

Local Trust board meeting, minutes, decisions and actions

14 June 2018

Conference room D, 5th floor

Local Trust, CAN Mezzanine, 7-14 Great Dover Street, London SE1 4YR at 3pm

Discussion and decision	Action
<p>Present</p> <p>Members – trustees</p> <p>Kevin Sugrue (chair), Peter Mills, Sahil Khan, Rich Wilson, Nicola Pollock, Jeannette Lichner, Bob Thust, David Warner, Alice Casey and Ben Lee</p> <p>In attendance</p> <p>Matt Leach, Nicola Hutcheson, Jayne Humm, Jessica Wenban-Smith, Chris Falconer, Wendy Joynes – minutes (Local Trust)</p>	
<p>1 Apologies for absence (Local Trust)</p> <p>Apologies were received from Penny Shepherd and John Whitton.</p>	
<p>Before the start of the meeting, Kevin informed members that Alice Casey was stepping down from the board. He thanked her for her contribution to Local Trust and congratulated her on her work promotion. Alice will also be the new chair of community interest company Democracy Club.</p>	
<p>2 Minutes of the meeting of 22 March 2018 and matters arising</p> <p>Trustees felt that it was important to pick up on the discussion on "ways of working", linking this to values and strategy; a follow up board session on this should happen within the next year, possibly in the context of the awayday, planned for Jan/Feb 2019.</p> <p>The minutes of the previous meeting on 22 March 2018 were then agreed as an accurate record.</p>	<p>Staff to organise a board session on ways of working within the next year</p>
<p>3 Declarations of interest (Local Trust)</p> <p>Ben Lee, director, NANM (delivery partner, Big Local)</p> <p>Peter Mills, owner, Brand Ethos (commissioned by UnLtd, delivery partners for Big Local)</p>	

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<p>Bob Thust, currently has a contract to support Renaisi on governance and financial reporting processes.</p>	
<p>4 Draft committee minutes</p> <p>Finance and investment committee</p> <p>The board received the minutes of the finance and investment committee held on 30 May 2018. The following questions and comments were raised:</p> <ul style="list-style-type: none"> • Trustees asked if the salary review included promotions or expanded roles. Staff responded that this proposal is for a cost of living increase across all staff roles; decisions about promotions or salary adjustment in relation to expanded roles are delegated to the chief executive. • There was a discussion on delegation of decision-making to the finance and investment committee. Some items, for example, decisions on changes to bank signatories cannot be delegated, as they need to be made in the format required by the bank, and this normally means a board resolution. But trustees felt that in general, all financial matters that could be reasonably delegated to the committee, should be. • Future committee minutes will be agreed by committee members by email, where possible, ahead of the relevant board meeting, and a separate list of actions will be included in the board report. Minutes will no longer include statements "recommending the board notes". <p>There were no further questions or comments so the board took the recommendations and:</p> <ul style="list-style-type: none"> • agreed the cost of living increase of 2.8% for existing staff salaries • agreed to consider the next annual salary review for 2019-20 in February/ March 2019, as part of the budget review • agreed to add Chris Falconer and one or two trustees (names to be decided) as signatories to the NatWest bank accounts for Big Local Trust and Local Trust, in line with the existing mandate and the resolutions • agreed to add one or two trustees (names to be decided) as signatories for the Big Local Trust CCLA investments and the Local Trust CCLA COIF deposit account • noted the proposed changes to investment due diligence • noted the investment report to March 2018. <p>Audit and risk committee</p> <ul style="list-style-type: none"> • A simple one-page statement on the relationship between the two entities, Local Trust and Big Local Trust, will be produced for the next committee meeting. • Trustees would like to receive a copy of Local Trust's diversity statement. • Trustees would also like an update on cyber security. It was also suggested that a session on this subject be arranged at a future meeting. • There was a question raised about whether valuable knowledge could potentially be lost if CCW is not successful when the audit contract is re- 	<p>Review of finance and investment committee terms of reference to clarify delegations</p> <p>Future committee minutes to be agreed by email</p> <p>Next annual salary review to be presented as part of the budget in Feb/Mar 2019</p> <p>Paper on the two entities to the next audit and risk committee meeting</p> <p>Diversity statement to board Cyber security update to audit and risk committee or awayday</p>

