

**Minutes of the Socitm Board of Directors Meeting held 06 November 2008  
At Camden Town Hall**

<p><b>1</b></p>	<p><b>Directors Conflict of Interest</b></p> <p>None were advised</p>	<p><b>Action</b></p>
<p><b>2</b></p>	<p><b>Minute of previous meeting</b></p> <p>The minutes were agreed</p>	
<p><b>3</b></p>	<p><b>Matters arising from previous meeting</b></p> <p><b>VAT Controls</b></p> <p>Melanie Smith advised that VAT reconciliations were now under control.</p>	
<p><b>4</b></p>	<p><b>Succession of Vice President to President</b></p> <p>Steve Hopson advised that due to the uncertainty in his personal circumstances on whether or not he would still be employed in Local Government in 2009 he was proposing standing down as President Elect in favour of Steve Palmer and continuing as Vice President for an additional year.</p> <p>Steve Palmer replied that whilst he regretted the circumstances he was agreeable to standing in but stressed that his availability was unlikely to match the commitment made by Richard Steel this year.</p> <p>Richard to report this change in his next President's report and it will be subject to the AGM and elections.</p>	<p><b>RS</b></p>
<p><b>5</b></p>	<p><b>Budget</b></p> <p><b>Financial Reports</b></p> <p>Melanie Smith reported a projected profit of [REDACTED] monthly and no additional expenditure.</p> <p>David Bryant requested a forecast for December as it was a short working month and Jos Creese questioned whether a mechanism was in place to ensure expectations were met.</p> <p>David Houston responded that business to 2008 year end was looking solid but would further scrutinise the data provided and report back.</p> <p>Concerns were expressed with regard to the effects of the 'credit squeeze' on local authorities. Assurance needs to be obtained from Consulting on projections and analysis of how this could</p>	<p><b>DH</b></p>

	<p>affect their business. Whilst some of the smaller authorities could be struggling with cash flow problems and hence cutting back on projects there might also be opportunities for IT consultancy to assist them over this period. Martin Greenwood and Doug Maclean to be contacted.</p> <p>Melanie Smith reported on a dispute re the invoice from Celtic Manor (autumn conference) in that it was [REDACTED] greater than expected. She will advise SBD on the outcome.</p> <p>Adrian Hancock suggested that the fact this issue arose at all may point to some work to be done around the procurement and contractual arrangements for Events.</p> <p>Melanie Smith reported the Insight business stream was on target to achieve [REDACTED] profit as per the business plan. Concerns were expressed about the increase in expenditure. Expenditure and income will be monitored monthly during 2009. David Houston reported that from January 2009 Insight would contribute to corporate costs. Contract negotiations are still continuing with Martin Greenwood and consultants employed by Insight.</p> <p>Corporate Services are still on target – there are still outstanding issues to be resolved.</p> <p><b>Progress against Affiliates Recommendations</b></p> <p>David Houston presented a report reviewing the Board’s progress against the Affiliates recommended five guiding principles and ten specific actions. David reported that a very high degree of progress had been achieved or about to be achieved. It was agreed that a copy of the report be sent to John Serle for his consideration and comments.</p> <p><b>Progress with Socitm Consulting Ltd MOU</b></p> <p>It was agreed that the MOU would be extended until 31 March 2009 in order to allow time to see if this was working and to refine the full contract to allow different profit margins on different work streams. David Houston was confident that the MOU was working but would be clearer by the next board meeting.</p> <p>Adrian Hancock suggested that a letter from the board be sent to all consultants to thank them for the efforts they have and are making to ensure that the transition we are going through is and remains successful for Corporate and Consulting.</p>	<p><b>AH</b></p> <p><b>MS</b></p> <p><b>AH</b></p> <p><b>MS/DH</b></p> <p><b>AH/MS</b></p> <p><b>AH/DH</b></p> <p><b>DH</b></p> <p><b>RS</b></p>
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	<p><b>Budget 2009</b></p> <p>The draft budget includes provision for increased resourcing i.e. a full time Commercial Director. The revenue from membership subscriptions would be variable depending on the new membership model and our ability to market it. System costs for CRM/CMS will amortised over 8 years for software and 4 years for hardware.</p> <p>Steve Palmer requested a profiling of action to be taken should there be a loss of revenue from Consulting.</p> <p>Adrian Hancock advised that there was significant potential for additional income but there was a need to expedite the creation of the Commercial Board.</p> <p>David Bryant suggested that costs needed to be reduced in line with income from membership subscriptions rather than a reliance on income from Consulting.</p> <p>Richard Steel reported that discussion on this were ongoing and would report further to the next meeting.</p>	<p><b>AH/DH</b></p>
<p><b>6</b></p>	<p><b>National Advisory Council</b></p> <p>Richard Steel outlined the need for NAC to set priorities and policy which would then be followed by a poll of the membership to set priorities for the Society. Socitm Futures reported to NAC and therefore NAC needed to set their agenda.</p> <p>Jos Creese stated that we need to set priorities as a society rather than ‘fashionable, personal agendas’.</p> <p>Adrian Hancock suggested a clarification paper to Futures and NAC on their agendas.</p> <p>Richard Steel to write to chairs of both groups to clarify their position.</p>	<p><b>RS</b></p>
<p><b>7</b></p>	<p><b>Socitm Futures</b></p> <p>Mark Brett had produced a report which is available on the GovX space.</p>	
<p><b>8</b></p>	<p><b>Membership Reports</b></p> <p>NAC had requested the appointment of a director with</p>	

