

**Minutes of the Socitm National Advisory Council
held 14 January 2009 at Pentagon Training, Russell Square, London.**

1	<p>Apologies</p> <p>Apologies for absence were received from Any Roberts, Peter Gallon, Tonino Cuiffini, David Crowe, Alan Kirkwood and Paul Lea.</p>	Action
2	<p>Minutes of the meeting 23 were accepted as an accurate record of the meeting</p>	
3	<p>Matters arising</p> <p>1 Director nominated to be responsible for communications Richard Steel 2 Board confirms that director time is sufficient to discharge duties 3 Meeting with chair of the futures group still outstanding 4 Board accepts that any change that might lead to a change in the ethos of the society should be first discussed with the NAC 5 Fee levels were not disclosed to NAC or to members in advance of billing. Board now accepts this was an error 6 A vision and Values statement was published on the GovX space there was no feedback 7 Board advised of contact in passenger transport organisation President awaiting response</p>	<p>JS</p> <p>AH</p>
4	<p>Presidents report</p> <p>A draft position statement had been produced by the President. The meeting was generally positive about the report. The first priority for the Board in 2008 had been making the society viable. This had been achieved. The current focus was on making all the service effective.</p> <p>The following changes were suggested</p> <ol style="list-style-type: none"> 1. Make reference to the current global financial situation and say how we are dealing with the likely impact 2. Remove the reference to tax or reword this point 3. Clarify position on change in reserves 4. Say more about future plans <p>Points arising from the report</p> <ol style="list-style-type: none"> 1. Suggest that the main communication channel between the Board and members should be the Regional Chairs and local meetings. 2. NAC accepts that for the time being propositions for development and change should come from the board. This situation to be kept under review the NAC may be able to play be more proactive once new processes are bedded in. 3. NAC welcomes the idea of regions piloting new initiatives 4. A regionally based organisational model is still considered to be the best for the society. The creation and support of special interest groups should be encouraged to deliver benefit to a wider membership 5. There is a need to create a value proposition for Socitm membership, both at an individual and organisation level. A target of delivering value of 4 times the cost of membership was discussed. 	
5	<p>Citra</p> <p>A paper explaining the background to the merger between Socitm and Citra was presented. The Board accepted that any future proposals for mergers or acquisitions should be scrutinised by the NAC before implementation. The NAC indicated it wished</p>	

	<p>to examine the</p> <ul style="list-style-type: none"> • Values • Ambition • Reputation • Aims <p>Of any organisation under consideration. Legal and financial matters would be left to the board.</p>	
6	<p>Professionalism and the BCS</p> <p>The meeting was advised that the BCS had now received approval from its membership to franchise other bodies to award qualifications. Work to revise its charter would take about one year. Work could be undertaken in parallel by the society to prepare to become an awarding body. The work to do this was described as substantial. The resources had not yet been identified or allocated. Any work on this task would not be wasted as Socitm was developing its own professional standards for members not wishing to join any future BCS scheme.</p> <p>No information was yet available about fee structures or how the money would be shared.</p> <p>A proposal to further enhance the current Socitm membership categories would be put to an EGM in October 2009. Work on drawing up a new membership form to collect data needed to assess membership status was underway. The NAC suggested that the Board look at the BCS membership form for guidance.</p> <p>NAC asked that proposals for changes to membership be brought to the NAC before they are taken to the EGM</p>	
7	<p>Finance</p> <p>The meeting was given a high level presentation on the finances of the society.</p> <p>A number of measures had been introduced to stem losses improve cash flow and strengthen the balance sheet. The board had also taken steps to ensure that service quality and good governance were sustained</p> <p>The meeting was advised that the provisional outturn for 2008 was a small profit (compared with the forecast at the start of the year of a substantial loss).</p> <p>Income projections for 2009 based on the assumption that the new arrangements would deliver greater returns over a full year. However the Board considered that it would be prudent to build a contingency of £300,000 into the plan to allow for what was likely to be a very volatile year. This means that expenditure is planned to be at the same level as in 2008.</p> <p>Adjustments have been made to the accounting treatment of balances showing the available cash balances for the whole of Socitm group. The effect of this is to increase available reserves by £315, 000.</p> <p>New procedures have been introduced for development initiatives to ensure that only projects that deliver returns in timescale that fit within the financial framework and available resource, are pursued.</p> <p>The NAC congratulated the Board on its achievement. Members thought that the economic climate may be harsher than the Board was anticipating. Consulting, Events and Subscription income were all considered to be areas of vulnerability. The Board will consider these views when it next meets</p>	RS

8	AOB Attendance of Socitm representatives at national forums was raised It was agreed that the President, the chair of the futures group and the chair of the NAC should review this when they next meet.	
9	Date of next meeting 29 April 2009 London	

Appendix A

NAC meeting 14 January 2009 – Attendance list

Name	Organisation
John Serle	Independent Consultant (Chair)
Janet de Rochefort	Kent County Council
Bernard Gudgin	Retired
Nick Roberts	Surrey County Council
Ray Whitehouse	Greenwich Council
Damian Parkinson	Greater Manchester Fire & Rescue
Ann Middleton	Metropolitan Police
Mike Jackson	East Riding of Yorkshire Council
Richard Steel	Newham Council (Socitm President)
Adrian Hancock	Managing Director Socitm
Vic Freir	Somerset County Council
David Houston	Socitm Executive Director (Interim)
Paul Hackett	North East Derbyshire District Council
Neil Harvey	Food Standards Agency
Steve Palmer	London Borough of Hillingdon
Ray Ware	Maldon District Council
Caron Alexander	Northern Ireland Civil Service
Chris Guest	Flintshire County Council
Pamela Larsen	Socitm (PA to Managing Director)