

# LACA-Lead the Change board meeting minutes

## Conference call

06 July 2020

Attendees	Apologies
Emer Timmons – Co Chair	Elysia McCaffrey
Denis Woulfe - Co Chair	Jane Vose
Baroness Ruby McGregor-Smith CBE	
Emma Codd	
Caroline Waters OBE RSA CiPD	
William Touche	
Dr Randall S. Peterson	
Michael Prescott	
Silvia Zborovjanova - Secretariat	

### 1. Welcome – Emer Timmons (ET)

- 1.1 ET welcomed members and noted apologies from Baroness Ruby McGregor-Smith CBE, Elysia McCaffrey and Jane Vose.
- 1.2 ET expressed appreciation for the members to join the conference call and for their support.

### 2. Approval of minutes – Denis Woulfe (DW)

- 2.1 DW led the review of the draft minutes from the board meeting held in March. The draft was shared prior to this meeting.
- 2.2 The minutes were approved by all members and will be published on LACA's website.

### 3. Engagement programme – Denis Woulfe, William Touche (WT)

- 3.1 *A new Employment Charter* – a draft document was shared with the board members prior to this meeting. DW and WT updated members of the idea and objective. The draft advice paper is now with the Government for the review. Once they send the feedback, DW and WT will lead the drafting of a charter document and present to the board for approval. The document will cover the engagement process and specifics of Government support.
  - 3.1.1 DW and WT will propose the engagement list when the document is ready to be shared externally.
  - 3.1.2 The board members also suggested several other bodies for the potential collaborators and supporters.
  - 3.1.3 ET and Michael Prescott (MP) will propose a media comms plan whilst the document is being finalised.
- 3.2 *Ambassador programme* – the draft of this programme was shared with the board members prior to this meeting and the feedback received. DW will share an updated copy by the end of August and once approved will be posted on our website. A draft list of potential ambassadors will be circulated to board members for comment.
  - 3.2.1 EM & MP will propose an engagement event once the COVID restrictions are lifted. In the meantime, an online webinar will be considered.

- 3.3 *Barriers to success* – workshop was scheduled after this board meeting call. DW will produce and share the document for the review by 15 August.
- 3.4 *Website* – new revised website is currently being completed with the aim to be live by the end of August. The provisional link/website was shared with the board members prior to this meeting. The final link before the launch will be shared. Board members were asked to send any updated Bios to Silvia.

#### **4. Report on the progress by other groups**

##### **4.1 *Policy advice, research update – Emma Codd (EC), Caroline Waters (EW) and Elyssia McCaffrey (EM)***

- 4.1.1 EC provided the updates about the sponsorship collateral and a roadmap which is now being updated and also awaiting the final approval. Once approved, Emma will share the copy with the board members and it will be uploaded to LACA's website.

##### **4.2 *Media comms and events – Emer Timmons (ET) & Michael Prescott (MP)***

- 4.2.1 GEO shared an events calendar. ET explained that due to COVID-19 restrictions there are not many events being held at the moment and many are being cancelled or postponed. Consideration being given to an online forum.

#### **5. Next steps & AOB – DW**

- 5.1 DW summarised the meeting's discussions. Minutes will be produced for agreement at the next meeting and action points as soon as possible.
- 5.2 ET explained that ET and DW are looking to extend LACA board and asked existing board members for any suggestions for the new potential board members.
- 5.3 Dates for 2020/2021 will be shared by the end of August.