

## ChargeUK Operations Committee

Date: Friday 31 May, 3pm

Attendees: Steve Dunlop, Vicky Read, Shaun Quirk, Nick de Mestre, Adrian Fielden-Gray, Dan Simpson, Harry Methley, Connor Whyton

### Discussion

#### *Introductions*

1. DS flagged competition policy and SD welcomed the group, outlining that the group would oversee budget and governance issues.
2. VR noted that for the first year of its existence, each member of ChargeUK was contracted to Connect. As of March this year, ChargeUK now exists as an entity itself. She added that progress was being made in building the foundations of this company – which this group would be key in. DS introduced Connect and outlined their role.
3. VR updated that the All-Member Council would be taking place on the 14<sup>th</sup> of June.

#### *Finance*

4. VR noted that the company is in the process of securing a bank account. She added that an accountant would be hired to support the group in running financial operations. The accountant would assist in book-keeping, budget preparation, VAT and tax returns, and financial regulation.
5. VR outlined two candidates for the role, with attendees noting the importance of a personalised service, and a candidate being able to cover the scope of required operations. SD suggested retaining the accountant on a performance-based contract.
6. DS noted that membership payments had been invoiced by Connect, so at some point there would need to be a reconciliation from Connect of membership fees and company service fees, with membership money being sent back to ChargeUK. He added that some members are still going through process of membership sign up, so this would have to be done in a phased way. VR added that an auditor would be appointed to oversee this process.
7. DS updated on membership fees. He noted the several categories of membership, and the differing status of members – with some to be approved at the next AMC. After these membership agreements are signed, Connect will invoice year one membership fees on behalf of ChargeUK.
8. DS updated that so far, just over 30 memberships agreements are in progress, and there are a few who are yet to proceed in this process. 20 members have completed stage one and two of the membership agreement. 5 have completed the full process. If every member completes and pays – membership fees would be £810,000.
9. DS updated that of members who haven't signed, ChargeUK had received engagement from legal or procurement teams of at least half of these. Of the remainder, a couple provided risk – which will be flushed out by the AMC process.
10. NDM asked when the last contact had been made with such members, HM updated that this information would be shared with the board, and that another 6 potential members were in contact.
11. DS updated that conversations with CPOs were moving towards more start up members, so conversion rate was down. With the accelerated membership income to this point, it was noted that income in this area would be more gradual this year.

#### *Budget*

12. VR shared a draft budget with attendees, and noted that a full budget would be shared at the AMC. She added that income loss will be offset by membership fees. She updated on all other company outgoings, including on operations, research, external affairs and contingency.
13. AF suggested a need for legal fees and Pinsetts contribution to be covered in the draft.
14. VR added that the company would have a better idea of membership income going into the Autumn.

### *Governance*

15. VR noted that NDM and Chris Pateman-Jones were currently registered directors of ChargeUK, and that NDM would be removed in due course.
16. DS suggested that those joining halfway through the year will pay a pro rata fee. He added that paying fees from the point of joining could provide less stability in terms of budget planning.
17. DS updated that proposals to align membership year business activity with the ChargeUK year would be brought forward at the AMC. The importance of doing this without causing any members financial issues was noted.
18. HM updated that invoices for this year have been issued, so the suggested change would come into force at the start of the 2025, with an extra moth on 25/26 for full invoices. On pro rata payments, he presented the options of either an extra month now or 13 a month invoice next year. These options will be clearly expressed at the AMC.
19. AF noted the importance of certainty, so suggested reducing complications for members. HM added that Connect would revisit and recirculate proposals before the AMC. SD summarised that whatever path chosen, the level of disruption should be low, with no penalty for members.
20. DS updated on the role for industry associate members set out in articles. Since the role of individual working groups has developed, it was recommended that associate members should be allowed to participate in these groups, but not have the full vote on company decisions. VR noted the opportunity to have specialists join these groups, which would add value for associate members.
21. SD and SQ noted the value in the recordings of these sessions for people to feed back to their companies.
22. Attendees agreed on the merit of this idea, which will be presented at the AMC.

### *All Member Council*

23. DS updated that draft AMC papers will be circulated by to the group by Monday next week, before being finalised next Friday.

### Actions

- Secretariat to circulate draft AMC papers with group.
- Secretariat to include proposition for industry associate members to join working groups in AMC papers.