	<p>responsibility for membership communications. Richard Steel accepted this role until the end of his Presidential year.</p> <p>David Houston/Adrian Hancock had posted a discussion paper on Socitm Strategic Direction and Membership Options on the GovX space. This was discussed at length.</p> <p>Rose Crozier offered support to establish the new membership board with a view to progressing new membership options.</p> <p><b>Corporate Membership</b></p> <p>AH suggested that this ran as a pilot for the 1<sup>st</sup> year in order to manage risk and identify any issues. There would need to be a number of types of organisation and fees would be based on the Insight banding model. Initial suggestions are: -</p> <ul style="list-style-type: none"> <li>• One invoice will cover the whole package</li> <li>• Members must apply as it will be on an individual basis</li> </ul> <p>David Bryant advised that if fees were based on the Insight model then the starting point would be too high for many commercial organisations. David Houston responded that there was a need for more work with the private sector in terms of membership and what the society could offer. It was agreed to progress the available options with the possibility of using Bernard Gudgin as a resource.</p> <p><b>Events</b></p> <p>Richard Steel proposed that the Events Committee be a given a target of the February 2009 SBD meeting to produce a specification of requirements and a project plan of how these would be delivered.</p> <p>Steve Palmer reported that following the success of the autumn conference at the Celtic Manor they were exploring this venue as a potential for a three year deal – venues already booked for 2009 and 2010 (Edinburgh/Brighton).</p>	<p><b>RS</b></p> <p><b>RC</b></p> <p><b>SP</b></p>
<p><b>9</b></p>	<p><b>Commercial</b></p> <p><b>Insight business plan</b> Work has been carried out on the 2009 business plan and it was agreed that this could now be presented to the Insight Steering Group</p>	<p><b>JC</b></p>

