



LBG Steering Group

LBG is a network of companies, managed by Corporate Citizenship and run by members for members.

The LBG is overseen by a Steering Group made up of members who volunteer for a fixed term of office, normally three years.

Current steering group members:

The steering group is chaired by **Matt Sparkes** of the Linklaters. Other members of the Steering Group are:

- Karen Derbyshire - Barclays
- Paul Broadhead - Rolls Royce
- Camilla Drejer - Accenture
- Debbie Watson - Freshfields Bruckhaus Deringer
- Stephen Hogan - PwC
- Olivia Whitlam - Siemens
- Chloe Keen - Nationwide
- Eduardo Moura - EDP
- Stefan Rissi - JTI
- Kate Willoughby - DP World
- Emili Budell – RELX Group
- Laura Vickery – Jaguar Land Rover
- David Vazquez – Go Ahead Group

The structure and function of the Steering Group is outlined in its [Terms of Reference](#)

LBG Steering Group Terms of Reference

Role of the LBG Steering Group

The LBG (formerly London Benchmarking Group) refers to not only the model but also the 100+ member companies who use it to measure their community investment programmes. Created by Corporate Citizenship (CC), the model is open source and so is available for anyone to use. Member companies pay a fee to CC for their package of member benefits and this also contributes to the development and application of the model, ensuring it remains fit for purpose and protecting its brand and integrity worldwide. An elected Steering Group exists to represent these paying members' interests and act as guardian of the model.

The members of LBG represent both UK and non UK headquartered organisations and report a mix of UK-only and international data.

Steering Group membership is open to all LBG members and should achieve a balance across industry sectors, size, international reach and experience in applying the model.

Aims and Function of the LBG Steering Group is to act on behalf of members to:

- Maintain and enhance the quality and consistency in applying the LBG model.
- Work with Corporate Citizenship to encourage new members to join LBG and sustain the existing membership
- Ensure that members are getting what they need from membership including value for money
- Review and shape the external communications strategy for LBG
- Ensure that member services, including events and the website, are meeting the needs of members
- Ensure that LBG is developing in a direction useful and helpful to members
- Support Corporate Citizenship with the international development of the LBG model and local benchmarking groups, acting as guardians of the LBG model overall
- Agree annual membership fees and ensure that membership fees are applied effectively to the running of the LBG membership group.
- Provide a steer on operational matters which do not need full Plenary consideration;

Expectations of Steering Group members

Members agree to:

- Ensure that their own company data adheres to LBG guidance and policy and lead by example such as getting their company's data assured.
- Reference LBG in external reporting where possible
- Encourage usage and wider take up amongst existing members and externally
- Support data collection process by submitting an annual return data
- Support LBG in the follow-up with members not reporting more than one year or not adhering to the LBG methodology

Role of Chair

- Chair Steering Group meetings
- Chair the LBG annual plenary
- Be a sounding board between meetings for Corporate Citizenship
- The Chair will serve for 2 years in this role with the option to serve for two further years if agreed by the steering group.

Tenure of Steering Group member

- The Group should consist of up to 15 members with a quorum of four to make a decision.
- Steering Group members commit to a three year term. After that time steering group members may nominate themselves for re-election for a further three years. This must be agreed by the steering group, then put to the wider membership for agreement (either through the LBG newsletter or with a show of hands at the annual meeting).
- When a Steering Group member has served two terms they must stand down. They can put themselves up for re-election after a period of one year.
- It is understood that sometimes members may not be able to serve out their term.
- Steering Group members representing a particular sector should be aware of measurement issues within that sector
- Steering Group members should be prepared to answer member questions or take member feedback to the Steering Group
- Members will be replaced by the LBG succession process noted below.
- Biographies and contact details of each member to be posted on the LBG website.
- Succession process of Steering Group members

Appointing new Steering Group members

When new Steering Group members need to be recruited to fill any available member slots, the following process will prevail:

- Request for volunteers is put to the members of the relevant sector group that are not represented
- Biographies of the volunteers are circulated to the existing Steering Group as a recommendation for decision and approval
- Final list of new members is put to the full membership in the newsletter or at the annual meeting for their approval

Steering Group Meetings

Steering Group meetings are held at least four times a year:

- Corporate Citizenship will coordinate the meetings and be responsible, in conjunction with the Chair, for preparing the agenda, circulating the papers ahead of the meeting, managing meeting logistics, taking minutes, distributing minutes to the Group, and follow-up actions as agreed by the group.