

Public Minutes for Coordinating Group Meeting

20th March 2024 - Bristol

- **Coordinating Group Members Present:** Beni Stewart, Col Gordon, Ronja Schlumberger, Susanna Waters, Dionysios 'Dennis' Touliatos, Roz Corbett, Becca Stevenson, Steve Smith, Gerald Miles, Ruth Hancock (online)Charlotte Steel (online)
- **Coordinating Group Member Apologies:** Dee Woods
- **Operations Team members present:** Alyce Biddle, Elli Folkesson, Anaelle Bouabdelli
- **Membership Secretary Present taking Minutes:** Lauren Simpson
- **Other Staff members present for relevant sections:** Abel Pearson, Ariana Chamberlain, Holly Tomlinson

Agenda	Key Discussion Points	Actions, Next Steps & Outcomes
1. Standing Items		
Operations quarterly report, presentation and proposals		
Presentation of overview of operational work in last 3 months	<p>Staff Leavers Jo Kamal, Amber Wheeler and Bryher Bloor left/leaving staff team</p> <p>New Starters: Ariana Chamberlain -2.5 days (Training Coordinator), Izzy Talks - 4 days (Research Facilitator 'Experts In Your Field'),</p> <p>Recruitment:</p>	Recruitment and induction for new starters

Local Food Action Plan Project
Coordinator - 3 days
Wales Membership Engagement
Coordinator- 2 days

Current FTE staff: 20.23

Instigated a 5% pay rise: following an agreement at the May 2023 CG meeting to increase staff pay in light of the Cost Of Living crisis and consequent fundraising work over the last year, we have been able to instigate a pay rise for all staff in March 2024. The new rate of pay is £31,512 / hourly rate £15.15 (previously £30,014 / £14.43). Fundraising has also been begun to secure a further 3% pay rise in October 2024, and October 2025.

HR policy audit: Commissioning a third party (Coops UK or People's Coop UK) to do a complete audit, including refresh and creation of our suite of HR policies. We continue to work on enhanced policies e.g. Sick Leave, Parental Leave, Overtime & TOIL, Care & Accountability etc. which take much more work and staff consultation.

	<p><u>Staff Away Day in Hebden Bridge:</u> - 29th April to 1st May. New CG members invited.</p> <p><u>Staff Wellbeing Survey:</u> sent out, based on Gallup Survey with additional relevant questions. Aim is to glean an understanding of employee wellbeing in relation to work, staff understanding of LWA practice and policies which they can access to support their wellbeing, and measure with previous years to understand how resources and support we've brought in in the last year has contributed to employee wellbeing.</p> <p><u>Employee Reviews:</u> increasing these to 6 monthly instead of annually.</p>	
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Finance and fundraising quarterly report, presentation and proposals

<p>Presentation of overview financial situation, fundraising focuses and next steps</p>	<p>The LWA is continuing in its period of consolidation after extensive growth and looking to find stability in capacity and funding.</p> <p>Anaëlle presented a quarterly report for the first quarter of this financial year alongside the whole year's budget.</p> <p>Bookkeeping is now fully in house by Finance Administrator Nancy</p> <p>Fundraising: Pitched at Network for Social Change conference; received core funding to support Membership, Operations and Food Justice roles, plus non-staff costs</p> <p>Begun conversations with Treebeard Foundation; anticipate applying to them for core funding over three years from August 2025</p> <p>Submitted a bid to the European Commission as part of the Horizon 2024 call out.</p> <p>Successfully applied for a £30k uplift to the Rothschild Foundation grant which supports the Resilient Local Food Systems workstream</p> <p>Received £8k from Scottish Farmlands Trust for work in Scotland</p>	<p>The 2023-2034 budget has been signed off</p> <p>Financial training will be offered to relevant members of staff to help with budget/cost tracking</p> <p>Fundraising for core roles/work continues to be a focus as two grant funders currently covering core roles will be ending in the next 1-2 years</p> <p>Anaëlle is working on submitting the 2022/2023 accounts, now in latter stages with accountants.</p> <p>Training identified for CG members to participate in during 2024 includes:</p> <ul style="list-style-type: none"> - Financial training - Employment Law - HR overview - Essential Coops director - Coop Risks <p>The Finance & Fundraising working group to work on an ethical fundraising guide.</p>
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Working group and staff team reports and updates

<p>Democracy and Governance Processes Working Group</p>	<p>The remit for the newly formed Democracy and Governance Working Group was agreed with the first meeting happening early April.</p>	<p>The working group will continue to develop this model and the membership will be consulted over the next 2 years to work out many more details within this model.</p>
<p>The HR working group report</p>	<p>Toil and overtime policy reviewed and agreed</p> <p>Creation of timeline for policy reviews</p> <p>Enhanced Parental leave remains in review</p>	<p>To establish a working group remit document to come back for CG approval including:</p> <ul style="list-style-type: none"> ● Pastoral support for ops team members ● Faster decision making from CG in relation to HR issues ● Oversight of legal responsibilities related to hr functioning ● Sounding board for hr related issues ● conflict resolution and grievance processes held by this group until a separate group is set up
<p>Comms Working Group</p>	<p>It was agreed to form a new comms working group between the comms staff team and members of the CG to deal with responsive matters arising that would benefit from CG input as they represent reputational risk of some kind</p>	<p>Comms staff team to create group and establish remit and ways of working</p>
<p>Staff team reports</p>	<p>The CG received pre-recorded/written updates from each staff team with the LWA.</p>	<p>Staff wellbeing survey currently live to assess what support staff need and how they're doing.</p>

		Staff structure a big focus on the April staff away days
2. Ongoing actions progress and updates: (any not included elsewhere in this document)		
n/a	n/a	n/a
3. Matters arising		
Traineeships and minimum wage	The CG were presented with information by the new entrants staff team around the issues, areas of work, concerns from members, and next steps around the law that is relevant to traineeships and volunteering as outlined in this recent blog post .	
4. Focus area		
Risk Register Review	Our risk register is currently in review	Carried forward to next meeting / via email as ran out of time
6. AOB		
Indian Farmer Solidarity	Request for support/solidarity	Following up with comms team

