

## WEB Minutes for the 68<sup>th</sup> meeting of the Board of Trustees

Tuesday 17 March 2020

A virtual Meeting via WebEx

### Board Meeting 4 – Approve Business Planning

#### Present:

CHAIR AW	Adam White President	JF	Jane Findlay President Elect	CG	Carolyn Göhler Vice President
RR	Romy Rawlings Hon Secretary	SM	Steve Morgan 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
<b>In Attendance:</b>					
DC	Dan Cook CEO	BB	Ben Brown Items 4.1, 7 Head of Policy & Influencing	RC	Rachel Campbell Item 3.1 Consultant - HR
SL	Sarah Loutfi Item 5.1 Director Professional Standards	CH	Christina Hirst Item 5.1-2 Consultant – Entry Standards Project	AmW	Amina Waters Item 4 Director Digital Marketing & Operations
EW	Emma Wood Governance & Regulation Manager				

#### 1. President's Welcome and Declarations of Interest

The President Adam White (AW) welcomed all to the 1<sup>st</sup> Board of Trustees virtual meeting

##### 1.1 Declarations of Interest

There were none

##### 1.2 COVID-19

Dan Cook (DC) gave a brief update on COVID-19 and LI activity:

- i. Staff have moved to primarily remote working
- ii. LI Conference date to be moved, possibly to September, we are still within the low cost period
- iii. Looking at digital delivery options for all LI events including the Branch AGMs and the LI AGM
- iv. Pausing Jellicoe
- v. All Board and Advisory Council meetings to be delivered online
- vi. All external engagement activity on hold to end May in 1<sup>st</sup> instance
- vii. IFLA is unlikely to go ahead
- viii. Expecting financial impacts both positive and negative

AW recorded thanks to Amina Waters (AmW) and Louis Varley (LV) for all their work ensuring the ability of LI to continue to deliver in challenging times.

#### Comments:

- i. Staff wellbeing (and that of members) whilst remote working is a concern, green spaces are particularly important to wellbeing

- ii. May need to cancel conference completely this year. Lot of events will be moving to last quarter, business stress reduces ability to support events
  - iii. Important to ensure all staff are supported
  - iv. How far ahead are we thinking? *DC confirmed that we are looking at the next 6 months with a review in 3 months. Also looking to online delivery of events but its hard to predict how quickly things will recover*
  - v. Should consider postponing physical events for 12 months, Jellicoe could be online and consider new digital approach to the LI Awards
  - vi. Maintaining a member community is important for wellbeing
  - vii. LI Campus to launch at end of the month and will be a really helpful platform
- DC and AW to discuss activity sheet and consider actions

**ACTION:** Dan Cook and Adam White to discuss LI/C19 activity sheet and consider actions

### 1.3 Presidents Report

AW spoke to the presentation that had been previously circulated. AW commented that the LI graduation ceremony was fantastic and confirmed that a large number of industry related events have been cancelled due to COVID-19, including RHS Chelsea. Any questions to be forwarded to AW

**ACTION:** All to forward any questions regarding the Presidents Report to Adam White

## 2. Minutes of the Board Meeting 18 February 2020

<b>For:</b>	<b>12</b>	<b>Against:</b>	<b>0</b>	<b>Abstain:</b>	<b>0</b>
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**DECISION:** The Minutes of the Board meeting 18 February 2020 were approved

## 3. Confidential Item

## 4. Business Plan

### 4.1i Presentation from AmW which included:

- i. Achievement against 2019-20 objectives including Digital project, the Entry Standards project
- ii. Forecast Income and Expenditure
- iii. Membership - slight growth across most areas
- iv. Business planning assumptions priorities
- v. Starting to Track progress against UN Sustainable Development Goals
- vi. Member fees 2020-21
- vii. Budget options

AmW confirmed that a reforecast of income and expenditure, including the impact of coronavirus on our operations, will be prepared for May 2020 Finance & Risk Committee (FRC). Board considered whether to adopt the Growth model budget or Base Case budget (which includes new staff from beginning of 2021-22)

### Comments

- i. The options have been overtaken by events and need to be extremely cautious
- ii. Probably need a small workgroup and liaise with FRC to develop updated options with best and worst case in light of current environment
- iii. Member feedback is already showing serious impact on projects, cash flow

- iv. What does the LI look like in a COVID-19 closedown? What do we offer, how do we look like we are ahead or at least level with the curve? What keeps going, what stops?
- v. Suggest set up core working group and prepare with key staff members updates on a quarterly basis with first update end April for Board decision

