

Meeting Note

2.30pm, 17 March 2022
The White Collar Factory
1 Old Street Yard
London, EC1A 8AF

And via Zoom

*Approved at the ReLondon Audit Committee
Meeting on 16 June 2022*

Signature:
Joe Murphy, Committee Chair

Committee Members Present

Cllr Guy Senior (Chair)
Chantelle Nicholson
Joe Murphy

Also Present

Liz Goodwin, ReLondon Chair
Wayne Hubbard, ReLondon
Sharif Rivera, ReLondon
Adam Leibowitz, ReLondon
Jo Rogers, ReLondon
Chris Harris, TIAA/Ankura

1. Introductions and apologies for absence

Apologies were received from Cllr Krupa Sheth and Cllr Claire Holland.

2. Declarations of interest

No declarations were made over and above those already noted in the Board's register of interests.

3. Minutes of the previous meeting

Minutes of the meeting held on 11 November 2021 were agreed.

4. Written Resolutions passed since previous meeting

None.

5. Finance

Q3 2021/22 Finance Report

WH noted that the reported net underspend of £765k does not properly reflect the actual situation. This is partly due to timing issues around spending on externally funded projects project funding (ERDF, CIRCUIT, GND, Islington). JR, SR and external accountants will be working on a new treatment for the following year's management accounts.

Areas of actual underspend do include central costs (arising due to staffing restructure and the office move), unbudgeted income (Ecosurity); Training Academy (as work done in-house rather than by consultants);

The Committee noted the report.

2020/21 Full Accounts

The unaudited 'full accounts' for the year ending 31 March 2021 were presented to the Committee. The committee noted these accounts, but also that the formal statutory accounts for ReLondon were as presented in the Annual Governance and Accountability Return.

Budget 2022/23

WH introduced the draft budget paper and noted that this represented a prudent approach to budgeting (compared with the previous budget for 2022/23 included in the 2020-25 business plan) as had been discussed with the full Board previously.

The Committee approved the draft budget as presented and recommended its approval by the full Board. *{Note: the budget was subsequently approved by the Board at its meeting on 24th March 2022}.*

6. 2021/22 Internal Audit Plan

CH presented the Internal Audit Plan for 2021/22, noting that the internal is more important under the AGAR process and that that plan does not deviate significantly from the previous year. The audit itself will be carried out remotely and the dates agreed with the finance and governance staff.

The Committee approved the Internal Audit Plan presented.

7. HR Update

Staff Turnover

GS noted that turnover seems quite high at approximately 13.7% over the period, and requested that it should be noted in the risk register (included in the existing risk around sufficient resources).

WH noted that a review of the 'employee value proposition' will be a priority for the new Director of Operations and Governance which may be able to address this, but that of recent leavers, none were citing any particular ReLondon reasons for their departure.

In addition to the changes reported in the paper, it was reported (in private) that Beverley Simonson had also submitted her resignation, and would be leaving to join Amazon's Circular Economy team at the end of May.

Cost of living increment

GS queried whether ReLondon would remain competitive with the proposed 4% increment when compared to the prevailing inflation rate. LG noted however that leavers were not citing pay as a reason for leaving the organization and there did not seem to be a problem recruiting new staff.

Noted that 4% seemed to be in line with other organisations, though actual data was hard to pin-down at this stage.

The Committee approved the proposed 4% uplift to all grades from April 2022, but requested that this be kept under review through the coming year.

8. Risk Register

The Committee approved the Risk Register as presented with the following amendments:

- Risk 4: Lack of Skills - High staff turnover to be explicitly included as a contributing factor.
- Risk 12: Commercial Activity – reputational risks arising from working with commercial partners to be highlighted with establishment of a formal process of due diligence as a preventative control.
- New Risk: Risks around global economic uncertainty arising from post-COVID recovery, high inflation, interest rates, Brexit uncertainty, and war in Ukraine.

9. Any other business

None.

End 4pm.