



BOARD MEETING MINUTES

31 May 2023

13 July 2023

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Date of meeting	31 May 2023
Time	13:44 – 16:25
Venue	Via Teams

1. INTRODUCTION FROM THE CHAIR

- 1.1 The Chair opened the meeting at 13:44.
- 1.2 Each director had received due notice of the meeting and the matters to be discussed.
- 1.3 The meeting was quorate.
- 1.4 No direct or indirect interests in the proposed transactions or arrangements to be considered at the meeting were disclosed by the directors as required by s177 of the Companies Act 2006.
- 1.5 No new conflicts of interests were declared at the start or during the meeting.

2. MINUTES FROM THE BOARD MEETING DATED 19 APRIL & OUTSTANDING ACTIONS

- 2.1. The minutes of the previous meeting were approved.
- 2.2. Action point 1: SS stated that she is now managing the DfE team responsible for S77s and offered to have a meeting with WA and AG to discuss the process for approving the disposal of surplus land.
- 2.3. Action point 3: it was noted that the advert in the Estates Gazette (EG) needed to be updated to reflect all areas of the current LocatED business. LN confirmed that the advert in the EG is mainly regarding calls for sites (that we need to secure) and as such, although in the last one we did include some additional bullets on other work, it is not really the place for a comms piece that describes what we do. LN confirmed that one of the things she has in mind is how we communicate to LocatED's target audience across government and stated that JB is working on a strategy to address broadening awareness of LocatED's services across government and responsible bodies, which is included in the action plan. MS suggested that the updated EG advert is circulated once finalised.
- 2.4. Action point 9: SS stated that she had suggested to the DfE D&I Working Group that LN should be invited to one of its meetings. LN also confirmed that she has had some good conversations with the DfE Head of Profession, on this subject.

3. BOARD COMMITTEE UPDATES

Audit Committee (AC)

- 3.1 There has been no AC meeting since the April Board meeting. The next meeting will be held on 13 July.

Investment Committee (IC) & Mixed-use Investment Committee (MUIC)

- 3.2 Three IC/MUIC meetings have taken place since the April Board meeting.
- 3.3 There are still considerable construction cost pressures in addition to land acquisitions being quite challenging across the board.
- 3.4 The IC expressed concern about resources given the number of enquiries on the advisory side of the business.

Remuneration Committee (RemCom)

- 3.5 MS updated the Board on the main items discussed at the RemCom meeting held on 15 May, namely Performance Related Pay for the year ending 31 March 2023, Annual Pay Review 2023/24 and the 2023-24 Performance Related Pay Framework.

4. SHAREHOLDER'S UPDATE

- 4.1. SS informed the Board that with regard to the recruitment of a new Chair of LocatED, the SoS has approved the new panel to review the applications. The applications will then be sent to the SoS for any comment, with sifting to take place by the end June.
- 4.2. The DfE is expecting a NAO report at the end of June in relation to the condition of the school estate.

5. CHIEF EXECUTIVE'S UPDATE

- 5.1. LN updated the Board on the points set out in her report in relation to LocatED's participation in various conferences and events.
- 5.2. Regarding diversity and inclusion, The People and Development Team has arranged the biggest cohort of work experience students for the summer. In addition, there are over 50 confirmed attendees for the next early career professional networking event taking place on 20 June.
- 5.3. The Government Property Awards categories have been announced. It will be taking place on 26 September and LocatED will be submitting as many nominations as possible. LN is hosting the event again.
- 5.4. LN gave an update on action point five regarding the resourcing plan. The Operations Team reviewed and updated the Business Case Ready Reckoner to reflect current and expected volumes of work in all business areas. This is based on commissioned and expected work, with the outcome being that the required resource is only 0.4 FTE short of our current resources.
- 5.5. MS made the point that LocatED should be looking ahead to decide what resources would be needed in the next three years. LN stated that LocatED was at the start of its two-year business case cycle (1 April) and discussions about how LocatED structures itself to reflect the current workload is ongoing.

LN stated that she is happy to support the UK Boardroom Apprenticeship programme as included in her update and welcomed views from the Board. The Board agreed, in principle.

6. ACQUISITIONS & DISPOSALS UPDATE

- 6.1. GW presented the acquisitions and disposals update.
- 6.2. The first deal of the year was exchanged last week.

7. ASSET MANAGEMENT PORTFOLIO UPDATE

- 7.1. GW presented the asset management portfolio update.

8. MIXED-USE AND DEVELOPMENT UPDATE

- 8.1. KF and WM updated the Board on the current mixed-used projects.

9. ESTATE EFFICIENCY UPDATE

- 9.1. WA updated the Board on the current estate efficiency projects.
- 9.2. With regard to resourcing, WA confirmed that the various property teams are working collaboratively across LocatED and recruitment is now also taking place for a Development Surveyor.
- 9.3. A guidance document to assist landowners with the process is now available and will be officially launched soon. The launch may include regional workshops targeting trusts directly.

10. FURTHER EDUCATION & ADVICE UPDATE

- 10.1. The Board acknowledged the information contained in the further education and advice update.
- 10.2. PE requested a one-page update on Brooklands College.

11. KEY PERFORMANCE INDICATORS UPDATE

- 11.1. PE queried the method for assessing the quality of advice provided under KPI1. LN confirmed that it would be assessed via a pulse survey.
- 11.2. The Board approved the updated KPIs.

12. AOB

- 12.1. LN will look at the wider plan from JBa to determine whether advertising in the Estates Gazette was still relevant: are there better options to reach various audiences and whether it would be needed monthly or quarterly (or some other frequency).
- 12.2. CT queried whether the Annual Letter had been received. LN to follow up with NP.
- 12.3. There were no other items under AOB.

The meeting ended at 16.25.