

NOTE OF THE FIRST MEETING OF LEVY BOARD (UK) – TUESDAY 6 MARCH 2007

PRESENT:

Janet Bainbridge, Tim Bennett, Chris Bones, John Bridge (Chairman), Lorraine Clinton, John Cross, Clare Dodgson, John Hall, Stewart Houston, Jonathan Tipples

IN ATTENDANCE: Nafees Meah, Kevin Roberts, Sue Walker

The first meeting of the 'Shadow' Levy Board (UK) was held on Tuesday 6 March 2007 in London.

Below are noted the key issues discussed at the meeting.

1 The Board accepted the interim Terms of Reference tabled, which outlined the key milestones and activities to be undertaken by Levy Board (UK) prior to formal vesting day on 1 April 2008. These included strategic development, business planning, financial forecasting and the transitional arrangements with the existing levy boards. The Statutory Instrument (SI) will outline the powers of Levy Board (UK) and will provide LB(UK) with the authority to manage the new arrangements from 1 April 2008 onwards.

2 The Board agreed to set up three shadow board committees, each to be chaired by an independent member of the Board. The Committees and Chairs are: Audit Committee (Clare Dodgson); Nominations Committee (Lorraine Clinton) and Remunerations Committee (Chris Bones). The Committee Chairs will work with the six new Sector Company Chairmen on appointments, business planning and establishment issues.

3 The Board discussed the establishment of a common format for the Memorandum and Articles of Association for the six sector companies.

4 The Board agreed a common procedure for the appointment of members to the Boards of the six Sector Companies. The Board will consider detailed proposals for these appointments at its meeting in April, with a view to having the Boards in place by the end of June.

5 The Board discussed at some length business planning for both Levy Board (UK) and its six subsidiary companies and the transition arrangements which will involve the existing five levy boards

6 It was agreed that Levy Board (UK) will meet on a monthly basis on the first Monday in the month. The next meeting will be held in London on Monday 2 April at 14.00.