

Webinar 21

Supporting Trustees and Governance during Recovery and Beyond



**Dorset
Community
Action**



Meetings

- Read the Charity Commission guidance on decision making- and remind you all of the key principles, especially section 2.6
- Help those who haven't used meeting platforms before
- Don't forget about procedure: notice, quorum and having the power to meet remotely
- Webinar Etiquette – be in a very quiet room or put yourself on mute
- Make sure the minutes record particularly carefully any big decisions made, not only the decision but why it was made, that risks were weighed and alternatives considered.



Responsibilities

- Trustees should make decisions collectively/jointly, this involves ensuring that trustees can all participate in decisions. Many online conferencing software tools will also allow some form of telephone dial in and/or you could opt for a conference call solution.
- You should comply with the procedures for the decision-making process outlined in your organisation's governing document.
- If a trustee is absent for a particular meeting/decision, they must understand that they will still share the responsibility for a decision that is made.



Annual General Meetings (AGM)

- Extended period to hold AGMs
- Virtual Meetings
- Cancelling or Postponing Meetings



Can trustee or chair's terms of office be extended given the circumstances?

- Check your governing Document
- You may be able to extend the time
- If you can't extend the time
- Record! Record! Record!



Corporate Insolvency and Governance Act 2020

The Corporate Insolvency and Governance Act 2020 has recently come into force. The new Act is intended to provide organisations with breathing space to continue to trade – and potentially avoid insolvency due to the unprecedented financial pressures caused by the coronavirus crisis. These provisions could be a great help to organisations which are facing serious financial hardship in the midst of this crisis. The Act also introduces measures which benefit a much wider range of organisations by relaxing governance provisions for many organisations that are grappling with legal requirements relating to members' meetings in the midst of social distancing practices.



Top Issues to consider as lockdown lifts

- What practical issues do you expect to deal with as a result of lockdown restrictions being eased
- How restarting your services might be affected if social distancing measures remain in place
- How your fundraising or trading activities might be affected if social distancing measures remain in place
- How an easing of the lockdown restrictions will help your organisation.



Planning the Future

- Short term plans
- Medium term plans
- Involve your staff
- Staff, beneficiaries and stakeholders insight
- Review your Risk Register
- Scenario Planning



Helpful Links

Charity Commission guidance [Charity Commission guidance: charity trustees and decision making](#)

NCVO [key issues that charities face as the various lockdown restrictions are gradually lifted](#)

Bates Wells has developed [guidance for trustees](#) to help them comply with their legal duties.

The Charity Commission has developed [new guidance for trustees on reporting serious incidents](#) during the crisis. This guidance provides examples of when to report during the pandemic.

Association of Chairs has developed some [top tips for board meetings during the crisis](#)

NCVO information about meetings [guidance on coronavirus and governance](#)
Postponing meetings [Charity Commission guidance.](#)



Helpful Links Continued

<https://www.gov.uk/government/news/coronavirus-covid-19-guidance-for-the-charity-sector>

Bates Wells round up of the Corporate Insolvency and Governance Act 2020

<https://bateswells.co.uk/2020/07/corporate-insolvency-and-governance-act-2020/?hub=coronavirus>

Risk Management Template from Charities Commission

<https://www.gov.uk/government/publications/charities-and-risk-management-cc26>

NCVO Scenario Planning

<https://knowhow.ncvo.org.uk/organisation/strategy/externalanalysis/scenario-planning>

