ICVA Decisions log – April 2022

Meeting took place on Microsoft Teams.

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| Date of Board Meeting | Topic of Paper | Recommendations | Decision Reached |
| 28.04.22 | Chief Executive Update | **Recommendations**   1. That the Board notes the report. | **Decision:**   1. The board agreed that national work on ICOP should be paused for a period of 6-12 months. 2. The board agreed that the messaging of ICOP and name should be revisited prior to further engagement. 3. The board agreed that ICVA officers should continue to support those schemes who wish to undertake custody record reviewing as ad-hoc requests are received. |
| 28.04.22 | Chair Recruitment | **Options:**   1. The Board agree to pay an honorarium of circa £4,000 to the new Chair. 2. The Board agree to pay an honorarium of circa £2,000 to the new Chair. 3. The Board agree to not pay an honorarium to the Chair and proceed on a voluntary basis. | **Decision:**   1. The board decided that both PCC and non-PCC applicants should be encouraged and allowed for the position of ICVA’s chair. 2. The board agreed that ICVA’s incoming chair should receive an honorarium. 3. The board delegated authority to finalise the honorarium payment to ICVA officers up to an annual value of c£400 per day, with a maximum annual budget of £4,000. |
| 28.04.22 | Policy Review | Recommendations:   1. Officers recommend that the officer and director expenses policy be subject to annual review. 2. That the board otherwise agree the officer and director expenses policies. 3. That the board agree the complaints policy for ICVA. 4. That the board agree the information security policy. 5. That the board agree the whistleblowing policy. | **Decision:**   1. The board agreed to annual review the officer and director expenses policies. 2. The board agreed the officer and director expenses policies. 3. The board agreed the complaints policy for ICVA. 4. The board agreed the information security policy. 5. The board agreed the whistleblowing policy. |
| 28.04.22 | ICVA Staff Handbook | **Recommendations:**   1. That the board agree the staff handbook, including all new policies and the induction checklist. 2. That the board agree the standard contract and self-assessment for new employees. | **Decision:**   1. The board agreed the staff handbook, including all new policies and the induction checklist. 2. The board agreed the standard contract and self-assessment for new employees. |
| 03.05.22  (Decision attained via email) | NatWest Signatories | **Recommendations:**   1. That the board agree to remove Katie Kempen and Craig Spencer as signatories to the NatWest accounts. 2. That the board agree to add Erika Dallinger to the NatWest accounts. | **Decision:**   1. The board agreed with 7 votes received by email that Katie Kempen and Craig Spencer be removed from the NatWest mandate. 2. The board agreed with 6 votes received by email that Erika Dallinger be added as a signatory to the NatWest accounts. |