

**Abridged Minutes of the Meeting of the Board of Trustees held on
Wednesday 3 February 2021 at 10:00 by Video Conference (StarLeaf)**

1. Minutes of the meeting held of 9 December 2020

- The minutes of the meeting held on Wednesday 30 September 2020 were agreed as a true reflection of the meeting with one amendment.

2. Matters Arising

- It was agreed that an Approved Centre Scheme Transformation update to be given at the April 2021 Board meeting.
- An update was given on preparations for the 2021 Trustee Elections.

3. Abridged Minutes of the December 2020 Board Meeting for publication

- The abridged minutes of the meeting that took place on 9 December 2020 were approved for publication on the BHS website.

4. Conflicts of Interest

- There were not any conflicts of interest declared.

5. Chief Executive's Report

- The Trustees received an update on the main campaigns underway within the Society.
- It was agreed that the Society should consolidate all that it had delivered during the pandemic; from a very material financial support package via the Hardship Fund, to political interventions via lobbying and the wider support via the Covid-19 Hub.
- A build-back Strategy was being considered as to how to support organisations out of the pandemic and develop what that looks like in the next 3, 6, 9 or 12 months.
- It was agreed that a report on a Lockdown Learnings project that has been undertaken would be prepared for the next meeting.
- The 2021 priorities for each department within the Society were outlined for the Board's information.

6. Employee Health & Safety

- The Trustees received a report on employee health and safety which included a summary of the very low number of cases of coronavirus within the team and the preventative measures put in place at BHS HQ to stop the spread of the virus. The majority of employees have worked from home for the duration of the pandemic, with very limited access to HQ.
- The management arrangements of a volunteer audit were outlined for information.

7. Event Health & Safety

- The report was noted and there were not any questions arising from the Trustees.

8. Safeguarding, Equality & Diversity

- The report was noted and the process for complaint investigation was outlined.

9. Information Security

- The report which included a summary of information security threats was noted.

10. Digital Transformation Update

- It was agreed that Project Board updates for the Digital Transformation would be shared with the Board in advance of each meeting.
- Recruitment to posts approved under the Digital Transformation designated fund was in progress with strong candidates identified.
- The Society is working closely with Equine Register on digital passports to link in with the Digital Stable to update horse records digitally without the need to physically send passports to HQ.

11. Report from the Finance Committee

- A report from the Finance Committee meeting that took place on 21 January 2021 was given with three recommendations for Board approval:
 - a) A free period for BRC affiliated Clubs was agreed. The proposal to provide a free period was due to Clubs' having insufficient funds to pay their membership fees.
 - b) It was agreed to designate £160,000 of reserves to the fourth phase of the Hardship Fund.
 - c) The Board delegated authority to the Finance Committee to take advice and subsequent action on one of two portfolios of investments that the Society holds.
- It was noted that Membership was progressing better than anticipated and the Society was again taking advantage of the government Job Retention Scheme and a stop on recruiting certain posts.
- The Finance Committee reported that they felt reassured that there was a good handle on the budget and associated effects of the lockdown.

12. Management Accounts for the period ending 31 December 2020

- An update on the management accounts was given and the Board was advised that the Finance Committee had been updated in terms of year-end processes and results.

13. The Hardship Fund

- The Board of Trustees designated £160,000 of reserves to the fourth phase of the Hardship Fund.
- During Phases I, II and III the number of centres had fluctuated, and these fluctuations appeared to centre around uncertainty at Phase I, the warmer months and increased activity during the summer for Phase II, and increased overheads during the winter months for Phase III. Riding Schools applying to the fund at each phase had been considerate, open and honest as to their need for a grant payment, which had allowed room in the fund for those most in need. In total 45 BHS Approved Riding Schools had not applied for a grant payment from either phase. Riding Schools who had been in receipt of grant payments have been diligent in returning their receipts for expenditure to date.

14. Membership Package for the Republic of Ireland

- An update on the new membership package for members in the Republic of Ireland was provided, following the withdrawal of insurance as a membership benefit, forced by Brexit. The Trustees were advised that all avenues had been exhausted before the withdrawal took place, and that discussions were taking place with to signpost, not endorse a potential product for Members in Ireland.
- There are two membership packages available; one with access to the education pathway, Pathway Membership, which costs £78 for an adult and £58 for a junior. The second package has all the same benefits as the first but without access to the education pathway, it was called Supporter membership which costs £45.

15. Membership Microsite Update

- The Trustees received an update on the Membership Microsite which had been launched before Christmas 2020 to improve performance for online membership joining and the user journey.

16. Any Other Business

a) Trustee Resignation

The Chairman confirmed that the Specialist Trustee for Volunteering had resigned from their role following a change to their personal circumstances and working arrangements. The Chairman advised the Trustees that to comply with the Articles of Association, the casual vacancy created by the Trustee's departure would be recruited to without election, following the process of a co-option but to fill the role for the remainder of the Trustee's term of office; two and a half years. The process to recruit to the casual vacancy was agreed.

b) Safety Adviser Meetings

The Safety Department had held three informal meetings with Safety Adviser volunteers over the past couple of weeks. The meetings had been very well attended and received and had helped the Safety Adviser volunteers to feel more included and part of the bigger picture.

17. Chief Executive's Appraisal

- The Chairman debriefed the Board on the CEO annual appraisal which was completed on 22nd January 2021. The appraisal was unanimously ratified by the board.