

# Local Trust board meeting minutes, decisions and actions

21 November 2019

Dover Co-innovation Hub

Stembrook, Dover, Kent, CT16 1PF, 12.30pm

Discussion and decision	Action
<p><b>Present</b></p> <p><b>Trustees</b></p> <p>Kevin Sugrue (chair), Miatta Fahnbulleh, Sahil Khan, Ben Lee, Jeannette Lichner (by phone), Peter Mills, Nicola Pollock, Bob Thust, David Warner and Rich Wilson</p> <p><b>Non-trustees</b></p> <p>Rosie Chapman (Protector), Chris Falconer, James Goodman, Nicola Hutcheson, Matt Leach, Verity Soons (minutes) and Jessica Wenban-Smith</p>	
<p><b>1. Welcome and Introduction and Apologies</b></p> <p>The chair welcomed trustees and staff to the meeting and in particular Miatta Fahnbulleh who was attending her first board meeting.</p> <p>Apologies were received from Caroline Macfarland and Karen Mellanby.</p>	
<p><b>2. Declarations of interest</b></p> <p>Peter Mills, owner, Brand Ethos (commissioned by UnLtd, delivery partners for Big Local).</p>	
<p><b>3. Minutes of last meetings and matters arising</b></p> <p><b>3.1. Approve minutes of board on 13 September 2019</b></p> <p>The minutes of the meeting of 13 September 2019 were <b>agreed</b> as an accurate record.</p> <p><b>3.2. Matters arising/action points not covered by the agenda</b></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> <p>There were no new matters arising.</p>	

Discussion and decision	Action
<p><b>4. Subcommittee minutes</b></p> <p><b>4.1. Nominations Committee – oral update</b></p> <p>David Warner provided an update to the committee noting;</p> <ul style="list-style-type: none"> <li>• Board behaviours and values work would be revisited following further work on the strategy</li> <li>• The trustee survey would be launched in the new year once further consideration had been given to what information would be most useful to collect.</li> </ul> <p><b>4.2. Programme Delivery Committee - 3 September 2019 and 5 November 2019</b></p> <p>The minutes of the meetings which took place in September and November 2019 were <b>noted</b>.</p> <p>Peter Mills updated the board that there had been an issue within one of the Big Local Areas which would be brought to the attention of the board under the chief executive's update.</p> <p><b>4.3. Finance and Investment Committee – 4 September 2019 and 4 November 2019</b></p> <p>The minutes of the meetings which took place in September and November 2019 were <b>noted</b>.</p> <p>Nicola Pollock updated the board that the investment strategy agreed at the board meeting in September 2019 had now been implemented. The new mandate agreed for management of the investment portfolio would be fully realised within the next 2 months.</p> <p><b>4.4. Audit and Risk Committee – 3 October 2019</b></p> <p>The minutes of the meeting in October 2019 were noted.</p> <p>Jeannette Lichner noted for the board that the annual accounts had been discussed in great detail at the committee meeting in October 2019.</p>	
<p><b>5. Committee governance</b></p> <p><b>5.1. To consider and approve terms of reference for Programme Delivery Committee and Finance and Investment Committee for the next 12 months</b></p> <p>The board considered the changes suggested in the paper at 5.1 and <b>agreed</b></p> <ul style="list-style-type: none"> <li>• To approve the terms of reference for the programme delivery committee and the finance and investment committee for the next 12 months</li> <li>• To amend the wording in relation to staff attendance at meetings and the term of office for the committee chair in all committee terms of reference to read as follows:</li> </ul>	<p>VS to amend all terms of reference to ensure wording is aligned for chair term and staff attendance</p>

