

NATIONAL CITIZEN SERVICE TRUST

Minutes of a meeting of the board of directors held by teleconference at 11:00 am on Friday 01 May 2020

Present*:	Brett Wigdortz (Chair)	Mark Gifford (CEO)
	Paul Cleal	Dame Julia Cleverdon
	Ndidi Okezie	John Maltby
	Ian Livingstone	Lord Iain McNicol
	Dame Sally Coates	Ashley Summerfield
		Jermain Jackman (Youth representative)
	Deborah Tavana (observer)	
	Michael Devlin (Secretary)	

Apologies: Tristram Mayhew

In attendance*:

<i>NCS Trust</i>	Nick Smith (item 3)
	Dan Wainwright (item 3)

*all by teleconference

1. Welcome and declarations of conflicts of interest

- 1.1 Mr Wigdortz welcomed the Board to this extraordinary meeting.
- 1.2 There were no new conflicts of interest raised by any member.

2. Management reporting

- 2.1 CEO Update - Mr Gifford provided the Board with an update on recent activity within the Trust in response to the coronavirus in particular the work organised to deliver to Young People under the streams of 'Staying connected', 'Keep doing good' and 'Moving forwards'. Mr Gifford updated the Board on recent decisions within the context faced by the Trust and the budget implications as well as the impact on suppliers. Mr Gifford outlined that there had been a strong focus on managing the change required and the commitment to return to the Board to update and also seek approval as needed.
- 2.2 Mr Gifford agreed that there needed to be greater communication to the public and the sector on what is taking place in lieu of the planned programme activity in 2020. This communication requires DCMS support and is something the Trust were working actively with the government to resolve so that this can be achieved.
- 2.3 Mr Gifford updated the Board on the communication taking place internally with staff including regular town halls, and the recently completed staff survey that will provide a good data point and the results of which will be presented to the Board People Committee in May.

3. Annual Business Plan

- 3.1 Draft plan for comment - Mr Smith and Mr Wainwright joined the call to support the item.

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- 3.2 Mr Gifford outlined the Annual Business Plan as tabled and the timing for it being laid before parliament. Mr Gifford outlined the purpose of the document to provide a high level overview meeting the government agenda as well as the NCS strategic foci with the wider context in terms of coronavirus and 2021.
- 3.3 The Board requested that the following areas be further accented in the plan in terms of how things might change in 2021; the aim to improve social cohesion, the shift to support volunteering more, the upweighting of the digital offer given its impact in terms of it being the future meeting place, the long term alumni plan, the commitment to the youth boards and their voice as well as other organisations NCS partners with, and finally the long term reduced central costs (as a lesson from the coronavirus change in ways of working experienced in 2020). The Board approved the Business plan following these changes.
- 3.4 Mr Gifford confirmed to the Board that in addition to the plan being laid, there would be work on the external communication approach to ensure the messages land succinctly and clearly within the wider community.
- 3.5 Mr Smith and Mr Wainwright left the call.

4. Governance

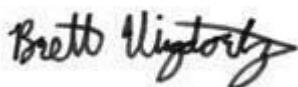
- 4.1 Board minutes for approval - The minutes for the 02 April 2020 meeting were approved by the Board.
- 4.2 Board action log - The log was discussed with Mr Wigdortz agreeing to urgently focus on the approach with the Minister for Schools with Mr Gifford.

5. AOB

- 5.1 Strategy away day - Mr Wigdortz updated the Board that a date in mid July would be proposed for this day to take place, either physically in London or virtually, dependent on government guidance. The focus for the day would be largely on the strategy for Summer 2021.
- 5.2 Board membership: Vacancies - Mr Wigdortz updated the meeting that Dame Sally had indicated her intention to stand down at the end of 2020, adding a third vacancy to the public appointment process Mr Devlin was leading on the Board's behalf.

The meeting closed at 12:04 pm.

These minutes were approved as a correct and complete record of the proceedings by the board at its meeting on 04 June 2020 and signed by the chairman as authentication.



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Chair