

Public Minutes for Coordinating Group Meeting

6th December 2024 - Bristol

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

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 Abel Pearson to be leaving role of Communications Coordinator in January 2025.</p> <p>Elli Folkesson ended their parental cover contract end of September 2024</p> <p>New Starters: Dee Butterly has returned from parental leave November 2024.</p>	<p>Induction for new starters</p> <p>Recruitment in process for Comms Coordinator</p>

	<p>Internal recruitment to cover the role that Holly Tomlinson has now left.</p> <p>About to start recruitment for a feasibility project around delivering member services and support.</p> <p>Current FTE staff: 21.37</p> <p><u>HR policy audit:</u> People's Coop UK have completed audit, including refresh and creation of our suite of HR policies.</p> <p>Work had begun on review and adaptation of our GDPR policy</p> <p>We have begun work on making a more formal and clear complaints procedure</p> <p><u>Staff Structure:</u> The working group continues its work on proposals for new staff structure using Sociocracy as broad framework. A mapping exercise has been completed to understand the current structure, roles and relationships (both formal and informal).</p>	<p>Proposal from the working group will be presented at the staff strategy days in Spring 2025</p>
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Finance and fundraising quarterly report, presentation and proposals

Presentation of overview financial situation, fundraising focuses and next steps

The quarterly finance report was presented and discussed - as the final quarter in the year it was also a look back at the complete financial year.

The 2023/2024 accounts are in the process of being tied up ready for the accountants.

A portion of grant underspend reported which can be deferred to next year

The 2024-2025 budget was signed off in September at a budget specific meeting.

Work is ongoing to develop a long term business plan and fundraising strategy for the continuation of the Land Skills Fair.

Fundraising:

- Successful funding bid to Evans Cornish Foundation to fund ongoing work of the Migrant Solidarity Project
- Successful pitch to The Network for Social Change for the fifth and last installment of multiyear funding.
- Successful bid to Farming the Future in partnership with (and led by) Nourish Scotland to build

Training identified for CG members to participate in during 2025 includes:

- Financial training
- Employment Law
- HR overview
- Essential Coops director
- Coop Risks

A review of the LWAs bank accounts and approach to ethical investment is in process.

Submitting of the 2023/2024 accounts

	<p>the Scottish Agroecology Partnership.</p> <ul style="list-style-type: none"> • Successful bid for our horticulture campaign work - one with AgriFood 4 Net Zero, a one year research scoping project with CAWR, Urban Agriculture Consortium and Permaculture Association focussing on addressing institutional barriers to agroecology in urban and peri-urban areas. Secondly, LWA will contribute to a project with the University of Oxford, Green Alliance, and The Food Foundation <p>Bids in process to fund topics such as Political Education & training, member engagement and skillsharing events, The Agroecology Learning Collective and core funds.</p>	
<p>Working group and staff team reports and updates</p>		
<p>Democracy and Governance Processes Working Group</p>	<p>The Democracy and Governance Working Group is continuing its work in its two main workstreams:</p> <ul style="list-style-type: none"> • Organisational Strategy: A series of member engagement workshops have been designed and are 	<p>The working group will continue to develop the General Assembly model alongside the rewriting of the next organisational strategy document and the membership will be consulted over the next 12 months.</p>

<p>The HR working group report</p> <p>Comms Working Group</p> <p>Staff team reports</p>	<p>beginning to be rolled out to gather member input into the next 5 year strategy document.</p> <ul style="list-style-type: none"> Organisational Structure: A new organisational democratic map has been drawn up helping us to define the relationships between the various democratic bodies of the LWA, and their remit and responsibilities. The CG also discussed the criteria for member-led groups that have a democratic mandate through the General Assembly, and the process and criteria for agenda setting and decision making around the General Assembly. <p>Ongoing pastoral support to staff team</p> <p>A new comms working group between staff and CG now exists for matters arising related to comms</p> <p>The CG received pre-recorded/written updates from each staff team with the LWA.</p>	<p>Ongoing work to define 'bare bones'/'core' roles/functions of LWA to inform a reserves policy and strategy for a scenario with decreased funding.</p>
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	Work on staff structure and ways of working is being developed through sociocracy by the staff structure working group.	
2. Ongoing actions progress and updates: (any not included elsewhere in this document)		
CG Elections	Candidates are confirmed	Voting set to launch on 3rd January with a candidate 'meet and greet' online event 7th January
CG Code of Conduct	This is being developed as a document for CG members to sign in lieu of a contract that staff would have	
Land Skills Fair	Following on from the feasibility study that was commissioned about the future financial sustainability of the Land Skills Fair, a draft budget has been created and is under review with different scenarios to be brought to the Finance and Fundraising Working Group in January.	Ongoing fundraising and business planning work.
3. Matters arising		
Political Landscape	<p>The CG discussed the current political landscapes including the Far-right co-option of farming agendas.</p> <p>The membership team recently facilitate some member-led discussion on this, and the campaigns team led a member</p>	<p>A working group is being formed across staff, CG and member organisers to organise around opposing the far right.</p> <p>Initially the group will formulate a statement that reiterates our position in relation to the far right - and work on wider strategic analysis and</p>

	deep dive on the issue of Inheritance Tax since the Govt's budget announcement.	what to do, following on from the ideas raised at the member meetings.
4. Focus area		
n/a	n/a	n/a
6. AOB		
n/a	n/a	n/a