Discussion and decision	Action
<p><i>The chief executive, in consultation with the chair, will determine which members of staff will be invited to attend meetings of the committee. The committee has the power to require any member of staff to attend and also retains the power to require staff to absent themselves from part or all of a meeting.</i></p> <p>And;</p> <p><i>The term of office for a committee chair is two years to ensure continuity and stability, with the possibility of re-election for one further two-year term.</i></p> <p><b>5.2. To approve committee membership of new trustees</b></p> <p>The board considered the recommendations made for which committees the new trustees would join and <b>agreed</b>;</p> <ul style="list-style-type: none"> <li>• Caroline Macfarland would join the programme delivery committee</li> <li>• Miatta Fahnbulleh would join the nominations and remuneration committee</li> </ul>	
<p><b>6. Annual Report and Account</b></p> <p><b>6.1. Audit report and accounts – covering note</b></p> <p>The cover paper was <b>noted</b> with no further comments</p> <p><b>6.2. To note the audit management report for Local Trust for 2018-19</b></p> <p>The audit management report was <b>noted</b>. It was also noted that there had been no significant recommendations for action resulting from the audit.</p> <p>Congratulations were extended to Nicola Hutcheson and the team for their work on the audit.</p> <p><b>6.3. To consider and approve the audited accounts for Local Trust for 2018-19</b></p> <p>The board considered and <b>approved</b> the audited accounts for Local Trust for 2018-19 with no additional comments.</p> <p><b>6.4. To consider and approve the audited accounts for Big Local Trust for 2018-19</b></p> <p>The board considered and <b>approved</b> the audited accounts for Big Local Trust for 2018-19 with no additional comments.</p> <p><b>6.5. To agree to sign the letter of representation for Local Trust</b></p> <p>The board <b>agreed</b> to sign the letter of representation for Local Trust with no additional comments.</p> <p><b>6.6. To agree to sign the letter of representation for Big Local Trust</b></p> <p>The board <b>agreed</b> to sign the letter of representation for Big Local Trust with no additional comments.</p>	

Discussion and decision	Action
<p><b>7. Chief Executive's Report</b></p> <p>Matt Leach introduced the report, bringing the following to the attention of the board:</p> <ul style="list-style-type: none"> <li>• Big Local Connects 2019 was a huge success, receiving positive feedback from 97% of attendees;</li> <li>• The Community Leadership Academy (CLA) launched on 20 November 2019;</li> <li>• Organisational profile appeared to be growing – the Local Trust website received hits from c5000 new visitors in September – this might be due to the launch of left behind areas research that month, which generated significant interest;</li> <li>• Workload associated with managing complaints continued to be high, and further support in the team may be considered in the next budgeting round.</li> </ul> <p>Matt Leach gave an oral update on the intervention for Wembley Big Local discussed at programme delivery committee in November 2019. The board noted the history of engagement with the area, in particular in relation to resident representation and control. The board also noted that legal advice had been received from Withers which confirmed that the action discussed at Programme Committee – to establish a new Big Local partnership to replace the current one – was within Local Trust's powers, but as a novel action would require a decision by Trustees. Trustees were asked to consider the information provided and to ratify the decision of the programme delivery committee as was recorded in the minutes of that meeting on 5 November 2019.</p> <p>The board also discussed the delegation of any future such decisions to the programme committee in their entirety without the need for ratification by the board. This would allow action to be taken at an appropriate pace to address issues of this sort and would fall within the remit of programme oversight by the programme delivery committee.</p> <p>The board <b>agreed</b> to ratify the decisions taken at the programme delivery committee meeting on 5 November 2019 in relation to action and next steps for Wembley Big Local.</p> <p>The board <b>agreed</b>:</p> <ul style="list-style-type: none"> <li>• to delegate decision making power to the Programme Delivery Committee to approve interventions to “derecognise” a partnership and establish a new one in its place, when such action was required to ensure the effective delivery of the programme</li> <li>• that the terms of reference of the programme delivery committee be amended to reflect this delegation.</li> </ul> <p>This was subject to:</p>	<p>VS/CF to amend PDC TOR to reflect the additional responsibility</p>

Discussion and decision	Action
<ul style="list-style-type: none"> <li>• the full board of trustees being made aware of such decisions at the earliest opportunity;</li> <li>• where, in the judgement of programme delivery committee, there was a risk of significant reputational risk, the matter being referred to the full board for decision.</li> </ul> <p>The question was raised about the extent to which learning about working in areas facing difficulty was being captured. The board were assured that significant work on this was undertaken in the programme and research teams. Much of this was reported back through the programme delivery committee meetings and trustees noted they could view all papers in the board app and could attend to observe these meetings at any time.</p> <p>The board discussed preparations for the election and the uncertainty of the current political context which had been referenced in the report. Matt Leach updated the board on engagement with both political parties and officials over recent months, which had increased significantly as a result of interest in research on left behind areas and the ongoing campaign for a Community Wealth Fund.</p> <p>The board congratulated staff for a very successful Connects 2019 event.</p>	
<p><b>8. Local Trust Investment Strategy Update</b></p> <p>The board <b>noted</b> the update paper with no further comments.</p>	
<p><b>9. Performance, risk and finance and investment reports</b></p> <p>The overview paper was <b>noted</b>.</p> <p><b>9.1. Local Trust business plan monitoring to November 2019</b></p> <p>The board <b>noted</b> the business plan monitoring to November 2019 with no further comments.</p> <p><b>9.2. Big Local Trust management accounts to 30 September 2019</b></p> <p>The board <b>accepted</b> the Big Local Trust management accounts to 30 September 2019 with no further comments.</p> <p><b>9.3. Local Trust management accounts to 30 September 2019</b></p> <p>The board <b>accepted</b> the Local Trust management accounts to 30 September 2019 with no further comments.</p> <p><b>9.4. Big Local Trust investment report to 30 September 2019</b></p> <p>The board <b>accepted</b> the Big Local Trust investment report to 30 September 2019 with no further comments.</p> <p><b>9.5. Local Trust investment report to 30 September 2019</b></p> <p>The board <b>accepted</b> the Local Trust investment report to 30 September 2019 with no further comments.</p>	

