



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 22 June 2015**

Location: **The Royal Kitchens, Kew**

Attendees: Rupert Gavin (Chairman)
Sir Alan Reid (Deputy Chairman)
Dawn Austwick
Sir David Cannadine
Liz Cleaver
Lord Dannatt
Val Gooding
Sir Trevor McDonald
Jane Kennedy

Observer: Mike Stevens

Apologies: Bruce Carnegie-Brown
Jonathan Marsden
Louise Wilson

In attendance: Michael Day - Chief Executive
Jane McKeown - Acting Finance Director
Alyson Lawton - Trust and Company Secretary
Nigel Walley - Acting Head of Financial Accounts
Terry Crowdy - Acting Head of Fire, Health Safety and Environment
Deidre Murphy - Curator, Kensington Palace
Matthew Storey - Assistant Curator, Collections

1. **Chairman's comments**

1.1 The Chairman welcomed Sir David Cannadine to his first meeting as a Trustee.

He was also pleased to report that the Privy Council had consented to changes in the Royal Charter to enable Mike Stevens (an observer at this meeting and Deputy Keeper of the Privy Purse) to succeed Sir Alan Reid on the Board as an ex-officio Trustee at the beginning of August.

Apologies had been received from Bruce Carnegie-Brown, Jonathan Marsden and Louise Wilson.

2. **Annual Report and Opinion of the Audit and Risk Committee and minutes from the meeting held on Thursday 4 June 2015.**

2.1 The Board noted the contents of the report. Dawn Austwick, Chairman of the



Committee highlighted the main matters. It had been a year of change not only in the Committee's membership but in its role which had expanded to review risk management. There had also been significant changes to both the audit and accounting senior teams. The Chairman thanked Dawn for her Chairmanship of the Committee and the team for their efforts throughout the year resulting in the good annual report.

The Board also noted the minutes of the meeting held on 4 June 2015.

3. Audit Completion Report from the National Audit Office

- 3.1 With no significant issues arising, as in previous years, the National Audit Office chose not to attend this meeting. Jane McKeown, Acting Finance Director, outlined the main matters from their report.

Jane Kennedy, who had recently joined the Board, asked for further explanation of some terms used in the report. Jane McKeown offered to hold a separate briefing session. Dawn Austwick also invited new Trustees to attend an Audit and Risk Committee meeting if they wished.

4. Risk Register

- 4.1 The Board noted the contents of the report. There had been no significant changes in the traffic light reporting during the last six months.

The Board asked about the amber signal for information systems failure risk. This was a timing matter as we enhanced the resilience of networks. Sir Alan Reid asked for further detail on the virtualisation of the servers. Nigel Randall, Head of Information Systems, would also report back when the resilience work was complete.

There remained one "red" risk; *"major unpredictable event that shifts visitor/trading activity significantly or has significant cost implications"*. After discussion the Board remained of the opinion that this was always likely to remain "red" due to the potential scale of impact.

5. Financial Statements for the year ended 31 March 2015

- 5.1 The Board noted the contents of the report. Nigel Walley explained the major reserve movements. Jane Kennedy asked for further explanation of the retail figures. A range of financial and non- financial performance measures were used to monitor retail performance. An important element was also feedback on retail in the visitor surveys. Information on surveys could be sent to Trustees.

The Board approved the Financial Statements and thanked Jane McKeown and the rest of the Finance team for their work in preparing them.

6. Annual Review 2014/15

- 6.1 The Board noted the contents of the Review. Trustees' comments from an earlier draft had been taken into account. It has been a very successful year. The Board agreed that the report both in text and pictures reflected this and in particular the impact of the Poppies installation. The Chairman intended to circulate the report more widely, in part to remind stakeholders of Historic Royal



Palaces' part in this commemoration.

Mike Stevens noted conflicting text on collections information. It was agreed that a sentence would be removed to resolve the confusion.

The Board approved the Review with this one minor change and with thanks to those involved.

7. Annual Security Report 2014/15

- 7.1 The Board noted the contents of the Annual Security Report. The Security Advisor, Nigel Cook, was not able to attend this meeting. He would attend the July meeting to answer questions. The Board therefore raised matters for him to address in July. Any further questions should be sent to the Trust and Company Secretary.

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

8. Annual Fire, Health, Safety and Environment Report 2014/15 and Fire Risk Management

- 8.1 The Board noted the contents of the Annual Fire, Health, Safety and Environmental report. The Acting Fire, Health and Safety Advisor, Terry Crowdy, outlined the key actions for the future.

Val Gooding asked about the review of fire risk management. Terry Crowdy explained that the key was fire prevention and he would be increasing training.

The Board also asked about fire exits from the White Tower at the Tower of London. The White Tower represented one of the biggest design challenges in terms of evacuation because of its age. A feasibility study has been commissioned and a follow up options report would be ready in the autumn.

Jane Kennedy asked about the unplanned fire evacuations. These had all been false alarms due in part to upgrading works.

The Board thanked the Acting 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.

Andrew Favell, the permanent Health, Safety and Environment Advisor had now joined Historic Royal Palaces. Terry Crowdy would revert to his specialist role as Fire and Emergency Planning Advisor.

9. Any Other Business

9.1 Potential Acquisition

The Board noted the contents of the report. Curators, Deirdre Murphy and Matthew Storey, explained how the potential acquisition would enhance our collection and answered detailed questions. The Board approved the recommendation and would be advised of the outcome.

- 9.2 The Board were pleased to hear that John Brown, Head of Operations at the Tower of London had been awarded an MBE and Jim Duncan a RVM in the Queen's Birthday Honours List for their roles in the delivery of the Poppies installation at the Tower of London.



10. **Trustees' and Directors' Register of Interests**
- 10.1 The Board noted the contents of the report and agreed to update the Trust and Company Secretary with any further changes.
11. **Next meeting: Hampton Court Palace: Wednesday 22 July 2015**