Board agreed that SM should set up a work group to liaise with FRC regarding business/budget planning in light of COVID-19

**DECISION:** Steve Morgan to set up set up a work group to liaise with FRC regarding business/budget planning in light of COVID-19

**ACTION:** Any Trustees interested in joining the Budget Working Group to contact Steve Morgan

#### 4.1ii Special Projects - Confidential and Commercially Sensitive Item

**DECISION:** To delegate authority for Business Plan special projects to the Hon Treasurer in consultation with FRC

#### 4.1iii Ben Brown (BB) spoke to the Climate Change & Biodiversity (CC&B) emergency section of the proposed budget providing an update from the CC&B Panel on how the LI maximizes its efforts to address the climate and biodiversity emergencies:

BB summarised the discussion confirming that Board supported the principle of additional resources, but only once the deliverables are defined with costings, and that a working group, to be led by RR, needs to define them.

**DECISION:** Romy Rawlings to lead a Board Working Group to consider CC&B Panel recommended projects and resourcing

## 4.2 Risk Register Update

The paper was noted, a workshop will be held at June meeting

**ACTION:** Risk Register workshop to be held at June meeting

## 5. Entry Standards Modernisation Projects

### 5.1 Global Ethical Principles and New Code of Practice

Sarah Loutfi (SL) spoke to this item. The code and principles were developed in tandem and the LI now has the opportunity to trailblaze and align our code with the global principles and reinforce our position as a leader in the field.

**DECISION:** Board agreed that the Global Ethical Principles and New Code of Practice go out as draft for global and national member consultation

SL confirmed that this was her last Board as she is leaving LI and her projects will go forwards under Ruth Lake (RL). The Board recorded their thanks to Sarah for her work and noted that she would be missed before wishing her well

### 5.2 Competency Framework

Christina Hirst (CH) spoke to item providing background and context for the paper – 2 pathways leading to the 2 designations. CH referenced the competencies tables which have been designed to cover from Technician up to Chartered membership and has a degree of flexibility built in

Original consultation assumed in person workshops but will now move to online approach

Board were asked to:

- a) Consider the Competency Framework and membership requirements recommended by the Steering Group and EMC in the circulated papers and confirm approval of these for consultation
- b) Consider and approve the consultation process set out in section 3

Having considered the recommendations Board agreed to both a) and b)

**DECISION:** Board confirmed approval for the Competency Framework and membership requirements recommended by the Steering Group and EMC and the proposed consultation process

### 5.3 Confidential and Commercially Sensitive Item

## 6. Governance

### 6.1 Governance Review Project: Composition

In light of the importance of this item it was proposed that Composition be considered in depth at a separate workshop to be held as soon as possible in April

**DECISION:** Board agreed to hold a workshop in April focussed on composition

### 6.2 Governance Matters Update March

#### 6.2i Confidential Item

#### 6.2ii IFLA Delegate

Board agreed that there should be clear Terms of Reference. CG to draft ToR based on example to be circulated by EW

Niall Williams (NW) has served an informal 2 year term as the LI delegate and is happy to serve another term. Board agreed NW to continue for a 2<sup>nd</sup> term to 30 June 2021

**DECISION:** Niall Williams to continue for a 2<sup>nd</sup> term as IFLA delegate to 30 June 2021

**ACTIONS:** Carolin Göhler to draft IFLA Delegate ToR  
Emma Wood to forward example ToR to Carolin Göhler

#### 6.2iii RemCo

Wei Yang (WY) agreed to fill the RemCo vacancy

**ACTION:** Wei Yang to fill the vacancy on RemCo

#### 6.2iv Humanitarian Collective

DC gave a brief update on the current position.

*1704SG left mtg*

## 7. New 2020 LI Awards

BB spoke to paper and thanked all those Trustees that previously contributed.

The overall package of Awards was AGREED subject to consideration being given to merging implementation into Exemplary Design and Implementation

**DECISION:** Overall proposed Awards package was Agreed subject to consideration being given to merging implementation into Exemplary Design and Implementation Award

Board recorded thanks to BB for work on this project

## 8. Any Other Business

### 8.1 Frequency of Board Meetings

SM proposed that the approach to meeting management be changed and that Board consider a combination of in person meetings (with workshopping) and additional digital decision making meetings suggesting that SM and JF work with DC to review

It was agreed that SM, JF and DC review the approach to Board meeting management

**DECISION:** Steve Morgan, Jane Findlay and Dan Cook to review the approach to Board meeting management

**9. Close**

There being no other business the meeting closed at 1802