Discussion and decision	Action
<p><b>9.6. Risk register as at 13 November 2019</b></p> <p>The Board <b>accepted</b> the report and <b>noted</b> that three new risks had been added following discussions at audit and risk and programme delivery committee meetings. The risks added reflected area engagement in support offers, board engagement with the executive and awareness of safeguarding.</p> <p>The board <b>noted</b> that the investment risks would be adjusted following full implementation of the investment strategy to move to a cash/near cash portfolio.</p>	<p>NH to update investment risks in due course.</p>
<p><b>10. Policy and influencing strategy (financial)</b></p> <p>Matt Leach introduced the paper which set out a summary of the work currently being undertaken, and that which was proposed, for Local Trust’s policy-related and influencing activity. It also included a proposal to provisionally allocate funds to this work in 2020-21 to enable forward commitments to be made ahead of the coming financial year. This workstream was relatively new to Local Trust and whilst it was expected that work would continue into next year, at present there was only limited provision in the current long-term budget. The board discussed the paper and agreed the importance of being able to grow and support this workstream into the future.</p> <p>The board <b>agreed:</b></p> <ul style="list-style-type: none"> <li>• Commitments from Big Local funds in the 2020-21 budget; and</li> <li>• Reallocation of already approved Local Trust CDF budget to support policy events, consultancy and activities; and</li> <li>• Further allocation of Local Trust (CDF) funds in addition to those already committed.</li> </ul> <p>The board also proposed to the executive that if helpful a sounding board of trustees with relevant experience could be formed to support that work. This would be considered further once the strategy to 2026 had been agreed.</p> <p>The board asked separately about whether background information on Deed provisions on the allocation of funds would be provided ahead of the awayday in January. Matt Leach briefly outlined the relevant Deed provisions and confirmed that formal legal advice on spending would be included in trustees’ preparatory materials for the January 2020 away day.</p>	<p>ML to share legal advice with trustees for the away days in January 2020</p>
<p><b>11. Any other business</b></p> <p>The board expressed their thanks to the chair for his leadership and guidance over the past six years.</p> <p><b>The meeting closed at 15.00</b></p>	

## **Dates for future meetings**

### **Board and AGM**

- **Wednesday 25 March 2020** - Brookside Big Local, Telford [all day commitment – includes visit and Board meeting]
- **Wednesday 24 June 2020** – TBC [likely all day commitment – includes visit and Board meeting]
- **Thursday 24 September 2020** - TBC [likely all day commitment – includes visit and Board meeting]
- **Wednesday 15 November 2020** (including AGM) - [likely all day commitment – includes visit and Board meeting]

### **Board Awayday**

- **Thursday 23 and Friday 24 January 2020** – Hotel du Vin, Birmingham [two day commitment – includes visit, dinner, overnight stay and awayday to finish around 4pm]
- **Thursday 21 and Friday 22 January 2021** [two day commitment – includes visit, dinner, overnight stay and awayday to finish around 4pm]

### **Programme committee (at Local Trust offices)**

All meetings are 2-4.30pm unless otherwise stated

- Wednesday 26 February 2020
- Thursday 4 June 2020
- Wednesday 9 September 2020
- Wednesday 4 November 2020

### **Finance and investment committee (at Local Trust offices)**

All meetings are 2-4.30pm unless CCLA are in attendance in which case the meeting will run until 5pm

- Thursday 5 March 2020
- Wednesday 27 May 2020
- Tuesday 1 September 2020
- Wednesday 11 November 2020

### **Audit and risk committee (at Local Trust offices)**

All meetings are 2.30-5pm unless otherwise stated.

- Wednesday 29 April 2020
- Wednesday 7 October 2020

### **Nominations committee (at Local Trust offices)**

- Wednesday 11 March 2020
- Wednesday 20 July 2020
- Thursday 15 October 2020