



Historic Royal Palaces is the charity that looks after

**Tower of London**  
**Hampton Court Palace**  
**Banqueting House**  
**Kensington Palace**  
**Kew Palace**  
**Hillsborough Castle**

We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built

We raise all our own funds and depend on the support of our visitors, members, donors, sponsors and volunteers.

## Minutes

Meeting name: **Board of Trustees**

Date of meeting: **Wednesday 16<sup>th</sup> June 2014**

Location: **61, Whitehall**

Attendees: Charles Mackay (Chairman)  
Sir Alan Reid (Deputy Chairman)  
Sophie Andreae  
Dawn Austwick  
Bruce Carnegie-Brown  
Liz Cleaver  
Lord Dannatt  
Sir Trevor McDonald

Apologies: Val Gooding  
Jonathan Marsden  
Malcolm Reading  
Louise Wilson

In attendance: Michael Day - Chief Executive  
John Barnes - Conservation and Learning Director  
Tania Fitzgerald - Finance Director  
Danny Homan - Communications and Development Director  
Alyson Lawton - Trust and Company Secretary

### 1. **Chairman's comments**

1.1 The Chairman noted the apologies received.

### 2. **Annual Security Report 2013/14**

2.1 The Board noted the contents of the Annual Security Report. The Security Advisor explained the security improvements made this year and reported on the overall security standard. The Board asked the Security Advisor to report back to the Chief Executive on the speed of response to minor incursions. John Barnes, Conservation and Learning Director, reassured Trustees that the response rate on potentially serious incidents was good.

Bruce Carnegie Brown asked about cyber risk. The Security Advisor outlined the actions currently taken. The Finance Director, Tania Fitzgerald, noted that this was an area which required constant attention.

The Board approved the report. It will now be forwarded to the Department for Culture, Media and Sport in accordance with our contract.



Chairman noted that the Security Advisor was retiring shortly and on behalf of the Board thanked him for his good work during his ten years at Historic Royal Palaces.

**3. Annual Health, Safety and Environment Report 2013/14**

- 3.1 The Board noted the contents of the Annual Health, Safety and Environmental report. The Fire, Health and Safety Advisor, Mark Beaumont, explained the achievements for the year. Dawn Austwick, Chairman of the Audit and Risk Committee, noted that an internal audit report on salvage arrangements at the Palaces had been discussed at the Committee. Bruce Carnegie Brown asked why visitor accidents were higher at Hampton Court Palace than at other palaces. The profile of visitors and the nature of the site had an impact. The Chairman noted that good health and safety was always work in progress and we must ensure that we continue to be vigilant, anticipate issues and take remedial action where necessary.

The Board thanked the Fire, Health and Safety Advisor and approved the report. It will now be forwarded to the Department for Culture, Media and Sport in accordance with our contract with them to manage the palaces.

This was also Mark Beaumont's last meeting as he too had decided to retire after ten years at Historic Royal Palaces. The Chairman, on behalf of the Board, thanked him for his significant contribution.

**4. Audit and Risk Committee 5th June 2014**

- 4.1 The Chairman of the Audit and Risk Committee, Dawn Austwick, gave a detailed verbal report of the meeting.

Noting the retirements of the Advisors for Security and Fire, Health and Safety together with the Head of Internal Audit, The Audit and Risk Committee considered a proposal to bring these functions together in a new structure under a Head of Audit and Risk reporting to the Finance Director. The Committee had agreed this approach provided the current level of audit cover was maintained. The restructure will also result in a new post for an operational Health Safety and Environment advisor in Palaces Group.

She also reported that the National Audit Office had been complimentary about the standard of the Financial Management and Accounting Departments and used it as a benchmark for peer organisations.

**5. Report from the National Audit Office**

- 5.1 The Board noted the contents of the report. As the National Audit Office had chosen not to attend this meeting, the Finance Director identified the key points from their report. The audit had gone well and all the outstanding points had been completed.

Jane McKeown, Head of Financial Accounting, confirmed that there were no outstanding issues. The Board thanked her and the finance team for their good work.

**6. Trustees' and Directors' Register of Interests**

- 6.1 The Board noted the contents of the report and agreed to update the Trust and Company Secretary with any further changes.



**7. Risk Register**

- 7.1 The Board noted the contents of the report and the risks in the register. The risk status was signalled by traffic light colours. The report identified that there was the one “red” risk; *major unpredictable event that shifts visitor/trading activity significantly or has significant cost implications.* The Audit and Risk Committee considered that this was always likely to remain “red” due to the scale of impact.

The Chief Executive briefed Trustees on recent developments in the Poppies project.

**8. Financial Statements for the year ended 31<sup>st</sup> March 2014**

- 8.1 The Board noted the contents of the report. Jane McKeown explained the major reserve movements. The Board then approved the Financial Statements and thanked Tania Fitzgerald and the rest of the Finance team for their work in preparing them.

**9. Annual Review 2013/14**

- 9.1 The Board noted the contents of the Review and agreed that it represented another successful year of activity across all areas. The Board approved the Review with thanks to those involved. Bruce Carnegie Brown asked about the digital form of the report. Danny Homan, Communications and Development Director, explained that the same version of the report was available from our website in PDF form.

The Chairman also noted that Julian King, whose photograph featured in the review, had just stepped down as Permanent Secretary of the Northern Ireland Office and had been replaced by Sir Jonathan Stephens, who was formerly Permanent Secretary at the Department for Culture, Media and Sport.

**10. Any Other Business**

- 10.1 The Chairman noted that this was Danny Homan’s last meeting as he would be leaving after thirteen years at Historic Royal Palaces as Communications and Development Director. It had been a period of very significant growth and improvement for the critical areas of the organisation for which Danny was responsible. On behalf of the Board, the Chairman thanked Danny warmly for his very substantial contribution to the success of Historic Royal Palaces and wished him well in his new role at the Big Lottery Fund.

**11. Next meeting: Hampton Court Palace: Wednesday 23<sup>rd</sup> July 2014**

