

ChargeUK Board: Minutes of Meeting

Date: Wednesday 20 March 2024, 11am

Attendees:

Chris Pateman-Jones, Steve Dunlop, James McKemey (JMK), Ian Johnston, Dan Simpson, Harry Methley, James Millar (JM), Krisha Indrakumar, Emma Cutler

Discussion

Introduction

1. Welcomes and introductions were exchanged, with the competition policy flagged.

Reports from working groups

2. DS updated on the meeting that DS and HM had with CPJ. Discussed the need to create a list of ongoing products that the Secretariat needs to deliver, such as standard sets of slides.
3. CPJ spoke through the products that ChargeUK would benefit from to be produced by the Secretariat, such as standard slides on the role of ChargeUK and the impact of its members, as well as presentation slides (for use by the board members) on each of the key topics the organisation will focus on each year. These should be stored on a members section of the website, giving members visibility of the topics and positions being represented in public and private forums on their behalf.
4. HM updated that the ChargeUK website is being updated soon and should be ready shortly.

Terms of reference

5. DS updated on the terms of reference. HM presented the document.
6. IJ suggested that the standing charges should move from the Policy Committee to the Infrastructure Deployment Working Group.
7. JMK spoke about the Policy Committee meeting cadence. It was agreed that there would be one standing Tuesday meeting every fortnight, with the additional meeting only used when needed.
8. SD noted a suggestion about the Board directing the Policy Committee's workplan.
9. CPJ noted that the Communications Committee should be closely aligned to OZEV and their workplan, with a view to continuing to position ChargeUK as the voice of the industry and also ensuring that the organisation is not caught off guard when the government announces plans relating to our industry.
10. JMK spoke on the importance of collecting data to help support ChargeUK's claims and messaging.
11. CPJ suggested doing quarterly updates on what ChargeUK and its members are doing to amplify positive messaging. CPJ suggested that undertaking an economic impact assessment would be valuable.
12. The Board approved the Terms of Reference.

Transparency Policy

13. HM presented the transparency policy document.
14. SD asked whether interests would be reported and CPJ questioned whether we can add the job specs for the CEO and Chair to go alongside this.
15. When discussing the diversity issue, it was noted that this may be an issue that the new CEO can advocate for. DS noted that ChargeUK can look to adopt diversity best practice protocol from similar organisations.
16. The Board approved the Transparency Policy.

Board vacancy

17. The Board approved the opening of nominations for the Board vacancy with a deadline of 2nd April for nominations.

BVLRA

18. HM and IJ would take the meeting tomorrow and report back.
19. CPJ suggested that it would be good to have an education/knowledge sharing process (similar to that now in place for HS) for members who are less aware of certain topics and areas, such as the RTFO as greater knowledge of such topics within the members will help in amplifying ChargeUK external messaging.

AOB

20. HM flagged that that the National Associations EV Charging Forum - Q1 2024 meeting was occurring today. The Secretariat are happy to attend this on behalf of ChargeUK.

Actions

1. Secretariat to amend Terms of Reference following amendments suggested during the meeting.
2. Secretariat to share forward plan with all meetings and events for this year.
3. Secretariat to open nominations for Board vacancy.
4. Secretariat to open vacancies for heads of working groups.