

## WEB Minutes of the 72<sup>nd</sup> meeting of the Board of Trustees

Tuesday 16 March 2021

A virtual Meeting via Zoom

### Board Meeting 4 – Approve Business Planning

#### Present:

CHAIR JF	Jane Findlay President	AW	Adam White Immediate Past President	CG	Carolin Göhler Vice President
KB	Keren Jones HonSec	NW	Niall Williams Non Chartered Trustee	CH	Chris House Education & Membership Chair
KB	Kate Bailey Policy & Communications Chair	MvG	Marc van Grieken Technical Chair	JS	Jim Smyllie Independent Trustee
WY	Wei Yang Independent Trustee				
<b>In Attendance:</b>					
JaS	Jane Swift CEO	AmW	Amina Waters COO	AA	Antonella Adamus Head of Standards, Education & Engagement
BB	Ben Brown Head of policy & Influencing	GO	Gideon Opaluwa Head of Professional Regulations	YM	Yvonne Matthews
AM	Andy Morris Commercial Director	EW	Emma Wood Governance & Regulation Manager		

The President opened the meeting and welcomed Jane Swift (JaS) as interim CEO, as well as HonSec Keren Jones (KJ) and Head of Professional Regulations Gideon Opaluwa (GO) to their first Board

#### 1. Declarations of Interest

There were none

#### 2. Minutes of the Board meeting 08 December 2020

For:	10	Against:	0	Abstain:	0
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**DECISION:** 1 The Minutes of the Board meeting 08 December 2020 were approved

#### 3. President's Report – Independent Review

Jane Findlay (JF) and KJ gave a presentation on progress:

There is a phased approach to delivery. Have set up overarching Implementation Steering Group (formerly Programme Board). President is Board sponsor for the Implementation Programme and will chair the Steering Group

5 working groups established to: Deliver Early Action Programme for priorities and 'quick wins'. Shape and plan the Main Change Programme (2 year programme)

Workstreams:

