

17th Meeting of the Board of the Recovery and Development Agency (RDA) held on Thursday, 27 September 2018, at 10:00 am, at BVI International Arbitration Centre, Wickham's Cay II, Tortola, British Virgin Islands

MINUTES

Members Present:

Mr. Clarence Faulkner (Acting Chair)
Ms. Monica La Bennett
Dr. David Hancock
Pastor Gregory George
Mr. Paul Bayly
Mr. Clyde Lettsome
Ms. Sharie deCastro
Ms. Maria Mays

Apologies:

Mr. Robert Mathavious

Outstanding Action Points From Previous Meeting

- Action Point #4: *Provide a full report on recruitment to the RDA Board.*
Full report on recruitment to be shared with the RDA Board. This is the subject of a Board paper to be considered today. *Action Closed.*
- Action Point #5: *CEO to share the details of the IAC lease when it is available.*
This is still outstanding as CEO, IAC has been away.

Actions

- Action Point #1: *The CEO is to share final proposal from IAC with the Board once received and ahead of signing.*
- Action Point #2: *The recruitment process is to be put onto the website.*
- Action Point #3: *Board HR sub-committee review and finalise the draft Human Resources Policy.*
- Action Point #4: *Ms La Bennett to confirm that the CDB has no issues with the proposed Board reporting, including whether the Board needs to publish Matters Arising.*
This has been completed. Action closed.
- Action Point #5: *Mr Faulkner and the CEO are to meet with all District Representatives as soon as practicable.*

Decisions

- Noted that risk management is a work in progress and that the RDA will integrate the management of risk into the routine and project work patterns of the Agency and the Board.
- Adopted the recruitment process and directed that the process should be put up on the RDA website.

- The Board HR sub-committee to review and finalise the draft HR Policy.
- Employment contract template was adopted and the approval to issue employment contracts granted.
- The draft procedures and decisions to be published subject to CDB's approval.
- The Board to move to monthly Board meetings and the Executive sub-committee and Human Resources sub-committee be set up.
- Noted the financial report for the financial year to 21 September 2018.