



PWYP Board Meeting (online)

14 December 2020

Attendees

Board Members

Alan Detheridge (AD), Treasurer
Athayde Motta (AM), GC/Board Liaison
Carlo Merla (CM), Chair
Susan Hazledine (SH)
Victoria Ibezim-Ohaeri (VO)
Ali Idrissa (AI)
Julie McCarthy (JM)

Secretariat

Elisa Peter, Executive Director (EP)
Stephanie Rochford, Director of Member Engagement (SR)
Alison Smith, Interim Director of Finance (AS)
Nyree Woolston, Operations Manager (NW)
Fern Pooley, Fundraising Manager (FP)
Joe Bardwell, Communications and Campaign Manager (JB)
Sandrine Levy, Executive Administrator (SL)

Guests

Philippa Forsyth, HR consultant (PF)

MINUTES

Decisions

- The Board approved the PWYP Secretariat 2021 programme of work
- The Board reviewed the draft PWYP Secretariat 2021 Budget and delegated approval of the final Budget to the Finance, Fundraising and Audit subcommittee in January
- The Board approved the 2021 Fundraising plan

Actions

Action	By who	By when
In relation to the 2021 budget, consider if/how a possible Covid-19 second wave may impact PWYP coalitions	Secretariat (AS)	Q1 2021
Provide a more detailed breakdown of the fundraising position as part of the 2021 budget revisions	Secretariat (FP)	Q1 2021
Consider how other organisations have supported the external review of the board	Secretariat (NW)	Q2 2021



Introduction

CM welcomed the participants and the board adopted the agenda and declared no conflicts of interest.

The board reviewed the actions from the last meeting and confirmed progress on the actions. An update on the UK Charity Commission Code of Governance will be included in the Governance update and the registration of the EU entity is being reviewed by the SMT before next steps are agreed.

Report from the Finance, Fundraising and Audit subcommittee call

AD gave an update from the last subcommittee call, which was held on 24 November. At this meeting financial reports were reviewed including the management accounts, fundraising forecast, institutional milestones as well as the reforecast and 2021 budgeting process.

Review of 2020 activities; lessons and highlights

SR presented an overview of the challenges and achievements made in Q3 and Q4.

Q3 highlights included training for PWYP members, and a broad consultation in six languages on the draft PWYP energy transition positions. Highlights in Q4 included a workshop series with PWYP leaders, Secretariat staff and invited participants to stress test the Vision 2025 strategy; as well as the launch of the Contract Transparency campaign in December. Although 2020 has been an unprecedented year, PWYP has adapted to this new reality and will take the lessons forward into future years.

Review of 2020 accounts

AS provided details of the organisation's financial position and presented headline figures, including the opening balances, grant income received as well as total expenditure. There is both a restricted and unrestricted surplus to be carried forward in 2021. A number of options were presented to the Board for consideration of how to use the projected unrestricted surplus.

PWYP 2021 programme of work

JB presented an overview of the Secretariat's proposed 2021 programme of work, based on the 2020-2022 Operational Plan's six outcomes. The approach to 2021 planning has been updated this year to be more collaborative. With input from all staff, as well as the feedback from the Global Council and the strategy stress-testing webinars, four themes emerge strongly for 2021: contract transparency, energy transition, gender equality and civic space. PWYP is transitioning from a focus on network health to network impact, driven by advocacy and campaigns. Responding to disruption from Covid-19, sub grants will be a key mechanism to continue to build resilience in the movement, as will the development of inclusive online spaces. The board approved the 2021 programme of work.

PWYP 2021 fundraising plan

FP introduced the 2021 fundraising strategy which builds on the 2020 development plan.

Priorities for 2021 include fulfilling existing donor commitments, diversifying income and continuing to strengthen fundraising systems and storytelling. There will also be a focus on cultivating prospective opportunities for 2022 onwards in areas relating to contract disclosure and a just energy transition.



The board approved the 2021 fundraising strategy with the caveat that more detailed objectives would be included once the 2021 budget has been finalised.

PWYP 2021 draft budget

AS presented the draft 2021 budget which was prepared to cost activities within the 2021 programme of work alongside other resources including staff time, operations and overheads. Headline figures were presented, including an opening balance and reserves that have been brought forward as well as anticipated grant income. The draft budget shows an accumulated underspend by the end of 2021 and the Board discussed options to address this. Further revisions to the draft budget are required and the board delegated approval of the final 2021 budget to the Finance, Fundraising and Audit subcommittee in January, following circulation to and comments by the full board.

Executive assessment

PF provided an overview of findings from an organisation wide climate survey. The results of which were benchmarked against other similar organisations and overall PWYP scored above average in all categories, and in the top percentile in some areas. Highlights of the report included commitment to PWYPs mission and impact, a caring and supportive work environment, being challenged and recognised. The leadership style that supports this is open, accountable and encouraging. Although PWYP scored above average in all areas, some improvements were identified, namely autonomy and the strengthening of existing HR systems. Some strategies have already been implemented to address these areas of improvement, while others will be incorporated into 2021 activities.

Governance update

NW provided an update on progress to date made against the Charity Governance Code. The code expresses best practice under seven core principles and following a sector-wide consultation a refreshed Charity Governance Code was published at the start of December. The revised (December 2020) code includes significant updates to the diversity and integrity principles. It highlights a number of practical steps that charities can take to embed the spirit of the Code's equality, diversity and inclusion (EDI) principle within their governance structures. The Integrity principle has been updated to emphasise the importance of a charity's values, ethics and culture, with a reference to NCVO's Charity Ethical Principles. These recommendations will be incorporated into plans and activities for 2021.

Risk register

The board reviewed the risk register, including high level risks pertaining to Brexit and Covid-19. No additional risks or other mitigation measures were proposed.

AOB

There being no other business the meeting was concluded.

Thereafter the board held an executive session at which minutes were not taken.

The meeting closed at 17.45.