The Board should then come back to the GTF with some recommendations to work on.</p> <p>5.3 Appendix 4 of SG1 report – Following discussion it was agreed that model 2 should be removed from the report.</p> <p>5.4 Use of Core Standards <u>Appendix 2 to SG1’s report.</u></p> <p>5.5 Core Standards added to SG1.</p> <p>5.6 Recommendation that the GTF leave the Board to do the reporting back to the IS. All agree to the recommendation from Malcolm.</p>	<p>Sheila</p> <p>SG1</p>
<p>56.</p>	<p>Subgroup 2 ‘Relations with the International Movement (RIM)’</p> <p>6.1 The GTF discussed the work of subgroup 2 :</p> <p>6.2 Mike Reed joined the meeting at 11:30am via phone. Mike reported back on the very constructive meeting with AIUK staff Tony Farnfield and finance committee meeting. He noted that <u>Iain McSeveny concerning financial accountability of the IS to AIUK. He said they provided encouraging information about the improved accountability and the constructive relationship between AIUK and the IS.</u>re was a possibility for benchmarking against Greenpeace. Iain has also helped to establish a global chart of accounts which brings all the reports from sections together into a visual format. AIUK has also helped t<u>The IS has established a better financial department that is better skilled and qualified.</u></p>	

	<p>6.3 The IS has set up a transparency group and AIUK has agreed to join.</p> <p>6.4 Mike has written a report on the meeting. SG2 would like the GTF to look at the report and comment at the next meeting. SG2 will circulate it.</p> <p>6.5 Benchmarking – item 3 – SG2 are concerned that there is no equivalent body to benchmark against. The GTF gave some recommendations for the SG to consider.</p> <p>6.6 Appendix 2 - ‘how does it all work’, was discussed – To be sent with a recommendation to the Board. It was thought that it would be useful to discuss this at the AGM workshop as a draft. It will be handed out prior to the workshop for members to digest.</p> <p>6.7 Appendix 4 – <u>GTF suggested the SGs work needs to focus on governance rather than performance which could include how governance structures represent the views of members, including the AGM, and constitutional implications.</u> Sheila noted that questions should be more about the governance of AIUK. The GTF were unsure how to rewrite the questions to relate to governance influence, not just to influence.</p> <p>6.8 Item 1 of appendix 4 of SG2s report relating to conducting interviews <u>with leaders of other Sections</u> was defeated <u>not agreed with 5 GTF members against.</u> <u>A revised plan will be drawn up for future consideration</u></p>	<p>SG2</p> <p>Sheila (rec)</p>
7	<p>Subgroup 3 ‘Supporting elected members’</p> <p>7.1 Peter to send the SG3 document to Sheila for distribution to the GTF. If there are any issues with the document it will return to the May meeting.</p>	<p>Peter</p>
8.	<p>Subgroup 4 ‘Communications, Consultation and Transparency’</p> <p>8.1 Consultation Protocol Item 5 should be worded as a positive rather than a negative.</p> <p>8.2 It was commented that the feedback procedure sounds like it only lends itself to written responses. It was also noted that it was important not to set up expectations that can’t be met. Any further comments to be sent via email and the protocol will return to <u>a later meeting.</u> the next GTF meeting.</p>	
9.	<p>AGM Workshop</p> <p>9.1 The GTF discussed the AGM workshop. They agreed they needed to produce a short introduction on what they have done and what they are going to do. They also discussed what questions would be most useful to put to members. It was agreed that a member from each SG should be present to field questions.</p>	

	<p>9.2 <u>NiamhNaomi</u> will send out a call for items from each SG that they want to convey and for questions they want to ask the membership.</p> <p>9.3 <u>NiamhNaomi</u> will also pull together a timeline and ask for volunteers to join the AGM workshop and present.</p>	<p><u>NiamhNaomi</u></p> <p><u>NiamhNaomi</u></p>
10.	<p>Benchmarking</p> <p>No discussion</p>	
11.	<p>Comms Committee</p> <p>No Discussion</p>	
12.	<p>FAQs</p> <p>The FAQ document will be posted on the website and revised as other questions and answers arise.</p>	<p>Tim</p>
13.	<p>Workplan</p> <p>13.1 This needs completing by the SGs. Karen to resend to GTF to review at the next meeting and see what can be added. Any changes to Karen.</p> <p>13.2 At the next meeting we will <u>take stock of where we are in relation to the original remit and what if anything has changed as a result of AGM decisions or the AGM Workshop. discuss what the AGM meant and whether our purpose remains the same.</u></p>	<p>Karen / SGs</p> <p>GTF</p>
14.	<p>Reporting and Communications</p> <p>14.1 Sheila will write to the Board requesting a protocol for version control.</p> <p>14.2 Sarah reported back from the Board. 3 recommendations have all been accepted. It was reported that it was felt the GTF was not approaching the Board asking for information that they could help with.</p> <p>14.3 Request that under each SG report it would be helpful to put a list of names of each SG.</p>	<p>Sheila</p> <p>SGs</p>
11.	<p>Resourcing</p> <p>Discussion deferred until draft work plan is produced</p>	
12.	<p>AOB</p> <p>The GTF discussed whether there were any skills and knowledge gaps in the GTF when considering recruitment of another member. It was noted</p>	

	that experience of reviewing constitutions would be an asset. It was also agreed there was a role for picking up cross cutting issues and challenging the SGs to see if they are being picked up and dealt with.	
13.	Date and Time of next meetings 17 th May 2014. 10am-4pm (apologies from Sarah) 19 th July 2014. 10am-4pm	

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