Workstream 1 - Improving ability to deliver strategy

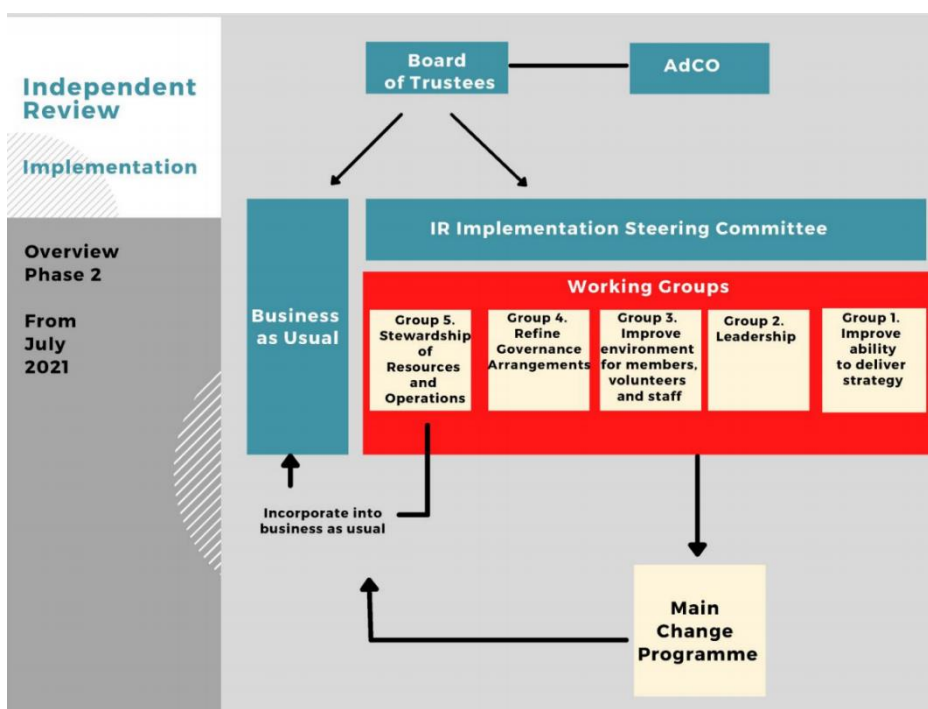
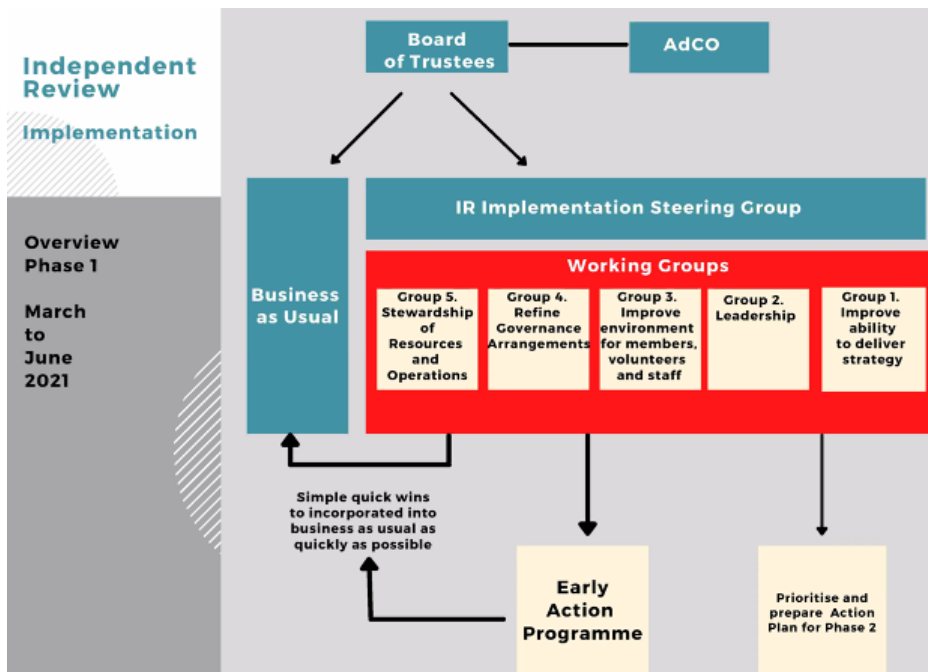
Workstream 2 – Leadership

Workstream 3 – Better environment for staff, volunteers and members

Workstream 4 – Adjustments to governance arrangement

Workstream 5 - Resource and operations management (high priority)

Implementation overview:



Independent Review Steering Group:

President Jane Findlay

CEO Jane Swift

Vice President Caroline Göhler

HonSec Keren Jones

Independent FRC member Jim Smyllie

Programme Manager Ruth Lake

Steering Group Responsibilities:

- Set out overall objectives and priorities for the programme
- Identify resources and assets required to deliver the programme

- Identify, resolve and manage any programme risks
- Approve action plan for each workstream
- Assure alignment across different workstreams and manage interdependencies
- Oversee progress for all workstreams, providing regular reports to the Board
- Approve/reject any changes to Action Plans

Board were asked to support the approach - AGREED

Board asked to approve investment to implement the IndRev recommendations with an initial pot of £50k for 'yet to be identified costs' delegated to the SG. Board AGREED in principle, subject to a good case for specific asks

- DECISION:**
- 2 IndRev: To support the phased implementation and workstream approach
  - 3 IndRev: Board agreed in principle to approve investment to implement the IndRev recommendations with an initial pot of £50k for 'yet to be identified costs' delegated to the steering group subject to a good case for specific asks

#### 4. Confidential Item

#### 5. Business Planning

##### 5.1 Risk Register Update

Paper taken as read

##### 5.2 2021-22 Budget Update

Amina Waters gave a presentation providing an update on the 2021-22 budget

FRC requested that we provide 3 budget options in April, with optional activities separated out and assessed

We have re-engaged Walter Tan (our previous Head of Finance) 2 days/week to lead on developing the 1 year and 3 year budget.

Timings:

- SLT review to refine numbers, develop business plan narrative
- FRC 12 April – budget options to review for approval to Board
- Additional Board April (date tbc) – 2021-22 Budget approval
- Develop 3 year budget
- Board June – 3 year budget approval

The next financial year is going to be challenging with the continuing impacts of COVID19.

