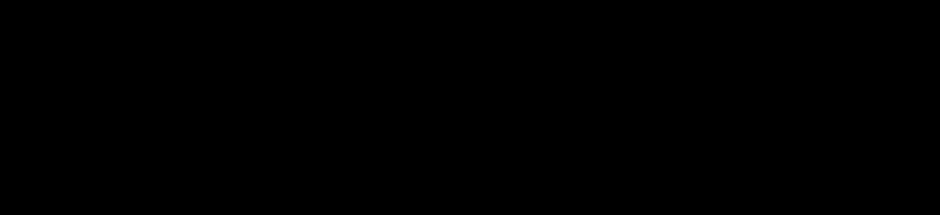


Staff and Commercial in Confidence

Minutes of the Socitm Board of Directors Meeting held 9 September 2008
at Pentagon Training - London

1	Apologies	Action
	<p>Apologies for absence were received from Bernard Gudgin (Advisor to SBD) and Melanie Smith (Finance Manager)</p>	
2	<p>Directors Conflict of Interest</p> <p>None were advised.</p>	
3	<p>Minutes of previous meetings</p> <p>Item 12 – replace CTIP with CITP.</p> <p>The minutes were then agreed.</p>	
4	<p>Budget</p> <p>Financial reports</p> <p>The Finance Manager’s reports on the latest management accounts and cash flow position were considered by the Board.</p> <p>David Houston report that, after detailed discussions with Martin Greenwood, ways had been found to increase the stated 2008 outturn to [REDACTED] for the Insight account.</p> <p>Having had a detailed look at SCL’s current and future workload David Houston predicted a higher return from Socitm Consulting in the period 1 Aug to 31 Dec 08 than was currently in the budget [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Richard Steel advised that budgets for the cost of David Houston and Mark Brett from this meeting to the end of 2008 were not, as yet, in the accounts. Additional provisions of [REDACTED] respectively were agreed by the board.</p> <p>David Houston had discussed systems finance with the auditor and the current focus was with legitimate means of maximising capital. Detailed plan on financing the systems to follow.</p> <p>In the absence of Melanie Smith, David Houston answered questions on the cash flow report, but the impact of the delayed membership invoicing (until January 2009) needed to be investigated.</p> <p>Steve Hopson suggested that due to local government reviews coming into force in 2009 that, if possible, invoicing should be carried out earlier.</p> <p>[REDACTED]</p> <p>David Houston responded that sales, marketing and other overhead costs had been</p>	<p></p> <p></p> <p></p> <p>DH</p> <p>MS</p> <p>DH/MS</p>

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	<p>greater than in previous months.</p>  <p>Progress against Affiliates' 10 recommended actions David Houston reported reasonable progress but would investigate exceptions and report back via GovX.</p> <p>2009 Budget David Houston reported that as business planning for 2009 was not yet complete a more accurate forecast should be available for the next meeting.</p>	<p>AH/DH</p> <p>DH</p> <p>DH</p>
<p>5</p>	<p>National Advisory Council Report</p> <p>Richard Steel advised of the first NAC meeting due to take place on 23 September. A GovX space has now been set up for NAC. Although NAC will make their own decisions and have powers, one of their priorities should be responsibility for updating the 2005 strategy document set up by Chris Head.</p> <p>There should be a period of re-engagements with both members and the regions with board representation at all regional meetings.</p> <p>David Houston volunteered to attend the East Midlands regional meeting on 18 September.</p> <p>Steve Jones volunteered to attend the Scottish regional meeting on 19 September. (Subsequently, DH and SJ swapped the above regional attendances)</p> <p>Steve Palmer suggested that Regional Branch pages should be set up on the GovX site.</p> <p>Adrian Hancock responded that he would set up these pages but initially they would be 'private' as regional secretaries would need training as administrators.</p>	<p>DH</p> <p>SJ</p> <p>AH</p>
<p>6</p>	<p>Membership Coverage & Categories</p> <p>Adrian Hancock advised that the new membership structure/fees were still being worked on. The current structure of categories/fees needed to be simplified.</p> <p>Pam Larsen advised that in order for this to be available to the membership as part of the EGM proposals this would be needed no later than 25 September in order for website publication by September 29 in order to comply with EGM legal requirements.</p> <p>BCS</p> <p>BCS are seeking to amend their charter to enable Socitm to award CITP status.</p> <p>NCC</p> <p>Richard Steel and Adrian Hancock had met with NCC and there are strong opportunities, re partnership, which are worth investigating.</p>	<p>AH/DH</p> <p>AH/RS</p>

