

WEB Minutes for the 75th meeting of the Board of Trustees

Friday 05 November 2021 at 0900

A virtual meeting via Teams

Board Meeting 2 – Strategy

Present:					
CHAIR JF	Jane Findlay President	BM	Brodie McAllister (from 0950) President Elect	NF	Noel Farrer Vice President
KB	Keren Jones HonSec	MH	Mat Haslam HonTreasurer	CH	Chris House Education & Membership Chair
JC	Jane Clarke Independent Trustee	MN	Marc Norden Independent Trustee	JS	Jim Smyllie Independent Trustee
Apologies					
KB	Kate Bailey Policy & Communications Chair	MvG	Marc van Grieken Technical Chair	WY	Wei Yang Independent Trustee
In Attendance:					
SM	Sue Morgan CEO	DL	Donna Lawrence (item3) Head of Finance	YM	Yvonne Matthews EA to CEO & Leadership Team
GO	Gideon Opaluwa Head of Professional Regulations	EW	Emma Wood Governance & Regulation Manager		

The President Jane Findlay (JF) opened the meeting from Stirling where she was representing the LI at COP 26.

1. Declarations of Interest

There were none.

2. Minutes of the Board meeting 14 September 2021

For:	8	Against:	0	Abstain:	0
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DECISION: 1 To approve the Minutes of the Board meeting 14 September 2021

3. Finance Matters

Head of Finance Donna Lawrence (DL) spoke to the paper and reviewed the options for consideration to ensure final sign off, ratification and publication to the membership of the Trustees' Report & Annual Accounts in time for the AGM 2021.

Having considered the options Board AGREED to support Option 2 with electronic ratification on 23 November

For:	8	Against:	0	Abstain:	0
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DECISION: 2 To approve the process for approval and ratification of the Trustees Report & Annual Accounts for the financial year ended 31 March 2021:

- i. A quorum of FRC to electronically review the final Trustees Report & Annual Accounts for the financial year ended 31 March 2021 by 22 November and make recommendation to the Board to ratify
- ii. Board to accept FRC recommendation and ratify Trustees Report & Annual Accounts via electronic vote by 1400hrs Tuesday 23 November
- iii. Trustees Report & Annual Accounts to be circulated by 1600hrs on Tuesday 23 November to Mi-Voice for the AGM
- iv. Trustees Report & Annual Accounts made available to members on 24 November on circulation of the 2021 AGM notices

Note – Sue Morgan (SM) asked Board to note and commend DL on the excellent work she had done under challenging circumstances of a strict audit process and staff resource shortages.

4. Remuneration Committee Recommendation

Keren Jones (KJ) spoke to the paper and confirmed that RemCo had received a fantastic presentation by the staff team and approved the proposed pay and grading structure which has been market tested. KJ also confirmed that the draft Terms of Reference included content based on templates used by other professional bodies.

5. Governance Matters

Emma Wood (EW) confirmed that the timeline for the 2021 AGM will include the Trustees Report & Annual Accounts sign off process agreed at item 3. A calendar reminder will be sent to Board for the digital vote

SM confirmed that FRC are to consider the tendering process and timeline for new auditors.

All trustees are encouraged to attend the AGM and a calendar invite will be circulated

- ACTIONS:**
- 2 A calendar invite to be sent out for the annual accounts sign off digital vote
 - 3 A calendar invite to be sent out for the 2021 AGM
 - 4 LI Trustee registration option to be raised with Events Team

6. President's Report

JF gave a brief update on activity since the last report. Highlights included:

- i. The LI were made very welcome by IFLA Europe at the recent Congress in Grenada. IFLAE are keen to develop opportunities with the LI including: promote opportunities to get involved with IFLAE work groups, closer working with LI accredited courses and universities, competitions, links to our web site etc

The LI is a well established mature organisation compared to many of the IFLA member bodies. Many smaller landscape bodies make reference to the LI published works, policies etc and use translations as basis for their own approach - something to be very proud of

IFLA Europe are also working with the Council of Europe which will promote the role of landscape within the EU

- ii. COP26 – a major event with over 30,000 delegates. Some major announcements on phasing out of coal and protection of forests, still early in the event
- iii. The LI Jellicoe Lecture was delivered from Glasgow

7. Independent Review

KJ spoke to the item confirming that phase 2 commenced in September with 4 main projects

The remaining projects are quite complex to deliver and there are concerns regarding staff resource, it will be important to adjust the programme within the capacity to deliver

In addition the Equality Impact Assessment is in progress and due to report at the December Board.

8. LI 100th Celebration

Brodie McAllister (BM) spoke to the paper stating the importance of starting to plan now taking into account the experience of other organisations such as BDLA (Federation of German Architects) which took a long lead in to resource and co-ordinate their anniversary.

JF thanked BM for his paper and the general ideas it generated and invited the Board to comment.

ACTION: 5 The facilitated January planning session for AdCo, Board and staff can include a section to discuss early thoughts on the 100th celebration. Further detailed development will take place as part of the delivery of the corporate strategy

9. CEO update

SM gave a presentation updating on activity during first 45 days in post.

10. CLOSED SESSION

11. AOB

i. RemCo: Clarity was sought regarding the reference at item 4 to RemCo approving an action. RemCo has no delegated authority so Board would need to approve the action – The approval was for the ToR and Gideon Opaluwa (GO) confirmed that there was also a delegated authority for the decision regarding the approach to pay at a previous Board meeting:

ACTION: 6 EW to circulate the June minute regarding RemCo

ii. Education workshop: Board recorded thanks to Antonella Adamus (AA), Christina Hirst (CH), and Lucy Pickford (LP) for all their work in delivering the education workshop.

12. Close

There being no other business the meeting closed at 1153