<p><b>10</b></p>	<p><b>Issues &amp; Actions List</b></p> <p>It was agreed that all directors would update the list previously circulated and return to Richard in order for him to update this.</p>	<p><b>All</b></p>
<p><b>11</b></p>	<p><b>Time Commitments</b></p> <p>Richard Steel advised that his paper on time commitments required from directors would be deferred to the next meeting.</p>	<p><b>RS</b></p>
<p><b>12</b></p>	<p><b>Board Development</b></p> <p>Adrian Hancock had produced a late paper to be studied post meeting. David Bryant expressed concern that all proposals would result in an increase in the composition of the board and might have an adverse effect on decision making.</p> <p>David Houston advised that [REDACTED] had offered his services as a non-executive director. Richard Steel responded that, at present the SBD should not be expanded without a specific skills analysis. Richard will write to [REDACTED] on behalf of the board.</p> <p><b>Skills requirements</b></p> <p>Adrian Hancock advised that he would put forward proposals via GovX and invited all to comment by the next meeting.</p>	<p><b>RS</b></p> <p><b>AH</b></p>
<p><b>13</b></p>	<p><b>Relationships with Peer organisations &amp; Stakeholders</b></p> <p>Richard Steel offered to prepare a short paper which would identify the organisation the society was engaging with, what these relationships could offer the society and its members and proposals on how to proceed</p>	<p><b>RS</b></p>
<p><b>14</b></p>	<p><b>Systems &amp; Resources</b></p> <p>Adrian Hancock advised that financial and project plans had been drawn up which covered CRM, CMS, finance and hosting. The 'live' date for CRM is mid January 2009 and CMS end of March 2009. It was agreed to accept future reporting by exception.</p> <p>The Exchequer finance system has been taken over by IRIS who has an upgrade programme which does not fit with our timescales. Gold Vision believes there is compliance between the systems and therefore upgrades can be taken at a later date.</p>	

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	<p>Rose Crozier requested sight of the 'issues' log in order to mitigate risk.</p> <p>Richard Steel advised that feedback from the recent meeting with Boilerhouse was still to be received.</p> <p><b>Staffing &amp; Contracts</b></p> <p>Adrian Hancock has produced job descriptions for key corporate personnel. Contracts are awaiting signature.</p> <p>The past, current and future role of Melanie Smith was discussed at length. SBD delegated responsibility to Adrian Hancock to negotiate with Melanie and establish an appropriate contract.</p> <p>Richard Steel recognised the contribution made by David Houston and it was agreed to extend his contract until the end of March 2009. David to work with Adrian Hancock to identify the skills needed for a London based successor to be in place by 1 April 2009.</p> <p>David Bryant questioned David Houston as to his availability and willingness to remain in position after 31 March 2009 possibly on reduced hours as there could be advantages to the Society for him to remain in this role. David Houston replied he would be available for as long as the Society needed his services.</p>	<p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH/MS</b></p> <p><b>DH/AH</b></p>
<b>15</b>	<p><b>Marketing &amp; Communications</b></p> <p>Adrian Hancock reported that dialogue had commenced with Boilerhouse re marketing and website requirements. There is a need to obtain more detailed stats from current website monitoring.</p>	<p><b>AH</b></p>
<b>16</b>	<p><b>They's Spot</b></p> <p>Richard Steel advised that he had been in communication with They on the need to engage with a wider membership. They has agreed to invite SBD to a workshop in Oxford early 2009 to explore this issue.</p> <p>They to provide potential dates.</p>	<p><b>SC</b></p>
<b>17</b>	<p><b>International</b></p> <p>There is an opportunity to link the society's activities with LOLA through the CITRA network.</p> <p>At a recent CITRA AGM a resolution was passed to change their</p>	

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	<p>Articles of Association with the result that Socitm are now the sole owner of CITRA.</p> <p>Awaiting confirmation from HMRC re tax implications.</p>	
<b>18</b>	<p><b>AOB</b></p> <p>The President's dinner and September board meeting are confirmed as 24 September 2009.</p> <p>It was agreed to have a provision in the 2009 budget for directors training.</p> <p>There is a budget issued regarding finance to regions. Richard Steel to write to the chair of NAC on this issue.</p> <p>David Bryant raised the issue of the draft contract for non-executive directors. This is deferred to the December SBD meeting.</p>	<p><b>RS</b></p> <p><b>AH</b></p>

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**Appendix A**  
**Socitm Board of Directors meeting 06 November 2008 Attendance List**

<i>Name</i>	<i>Title</i>
Richard Steel	President (Chair)
Rose Crozier	Immediate Past President
Steve Hopson	Vice President
Steve Palmer	Vice President
Jos Creese	Vice President
Adrian Hancock	Managing Director
David Houston	Interim Executive Director
David Bryant	Non Executive Director
Steve Jones	Non Executive Director
Melanie Smith	Finance Manager
Shey Cobley	Advisor to the board
Pam Larsen	PA to Managing Director