



NATIONAL CITIZEN SERVICE TRUST

Minutes of a meeting of the board of directors held by conference call at 5:30 pm on Friday 20th December 2019

Present:	Brett Wigdortz (Chairman)	John Maltby
	Tristram Mayhew	Lord Iain McNicol
	Ndidi Okezie	Ashley Summerfield
	Paul Cleal	
	Sarah Knight (Secretary)	Jermain Jackman (youth representative)
	Michael Devlin (Secretary maternity cover)	
Apologies	Dame Julia Cleverdon	Flick Drummond (Flick Drummond (who has ceased to participate in the Board and management of NCS Trust during her election campaign)
	Ian Livingstone	Dame Sally Coates

1. Welcome and declaration of conflicts of interest

- 1.2 No conflicts of interest were declared. It was noted that Mr Livingstone, Dame Julia Cleverdon and Dame Sally Coates were not present on the call, but as Mr Livingstone and Dame Julia Cleverdon were on the search panel their thoughts were well understood. In addition, these individuals had sent thoughts in advance via email.

2. Decision on CEO

- 2.1 A preferred candidate was presented by the chair of the search committee, following a rigorous selection process, that had included interviews with the chair of the board, search committee, a youth panel, and DCMS. A diverse shortlist had been considered.
- 2.2 After reading through interview reports and references all board members were comfortable and excited about the preferred candidate presented by the search committee.
- 2.3 It would be important to implement a support plan to support the candidate, including through a strong transitional structure in the early weeks.
- 2.5 It was noted that the youth panel had been particularly impressed with the community work the candidate took part in in their daily life, which embodied the NCS ethos and demonstrated a passion for young people.
- 2.6 It was agreed that the preferred candidate should be offered the job, and also that a 6 month notice period should be in place.

3 Transition committee

- 3.1 It was agreed that a transition committee should be embedded in the

organisation until and shortly after the new CEO was in place, to support continuity of institutional memory and governance. This committee would consist of at least two non-executive directors, the outgoing and incoming CEOs, and the CoSec. Non-executive directors would be paid at the same rate as the Chair of the Board.

- 3.2 This option had been discussed with the DCMS sponsor team who were supportive; it was noted that the Government Representative, as a member of the Remuneration Committee, would be separately consulted.
- 3.3 DCMS had also recommended seconding a DCMS Civil Servant to support the committee; this was supported in principle; though it was noted that an interview would be necessary, and it may be prudent to wait until the transitional committee was embedded and the CEO had joined before introducing such a role. It was also noted that there would need to be a clear role and deliverables for the person if NCS Trust was paying for the role. .

4 Departure of Michael Lynas

- 4.1 It was agreed that following the new CEO's arrival, Mr Lynas would continue to support the transition for a 6 month period as a consultant.
- 4.2 In respect of Mr Lynas' many years of service to the CIC, the Board supported an approach be made to the CIC board to mark Mr Lynas' time with the organisation as well as supporting his development and transition through the provision of coaching and support.

The meeting closed at 6:30 pm.

These minutes were approved as a correct and complete record of the proceedings by the board at its meeting on 23rd January 2020 and signed by the chairman as authentication.



Chairman