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<p>tendered. This could be covered in a question in the tender document. There would also be an induction for any new auditor appointed by Local Trust.</p> <p>There were no other questions or comments and the board noted the audit and risk committee minutes.</p>	<p>Comments to be taken into account when preparing tender process</p>
<p>5. Big Local Trust Deed revision; Protector replacement – verbal update</p> <p>The following questions and comments were raised:</p> <ul style="list-style-type: none"> • The Big Lottery solicitor had agreed all the changes to the trust deed. • An advert for a new protector will be issued next week. The recruitment process is being delivered by consultants Saxton Bampfylde. The next nominations committee meeting will be held on 19 July. David Warner will pick up as chair of the committee, following the resignation of Alice Casey. • A special board meeting will be held by phone conference on 19 July 2018, for the board to agree the trust deed change. The changes have also been agreed by the Charity Commission. <p>There were no other questions or comments and the board congratulated Matt on the progress made. The board then noted the verbal report.</p>	<p>All board members to participate in phone meeting on 19 July</p>
<p>6. Chief executive's report</p> <p>The forthcoming events mentioned at the end of the report were highlighted and trustees were asked to let Local Trust know if they wanted to attend any.</p> <p>There were no questions or comments and the board noted the chief executive's report.</p>	
<p>7. Performance, finance, investment and risk report</p> <p>7.1 Local Trust strategic plan monitoring to June 2018</p> <p>The following comments and questions were raised:</p> <ul style="list-style-type: none"> • A head of area support is being recruited to take on the management of the reps from Renaisi. Reps are an important part of the Big Local delivery, which it was felt will benefit from a closer working relationship between reps and the Local Trust staff team. • There was a short discussion on the opportunities and risk presented by bringing rep management in-house. The programme committee, which meets quarterly, will receive reports on progress. Reps are being kept fully informed of the planned changes through regular reps' days – the next one is on 4 July 2018. • Board had signed off decisions on changes to programme management arrangements in March. If significant changes to this were proposed, these would be referred to board by programme committee 	

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<ul style="list-style-type: none"> • Trustees had not been invited to this reps' day which was very much focused on designing the current transition to new ways of working. But trustees are welcome to attend future rep events, as a useful way to learn more about how reps work. <p>There was then a more general discussion and the following questions and comments were raised:</p> <ul style="list-style-type: none"> • Communication will form part of the strategic discussion in the second half of this meeting. The strategic discussion will feed into putting together a long-term communications plan. • The assessment tool can create data to show how much of their £1m the 150 areas have spent, and what they have spent it on, alongside a much broader range of data from areas. • Trustees wishing to have a briefing on the Area Assessment Tool should contact the research or programme teams. A briefing session might usefully be provided in the autumn, when the next iteration of the tool is launched. • It was suggested that the board awayday, in January 2019, should be in a Big Local area; trustees could use part of their time to do a deep dive and discuss what has been happening in that area. • The new three-year £4m Creative Civic Change programme, funded by the Gulbenkian Foundation and the Big Lottery Fund, and supported and delivered by Local Trust is able to go ahead because of changes to the trust deed. The programme has been designed so that 50% will be delivered in Big Local areas. <p>7.2 Risk register</p> <p>Trustees noted that the risk register was a simplified version of the report from last year; the audit and risk committee plan to review the format and simplify it to make it more user-friendly.</p> <p>7.3 Big Local Trust finance report to 31 March 2018</p> <p>It was highlighted that the revised forecast for 2017-18 was nearly spot on. There were no questions or comments raised on the Big Local Trust finance report to 31 March 2018.</p> <p>7.4 Local Trust finance report to 31 March 2018</p> <p>There were no questions or comments raised on the Local Trust finance report to 31 March 2018.</p> <p>7.5 Big Local Trust investment report, including due diligence to 31 March 2018</p> <p>The investment sub-committee had looked at the investment report in March 2018 and had no comments.</p> <p>7.6 Local Trust investment report to 31 March 2018</p>	

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<p>The investment committee had also looked at the Local Trust investment report in March and had no comments.</p> <p>There were no further questions or comments raised and the board accepted the performance, risk, finance and investment reports.</p>	
<p>8. Any other business</p> <p>Trustees were informed that the evaluation advisory committee meets twice a year, to discuss Local Trust's research and evaluation with staff. John Whitton had now stood down and trustees were advised that there were one or two spaces available if anyone was interested in joining. David and Richard were both interested.</p> <p>There was no other urgent business.</p>	<p>Jayne to contact David and Richard about joining the evaluation advisory committee.</p>
<p>9. Strategic discussion</p> <p>There was a strategic discussion, facilitated by trustees. Notes from this discussion will be written up by staff and will be used to inform future strategic planning.</p>	
<p>10. Wash up/reflections on new meeting format</p> <p>It was agreed that the new meeting format referred to in item 9 above was a more effective route to the development of strategy. The executive team would support the board in exploring other approaches in the autumn, including a deep learning session on research.</p>	

Dates for future meetings

Board and AGM 2pm – 5pm at Local Trust's offices (except where noted)

Thursday 20 September 2018, Thursday 15 November 2018 (including AGM)

Tbc January 2019 – away day

Programme committee

Thursday 6 September 2018 (8am – 10am), Thursday 29 November 2018 (8am – 10am)

Finance and investment committee

Tuesday 4 September 2018 (2.30pm – 5pm), Wednesday 31 October 2018 (2.30pm – 5.30pm)

Audit and risk committee

Tuesday 23 October 2018 (2.30pm – 5pm)

Nominations committee

Monday 23 July (2pm – 4pm)

September (tbc)

Kevin England
Chair

12/10/2019