

WEB Minutes for the 67th meeting of the Board of Trustees

Tuesday 18 February 2020

NCVO, 8 All Saints Street, London N1 9RL

Board Meeting 3 - Business Planning

Present:

CHAIR AW	Adam White President	JF	Jane Findlay President Elect	CG	Carolin Göhler Vice President
RR	Romy Rawlings Hon Secretary	SM	Steve Morgan (from 1430) Hon Treasurer	CH	Chris House Education & Membership Chair
NW	Niall Williams Non Chartered Trustee	KB	Kate Bailey Policy & Communication Chair	MvG	Marc van Grieken Technical Chair
SG	Simon Green Independent Trustee	JS	Jim Smyllie Independent Trustee	WY	Wei Yang Independent Trustee
In Attendance:					
DC	Dan Cook CEO	EW	Emma Wood Governance & Regulation Manager	BB	Ben Brown Head of Policy & Influencing
AmW	Amina Waters Director Digital Marketing & Operations	AM	Andy Morris Head of Product Development	YM	Yvonne Matthews Executive CEO & Leadership Team

1. President's Welcome

Adam White (AW) welcomed newly appointed EMC Chair Chris House before a round of introductions for all Trustees. This was followed by a brief update on activity

2. Declarations of interest

- i. item 7ii Invited route – most Trustees know at least one of the candidates, item to be handled with particular care

3. Minutes of the Board meeting 09 November 2019

For:	11	Against:	0	Abstain:	1
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DECISION: 1 The Minutes of the Board meeting 09 November 2019 were approved

4. Climate Change Action Update

Ben Brown (BB) led this item and circulated an assessment of options document from the Climate Change & Biodiversity Panel (CCBP) for discussion. The panel have categorised activity into 4 areas with recommendations for each area:

Area 1: Equipping the profession

- 1.1 Produce new training and guidance for members
- 1.2 Provide access to tools to measure the impacts of their work

1.3 Revising CPD requirements and qualification pathways

1.4 Embedding into all future guidance produced by the LI

Area 2: Policy and advocacy

2.1 Clarify and standardise language

2.2 Embedding into all future policy

2.3 Providing support for members to engage with local authorities etc who have declared

2.4- Increase engagement with UK-level stakeholders and other bodies

2.5 Demonstrate a public commitment

Area 3: Regulating and monitoring

3.1 Clarify ethical and professional duties

3.2 Support practices to declare

3.3 Support practices to operate as low-carbon businesses

3.4 Monitoring of practice progress in lowering carbon emissions

3.5 Promote best practice through awards and case study library

Area 4: Leading by example

4.1 Measure the LI's baseline carbon footprint and progress against UN SDGs

4.2 Revise practice across the whole business operation to reduce carbon footprint and make progress towards UN SDGs

4.3 Communicate LI progress and ensure it is held to account

BB summarised the discussion:

- i. Like the ambition but can't do everything at once
- ii. Start with what we are already doing
- iii. Identify 3 quick deliverables
- iv. Make a business plan for next phases
- v. Identify a target

- ACTIONS:**
- 1 CCBP - Initial short term plan: to identify 1 quick win, 1 large project, 1 partnership. To be followed by a phased medium and longer term action plan
 - 2 CG and RR to liaise with DC re finding new ways to engage membership

5. Confidential Item

6. Confidential Item

7. Membership

7.1 New Member Report

The paper was noted

CH noted lack of public sector, is this due to costs or relevance? DC noted that the apprenticeship routes may be of more interest than the P2C

8. Strategy and Business Planning

8.1 Revenue Planning, Major Goals and Projects

DC and Amina Waters spoke to the presentation and highlighted:

- i. Business Planning Assumptions
- ii. Process

- iii. Income and Expenditure projections
- iv. Journey and next 3 years
- v. 5 Priorities 2020/21
- vi. Major Updates for 2020-21
 - Developing actions to respond to Climate Change and Biodiversity Emergency
 - Entry Standards Project
 - Culture at LI
 - International collaboration
 - Online CPD Recording and Monitoring

Comments:

There is no reference to reserves in the tables simply income projections at this stage. DC confirmed that this would be included within Business Plan documentation and further considered by FRC ahead of Board again in March.

8.2 People and Culture - Confidential

9. Close

There being no time for any other business the meeting closed at 1802