

Local Trust board meeting minutes, decisions and actions

24 September 2020

09.30am - 12.30pm via video call

Discussion and decision	Action
<p>Present</p> <p>Trustees</p> <p>David Warner (chair), Miatta Fahnbulleh, Sahil Khan, Ben Lee, Caroline Macfarland, Peter Mills, Nicola Pollock, Kevin Sugrue, Bob Thust, Rich Wilson.</p> <p>Non-trustees</p> <p>Margaret Bolton, Rosie Chapman (Protector), James Goodman, Jayne Humm, Matt Leach, Rachel Rowney, Verity Soons (minutes), Frankie Sykes (Zoom host)</p>	
<p>1. Welcome and Introduction and Apologies</p> <p>The chair welcomed trustees and staff to the meeting.</p> <p>Apologies had been received from Jeannette Lichner and Karen Mellanby.</p> <p>Miatta Fahnbulleh needed to leave the meeting early and Bob Thust and Caroline MacFarland would join the meeting late.</p>	
<p>2. Declarations of interest</p> <p>Peter Mills, co-owner, Brand Ethos (commissioned by UnLtd, delivery partners for Big Local). Brand Ethos is currently working with Sheila McKechnie Foundation (SMK).</p>	
<p>3. Minutes of last meetings and matters arising</p> <p>3.1. Approve minutes of the board on 10 July 2020.</p> <p>The minutes of the meeting of the 10 July 2020 were agreed as an accurate record.</p> <p>3.2. Matters arising/action points not covered by the agenda</p> <p>The update on actions from the last meeting was reviewed; it was noted that all were being actioned or formed part of the agenda for the meeting.</p>	

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<p>relationship with reps. The board also noted that the archiving project had been re-launched.</p> <p>The board agreed with the recommendation from the programme delivery committee to move forward with the safeguarding approach and implementation plan.</p> <p>Rachel Rowney updated the board that some but not all recommendations would be taken forward from the safeguarding review and the full papers would be shared with the board for information. Rosie Chapman agreed with the approach and confirmed that there had been an in-depth discussion on the approach at the committee meeting.</p> <p><i>Bob Thust joined the meeting</i></p> <p>4.4. Amendment to articles of association</p> <p>The chair introduced the paper, noting that it asked the board of trustees to consider an amendment to the Articles of Association to remove the necessity to meet in person at least twice a year.</p> <p>Trustees noted the paper and agreed the proposed amendment to the Articles of Association to remove the necessity to meet in person at least twice a year and to move forward with a written resolution to pass a special resolution which would formalise the amendment.</p> <p>An update on the amendment would be received at the next meeting in November.</p>	<p>Commission and Companies House to amend the Articles and update trustees at the meeting in November.</p>
<p>5. Governance Review</p> <p><i>Liz Cross and Mags Porter of The Connectives joined the meeting</i></p> <p>David Warner introduced the item and welcomed Liz Cross and Mags Porter from The Connectives to the meeting. The Connectives had been appointed as the consultants to conduct the governance review.</p> <p>Liz Cross and Mags Porter introduced themselves to trustees and provided an overview of their work and approach to governance reviews.</p> <p>Trustees thanked The Connectives for their introduction and discussed with them their experience of remote conducting governance reviews via remote means. Liz and Mags noted that, in their experience, whilst many aspects did not change e.g. 1-2-1 phone calls, some areas were notably different such as board observations where dynamics were often different in a remote environment.</p> <p><i>Caroline Macfarland and Rich Wilson joined the meeting</i></p>	

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<p>Nicola Pollock noted that the investment portfolio was now in cash and the investment management agreement was being finalised.</p> <p>7.5. Risk register as at 8 September 2020</p> <p>Rachel Rowney introduced the risk register bringing the following to the attention of the board;</p> <ul style="list-style-type: none"> • A new format risk register was being developed with input from Jeannette Lichner and a draft would be shared at the next meeting in November following presentation at the audit and risk committee in October. • The revised register would better reflect the risks associated with not meeting our organisational targets. • This would be the final presentation of the current format of the risk register. <p>Trustees accepted the report.</p>	
<p>8. Learning from Big Local areas during COVID-19</p> <p><i>The following people joined the meeting;</i></p> <ul style="list-style-type: none"> • Rob Macmillan and Mandy Wilson, TSRC • Brenda Lines, DY10 Big Local and Simon Johnson, St Matthews Big Local and Leila Lawal, Aberfeldy Big Local • Jayne Humm and James Goodman <p>David Warner introduced the item, noting that it had been many months since any visits to areas had been able to take place which would usually enable connections and engagement to the areas.</p> <p>Matt noted that the research being presented had been one of the first major investments at the beginning of the pandemic to allow Local Trust to get an early and ongoing view of the reactions to the crisis, allowing us to reflect in new ways on the Big Local journey, and share that learning with others.</p> <p>Jayne Humm provided an overview of the project whilst Mandy Wilson and Rob Macmillan went on to present key findings to date. The trustees extended their thanks to Jayne, Rob and Mandy for their work on the research project and would welcome updates on the following phases.</p> <p>Trustees raised and discussed the following with Mandy and Rob;</p> <ul style="list-style-type: none"> • Given that the intensity and severity of the looming crisis are not currently known, an organisation in the position of Local Trust could be working to assist others in trying to chart and understand that crisis in a local context, sharing the benefits of strong community infrastructure. 	

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<ul style="list-style-type: none"> • The communications plan for the research would need to be well considered to ensure it reached the right audiences. • The presentations from both TSRC and the guests from Big Local Areas had really demonstrated how differently the pandemic was affecting communities across England. • Noted that many of the reactions to the pandemic had been enabled only through the Big Local programme and would very likely otherwise not have been possible for these communities. • The range of responses to the pandemic was impressive and it would be interesting to know more about the formal structures in place to support the processes in areas. 	
<p>10. Any other business There was none.</p>	

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 25th November 2021