**ACTION:** 2 EW to send a Doodle poll to confirm availability for an additional Board in April

Initial budget would normally have been refined before going to FRC but still working on the main areas of variance. We have an opportunity to consider a restructure of the membership fees whilst delivering enhanced benefit in return

Option to introduce 'Universal service' approach to membership fees which increases fees but includes LI Campus and online CPD for all. This concept has been tested in the Member Survey. There is a high level of interest in online learning but currently price is a barrier to take up

Board are asked to consider whether the LI should increase fees in 2021-22 membership year in line with this universal service model

- DECISION:** 6 Board agreed to support in principle the proposal to increase fees in 2020-21 membership year in line with the 'universal service' model and consider additional options at the additional April Board

**ACTION:** 3 AmW to further develop the universal service model options for consideration at the additional April Board

## 6. Priorities for 2021-22

### 6.1 Policy and Influencing 2021-22

Information paper taken as read

### 6.2 LVIA Certification Proposal and Technical Workplan 2021-22

Marc Van Grieken (MvG) spoke to the paper

### 6.3 Entry Standards Project Update

Information paper taken as read

## 7. Governance

### 7.1 Inter Meeting Decisions

Information paper taken as read

### 7.2 Election Update

Information paper taken as read

## 8. The Parks Alliance Update

CG gave an update

## 9. Member Survey 2021

Ben Brown (BB) gave an update on the recent member survey.

The survey has been run every two years since 2017. It is used alongside other data sources to give us a view on the landscape sector's priorities for the LI, what we're doing well, and where we can improve

The initial analysis is now complete but with such a rich data set a more detailed analysis is to be undertaken

## 5 key insights [interim analysis]

Five early take-away messages from this year's survey for Board



5 year satisfaction target of 65% by 2023. In 2021 we have hit 64% so well on way to meeting that target

**ACTION:** 4 To consider holding a focussed workshop focussed on how to address the major issues related to education

MvG left at 1622

## 10. Invited Route (EMC)

Paper Recommendations:

1. EMC would like the Board to approve a decision that will see the Invited Route Panel (and decisions) reporting into EMC with immediate effect.
2. EMC will review and approve the assessment criteria and methods being used for the invited route to ensure standards are maintained across all routes to membership.
3. The current invited route should be time limited to the end of 2021 and thereafter replaced by the experienced practitioner route or the future Pathway route via the new entry standards.
4. The current assessment panel to be retained to carry out assessments under this route, and aligned with the processes adopted and implemented by both FAB and MP (Member Panel).
5. Clear communications are set out on the LI website explaining the purpose of the invited route and how it will in due course be replaced by the experienced practitioner route (once this is fully approved by Board).

The refined Experienced Practitioner Route (currently in development) will enable these potential non traditional route candidates access to membership through a structured, assessed route

HonFellowship is an honour awarded by the Board and doesn't go through Invited Route

Board AGREED the proposal for invited Route to report to EMC and that the Invited route eventually be replaced by the experienced practitioner route

**DECISION:** 8 To approve the proposal for invited Route to report to EMC and that the Invited route eventually be replaced by the experienced practitioner route

## 11. Leadership Report

### 11.1 Performance Report

Information paper taken as read

### 11.2 New and upgraded members

Information paper taken as read

## 12. Any Other Business

- i. Equity, Diversity & Inclusion Forum (EDIF) – Antonella Adamus (AA) is working with JS and KJ and the staff team to revamp the group and activities in light of Dan Cook's departure
- ii. Board Terms of Membership – Emma Wood (EW) to review the Board membership terms
- iii. Trustees confirmed that they would be interested in focussed subject discussions/workshops going forwards rather than relying solely on the more traditional, paper based meeting approach
- iv. Short update reports from cttees – single page, bullet points etc could be useful – this data may already be included in the quarterly performance reports

**ACTIONS:** 5 EW to review the Board membership terms

## 13. Close

There being no other business the meeting closed at 1709