

Governance Structure & Calendar 2023-24

Housekeeping

- **Please do not download this document, as it will be updated during the year.** If you save the Google link and click on that whenever you need to access the calendar, you'll always get to the latest version of the calendar.
- There will also be individual calendar invites sent out in advance for the sub-committee and board meetings. These will confirm the location (normally the back meeting room in BCC, or the main room at North Lane).
- The version history for this document is shown below;

Version	Date	Edits by	Summary of changes
1	20 November 2023	TP	Document created for initial discussion with LI and DO at weekly chair/chief exec meeting
2	9 January 2024	TP	Updated with confirmed date for OWLS non-AGM
3	11 March 2024	TP	Time of money committee updated to 9:30am, to allow finish in time for Lads Lunch event at North Lane. Also change in venue of June board meeting to BCC, and update to trustee recruitment process

Governance structure

- Bramley Elderly Action is a single organisation which administers both BEA and OWLS. Two separate identities exist for the benefit members and local communities, but there is a single governance structure (company number 03008194 and charity number 1043975)
- The full board is responsible for all aspects of the charity. How it operates is set out in the memorandum articles of association, the latest version of which date from 11 January 2023 and [can be viewed on Companies House](#)
- There are two committees, for [people](#) and for [money](#). Neither of these have decision making powers, other than for any specific issues the board delegates during the year. The links take you to the original terms of reference (from when they were started as the HR and Finance & Funding sub-committees respectively). The TOR need to be updated
- The AGM is held once a year, normally in October at Bramley Community Centre, although 2024 will be our 30th anniversary and a chance to do something a little different. We additionally hold a “not an AGM” for OWLS. This is a chance to celebrate the year specifically for OWLS, but the meeting doesn't carry out any legal business or have any formal standing.

Trustee & other roles

- Trustees are appointed at the AGM or co-opted by the board during the year. The minimum number of trustees required is 4, and the current quorum for a board meeting (as set at the board meeting on 5 August 2022) is 3.
- The chair of trustees is appointed, and can be changed, by the full board at any meeting. The chair line manages the chief executive and ensures that the full board functions effectively, including setting the agenda (in consultation with the other trustees and the chief executive).
- There are currently no formal vice-chair or treasurer roles. We would ideally create these during 2024, including formal role descriptions.

- The membership of each committee, including chairing arrangements, is agreed by the board. In addition to trustee members, [volunteer sub-committee members \(non-trustees\)](#) can be appointed
- The chief executive is responsible for the day to day operation of the charity, in line with the strategic plan and budget approved by the board. The chair meets with the chief executive on a weekly basis. Any significant issues (for example, with a notable impact on finance, reputation, staff culture, etc) will be discussed with the chair and then brought to a board meeting or relevant sub-committee.

Trustee recruitment

- At the board meeting of 1 March 2024 a decision was taken to appoint Peridot Partners to support trustee recruitment, specifically the appointment of a new chair and two committee chairs. This process is expected to be complete around June 2024, ahead of the AGM in October, at which point we're aiming for a board of at least 8 members, with an appropriate mix of skills and lived experience.

Calendar 2023-24 (AGM to AGM)

Date (from November 2023)	Meeting	Key issues
Friday 10 November, 10am (NL)	Money committee	Review Q2 management accounts Funding pipeline Budget setting process for 24/25
Friday 8 December, 10am (NL)	Full board	Massive review programme (explore) 6 monthly review of strategic plan
Friday 5 January, 10am (BCC)	People committee	Volunteer processes and policies Pension proposals for April 2024
Friday 2 February, 10am (NL)	Money committee	Review Q3 management accounts Funding pipeline Draft budget to take to board in February
Monday 26 February, 11am (HEART)	OWLS 'non-AGM'	Review of the year and future plans Cllr Al Garthwaite attending
Friday 1 March, 10am (NL)	Full board	Massive review programme (agree) EDI review and action plan Approving budget for 24/25
Friday 15 March, 11:30am (Bramley Lawn)	Staff & board away day	(externally facilitated)
Friday 5 April, 10am (BCC)	People committee	Staff & volunteer survey process for 2024 Update from volunteer refresh (docs)
Friday 3 May, 9:30am (NL)	Money committee	Review Q4 management accounts Funding pipeline
Friday 7 June, 10am (BCC)	Full board	Massive review programme (update) PWYCA: report from pilot & next steps 6 monthly review of strategic plan
Friday 5 July, 10am (BCC)	People committee	Staff and volunteer survey results Learning & development review

Friday 2 August, 9:30am (NL)	Money committee	Review Q1 management accounts Funding pipeline
Friday 6 September (NL)	Full board	Massive review programme (update) Continuation funding, esp ACTION Approval of accounts and AGM plans
Wednesday 25 September (TBC)	Staff & board away day	TBC
Friday 4 October, 10am (BCC)	People committee	TBC
Saturday 19 October, 2pm	Annual general meeting	Including 30th anniversary celebrations!