

Minutes of the Board of Trustees' meeting

DATE	Tuesday 27 September 2022
TIME	10.00am – 12.30pm
VENUE	Hybrid: Virtual Teams & De Morgan House, 57 Russell Square, London, WC1B 4HS

PRESENT	INITIALS	NOTES
Hilary Armstrong	HA	Trustee
Marina Gibbs	MG	Trustee
Professor Sian Griffiths	SG	Trustee
Michelle Highman	MHi	Trustee
Kate Lampard	KL	Trustee / Chair
Rachel Pearce	RP	Trustee
Koravangattu Valsraj	KV	Trustee
IN ATTENDANCE		
Alexia Clifford	AC	Chief Communications Officer
Si Flanagan	SF	Chief Operations Officer
Anna Hargrave	AH	Chief Commissioning Officer
Zoë Osmond	ZO	Chief Executive
Marianne Wyles	MW	Company Secretary (minutes)
Muneeb Hafiz	MHa	DCMS (agenda items 1-8)
Also attending for specific items; Haroon Chowdry (HC), Research Information and Knowledge Director, Berhe Gebru (BG) Head of Finance and Chiara Marin (CM), Programme Manager.		
APOLOGIES		
Saffron Cordery	SC	Trustee
Mubin Haq	MH	Trustee
Paul Simpson	PS	Trustee

1. Welcome and apologies

KL welcomed everyone to the meeting including Muneeb Hafiz from DCMS observing this meeting. Apologies were received from SC, MH and PS.

2. Declarations of interest

There were no declarations of interest, beyond those already recorded.

3. Minutes of meetings – 30th June 2022

The minutes of the Board of Trustees' meeting held on 30TH June 2022 were approved as a true and accurate record.

4. Action log

Outstanding actions from previous meetings are in hand or discussed later in the agenda. Future logs will only show the last six months actions.

5. Chief Executive's report

The report from the Chief Executive was received as presented.

A key focus was on the income reforecast and considerations around the status of funding during the period while the White Paper is awaited and in the consultation phase.

It was agreed that the Resources Committee would be first to receive the Q3 reforecast (income and expenditure) prior to re-presentation to the board.

Other items of note were office move in October and the establishment of the Lived Experience Council (LEC) . MG thanked the team for their hard work in setting up the Council. Terms of Reference for the LEC to be agreed prior to the board meeting with LEC input and following formal training, the LEC will appoint its own Chair.

GambleAware also plans to conduct a staff survey and a broader stakeholder survey.

6. Annual Plan Progress Report

The Women's campaign was successfully launched with the CEO speaking on Women's' Hour and 250 pieces of positive media coverage. The Men's Prevention Campaign is also due to be launched to coincide with the Football World cup in November. The business case was approved by the Performance and Delivery Committee two weeks ago.

The Board noted the update on key developments of activity contributing to the delivery of the organisational strategy and annual plan including the programme assurance and controls in place to support delivery and manage risk.

The Board approved additional funding of £0.25m for the Community Resilience Fund.

7. National Gambling Treatment Service Recommissioning

This report detailed the activities undertaken since the Board approved the principles of GambleAware's Commissioning Intentions for services delivering support and treatment. GA's current position against the financial envelope agreed in June and the programme of work scheduled for the remainder of the year were also set out.

The Board were grateful for the comprehensive update.

8. Behaviour Change Campaigns

8.1 Agency Support

A review of the creative and media agency landscape has led to the selection of two agencies (Lucky Generals and OmniGov) to deliver best in class behaviour change campaigns over the next three years including a major new stigma programme to launch in early 2023.

T: The Board approved the fee commitment to deliver behaviour change campaigns to be spread over the next three fiscal years (23/24, 24/25 and 25/26) with final approval delegated to the CEO, COO and Chief Communications Officer.

ACTION: The Board to receive a short paper outlining the expected deliverables through the contract.

8.2 Stigma Creative Strategy

The Board were very supportive of the proposed campaign, particularly the distinct brand identity.

9. Financials

9.1 August Management Accounts

The Board noted

- i) the financial performance for the five months to end of August 2022 compared to budget and the latest forecast.
- ii) the financial position of the charity as at 31 August 2022 and the associated risks.

9.2 Quarter 2 Forecast

The Board noted the paper.

10. Risk Management Update

The Board received and noted an overview update on risk, including focus on skillset, capacity and data protection risk mitigation activity.

11. Safeguarding Report

The update on safeguarding activity and issues was noted.

12. Setting the Ambition for GambleAware

The Board received an interesting strategic review on identifying future strategic aims and quantifying the attaching funds required.

ACTION: to circulate the paper to the Board for further comment.

13. Lived Experience Council

13.1 Meet and Greet

Nine of the ten appointed Lived Experience Council Members joined the meeting by Teams and introduced themselves. On behalf of the Board, KL warmly welcomed them and looked forward to their advice, insights and experience making a valuable contribution to the strategic development of GambleAware.

13.2 Terms of Reference principles

The Board endorsed the suggested principles that will shape the Lived Experience Council Terms of Reference and CM was thanked for setting them out.

14. Any Other Business

There being no further business the Chairman declared the meeting closed.