

**Communication Report
UNA-UK Board Meeting 21, May 2015**

This report is intended to provide extracts of the Board Meeting in a format that can be treated as open and can be communicated more widely than the confidential board minutes. It is not intended to provide a full record of the meeting.

Updates:

Options for tie and/or scarf

Viv Williams is still investigating options and will report to the board as soon as possible

Regional Meetings

Viv Williams provided an update on the latest meeting of regional chairs. All English geographical regions with the exception of London & South East had been represented. Notes will be prepared and circulated to all regions and nations.

Policy Conference

Tim Jarman highlighted that some members were still getting used to the relatively new format but reported that majority of the participants were happy with the proceedings and the day was successful. The Procedure Committee would be approaching attendees for their feedback. The Committee is preparing a report from the recordings at the conference and the report will be available soon.

Information Reports

Lease negotiations and final outcome

The Board discussed the paper produced by the Executive on the outcome of the lease negotiations. The Chairman noted that the overall risk has now been greatly reduced and emphasised that the negotiations had put a huge strain on the Executive Director and the previous Head of Finance and Governance and thanked Natalie Samarasinghe for the Executive's hard work and excellent judgement which resulted in a successful outcome.

Report of the Procedure Committee

The Board received a report regarding the activities of the Procedure Committee.

Template local UNA constitution

The board reviewed and discussed the draft template presented to the Board. Richard Nelmes emphasised that the document was for guidance only and it is up to local UNAs to amend and/or adopt the constitution to suit their needs. Subject to some amendments, the Board approved its dissemination to all branches, regions and nations.

Management Accounts

The Board reviewed the management accounts and forecast for 2014-15.

The full year forecast for the year showed a greater than expected loss due to legal fees for lease negotiations being higher than originally anticipated. The Board noted that income generation, in particular grant funding, should be a priority to ensure UNA-UK's financial stability going forward.

The Board reviewed the budget assumptions that will underpin the 2015-16 draft budget. The board noted that the 2014-15 budget will be rolled forward to 2015-16 for approval by the Board at their July meeting. A revised 2015-16 budget following the strategy meeting will be presented to the Board at their November meeting.

Membership Fees

The Management & Finance Committee reviewed the proposal to increase membership fees as the membership fee income was not covering the administration costs. The Board agreed that an increase in membership fees was needed but that the Executive should review the level and phasing of the current proposals and re-submit revised proposals to the July meeting.

Chair succession

Proposals were put forward for a transparent application process and the value of advertising. The Board agreed that a standard application process may not be sufficient for a high profile candidate. However, the Board also agreed that the position should be advertised publicly in *New World* and the Guardian online. Following publication, informal approaches will be made to ascertain interest and availability of suitable candidates.

Strategic Planning

Board members were asked to prepare and share their answers to the following questions:

- What is the main reason you were drawn to UNA-UK?
- Were UNA-UK to be set up today, what would be its most important function?
- If UNA-UK didn't exist, what would be the main consequence?

Board members were also asked to consider the following questions to help shape the strategy meeting in July:

- what are the key areas to be addressed during the strategic planning process?
- What outcomes should the strategic planning process have?
- What are the most important functions that UNA-UK currently fulfils?
- What strengths and weaknesses (both internal and external) does UNA-UK have?
- What risks and opportunities might the next three years hold for UNA-UK?
- Which areas/activities have been the most successful/should potentially be developed?
- What areas/activities have been less successful/should potentially be dropped?

The Executive will circulate a questionnaire along these lines ahead of the July meeting. The Board agreed that there was a need to focus on a few areas where UNA-UK can add maximum value. UNA-UK has limited resources and currently there are more policy areas than staff! The impact of focussing on two or three priority areas may be substantial.

Dates of future meeting

3-4 July 2015

19 November 2015