

**Board of Trustees Meeting**  
**Tuesday 13 June 2023 at 1000**  
**WEB Minutes**

Report Information	
Meeting Date	13 June 2023
Venue	Tottenham Room, 85 Tottenham Court Road, London W1T 4TQ
Confidential/Non-Confidential	Confidential
Paper No.	02.10 LIBD2324
Author:	Emma Wood, Governance & Regulation Manager

Purpose of the Report			
To obtain approval	<b>x</b>	To canvas opinion	
For information/ to note	<b>x</b>	Regulatory requirement	
To provide advice		To highlight any emerging risks	

Summary of Report	
A formal record of the meeting	

<b>Recommendations</b> Trustees are invited to:	<b>Consider</b> and <b>approve</b> the minutes of the meeting held 13 June 2023
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Trustees Present:					
CHAIR NF	Noel Farrer Vice President / Acting President	JF	Jane Findlay Immediate Past President	MH	Mat Haslam HonTreasurer
AB	Adam Barker Non Chartered Trustee	JC	Jane Clarke Independent Trustee	CH	Chris House Education & Membership Committee Chair
PM	Penelope McNeile Independent Trustee	DN	Deborah Nagan Independent Trustee	MN	Marc Norden Independent Trustee
IP	Ian Phillips Policy & Communications Committee Chair				
Staff In Attendance:					
RH	Rob Hughes CEO	JT	Joe Thomas Head of Finance	NS	Neelam Sheemar Head of MarComms
CT	Craig Thompson Head of Governance & Regulation	NT	Naomi Taylor Head of Membership Services	EW	Emma Wood Governance & Regulation Manager
JOK	John O'Keefe Head of Education & Careers	JS	Jackie Sharp Head of Policy & Influencing		
Guests:					
JoC	John Clay (item 2.2) Advisory Council Member				
Apologies:					
	None				

Presentation	
1	Preliminary Matters

### 1.1 Welcome, Apologies and Quoracy

Noel Farrer (NF) as Chair opened the meeting and welcomed the members of the LI Senior Leadership Team (SLT) who had been invited to attend. After a round of introductions NF confirmed the meeting was quorate and would be recorded for administrative purposes

### 1.2 Declarations of interest

There were none

### 1.3 Minutes and approved actions from the last meeting

#### 1.3i Minutes of the meeting held 14 March 2023 were AGREED

For:	10	Against:	0	Abstain:	0
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#### 1.3ii Minutes of the meeting held 20 April 2023 were AGREED

For:	10	Against:	0	Abstain:	0
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### 1.4 Matters arising

The Actions Log was reviewed and updated:

2	Strategy and Corporate Planning
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### 2.1 Discussion with members of SLT

RH introduced the item confirming that 2023-24 is a transition and transformation year between 2 Corporate Plans that will focus on 3 pillars: People, Membership, Systems. Emphasised the importance of Board and staff team working together to ensure delivery. NF confirmed the LI is at a difficult moment noting: 2<sup>nd</sup> CEO to have left 'before term', challenging member behaviours and a range of other dysfunctional systems/ways of working

Each member of SLT was given the opportunity to speak openly with Board to update on areas of concern and highlight key asks.

**2.2 Confidential item****2.3 Membership Survey**

John Clay (JoC), Advisory Council member and former market research professional joined the meeting to give a joint presentation with Head of Membership Services Naomi Taylor (NT)

Board were asked to receive the membership survey report and approve the membership recommendations. Board noted that as the report was received late whilst the report could be received time would be needed to properly consider before voting on the recommendations

Board thanked JoC with a round of applause

**3 Confidential item****4 People and Culture****4.1. People, Culture & Change Committee**

The Board discussed a paper asking the Board to :

- i. approve the formation of a People, Culture & Change Committee as a Board Delegated Committee
- ii. agree the Terms of Reference

Board AGREED to approve the formation of a People, Culture & Change Committee as a Board Committee

**5 Governance****5.1. Confidential item****5.2 Standing Committees**

Craig Thompson (CT) spoke to the paper providing historical context and highlighted significant issues of concern with the standing committees, particularly the Technical Committee. It is essential that Board address these issues as part of its modernisation programme

Board confirmed that all Standing Committees should be:

- i. held to account
- ii. required to comply with their ToRs which needed to be reviewed
- iii. expected to demonstrate professional behaviour

Board also agreed that the way the Standing Committees worked with the Board needed to be re-thought.

Having considered the recommendations Board AGREED

**6 AOB****6.1 Meeting dates**

AdCo 06 July – Bd would like to attend and welcome new AdCo

**6.2 End of tenure - Jane Findlay**

As the last Board of Jane Findlay's (JF) tenure Board thanked her for her service and presented a bouquet in appreciation with a round of applause

JF thanked the Board and staff team noting that highlights of her presidency included the climate emergency, Sir David Attenborough at the LI Awards, global pandemic and lockdown, and 4 CEOs. Stating her belief that the modernisation programme will result in a kinder organisation and that the dynamism and professionalism of the volunteers is fantastic.

**Close:** The Chair declared the meeting closed at 1740