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	<p>Aspire</p> <p>Adrian Hancock reported that despite cut-off of Cabinet funding the project will still proceed. Vikki Wide is to be requested to give a presentation to SBD.</p>	<p>AH</p>
<p>7</p>	<p>Events</p> <p>Steve Palmer advised that a negotiating team had been established comprising Steve Palmer, Richard Steel, Ken Boxhall, Martin Fuggles and Adrian Hancock for delivery of events programmes.</p> <p>External organisations had shown a great deal of interest in working with Socitm. The overall view at present is [REDACTED] Socitm retaining 'in house' control.</p> <p>Regions will manage their own events, to be funded by sponsorship and limited finance from central resources.</p> <p>Steve Palmer reported on an events committee meeting he had attended where the tone of the meeting had been positive and the group would present proposals to the board by end of December 2008.</p> <p>It should be noted that there was a financial commitment re annual conference until 2010.</p> <p>David Houston suggested that the annual conference might be better placed in April rather than October due to the timing of the annual SOLACE conference.</p>	
<p>8</p>	<p>Commercial</p> <p>Socitm Consulting</p> <p>David Houston presented the new Consulting model. At the end of August Consulting would advise of their gross turnover and would be invoiced for [REDACTED] of such, to be paid by the end of September. This would become a monthly cycle in the new arrangements.</p> <p>Advantages to Socitm are reduction in overheads. Disadvantages to Socitm are less control.</p> <p>Steve Jones queried whether payments to consultants could be withheld if delivery was unsatisfactory.</p> <p>Richard Steel replied that under the new arrangements consultants would not be paid until Socitm consulting Ltd had been paid for the work involved.</p> <p>Rose Crozier queried whether or not the 'code of ethics' would apply to Socitm Consulting Limited.</p> <p>Richard Steel replied that they would.</p> <p>Richard Steel suggested that list be drawn up for scrutiny by the Commercial Divisions. Initial items of considerations for the Commercial Board should be: -</p> <ul style="list-style-type: none"> • [REDACTED] • Costs of tendering • [REDACTED] • Open Book Accounting • Business Model • Consultants <p>Steve Palmer reminded the meeting that the current consulting market was shrinking and that the skills base of consultants needs to be investigated in order to take advantage of opportunities in other agendas.</p>	

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	<p>Steve Palmer questioned the level of sustainability of the Society as a whole without income from consulting.</p> <p>David Houston replied that there would be a need to downsize and suggested a budget be prepared which relied predominately on membership income.</p> <p>Richard Steel recommended that this needed to be an agenda item for later this year.</p> <p>It was agreed that the MOU be signed with a view to a full contract in January 2009.</p> <p>Insight</p> <p>Martin Greenwood gave a presentation on the ‘Shape of the Insight Business’ which highlighted</p> <ul style="list-style-type: none"> • the purpose and scope of the business • facts and figures relating to publications, workshops and subscribers • income target for 2008 was [REDACTED] was realised from subscriptions • the growth in subscribers had levelled since 2005 <p>[REDACTED]</p> <p>Martin went on to outline the areas of transformation, Better Connected and website take-up service, briefings and workshops, benchmarking services – benchmarking in Wales has been extended for a further three years (2008-2010) and there is potential for a similar service in Scotland commencing 2009.</p> <p>Areas of concern/change were</p> <ul style="list-style-type: none"> • The structure for the calculation of subscriptions had been constant since 1996/1997 <p>[REDACTED]</p> <p>Martin also advised that a new strategy be adopted for 2009-2011.</p> <p>Richard Steel replied that the Insight strategy needed to be aligned to the Socitm strategy which would be under review by the NAC.</p>	<p>DH,RS</p> <p>RS</p>
<p>9</p>	<p>Marketing & Communications</p> <p>Vicky Sargent gave a presentation ‘Re-launching Socitm – marketing membership and partnership opportunities.</p> <ul style="list-style-type: none"> - Phase 1 to be voted on at the EGM and take effect from 1 January 2009 to include reducing membership categories and allowing every member one vote at AGM’s. - Phase 2 proposals included professionalism levels recognised via BCS with accredited, senior members, fellows (Chartered) and student membership. - There are key questions to be answered i.e. who allocates membership categories and the processes to be followed. <p>The approach to marketing the changes to include keeping the structure, arrangements,</p>	

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	<p>pricing etc as simple as possible and consider what changes need to be made to recruit new members.</p> <ul style="list-style-type: none"> - Phase 3 (during 2009). The goal is to launch an accreditation scheme with conversions from member to accredited member and senior members to fellows - Phase 4 (during 2009). Would concentrate on recruiting more IT professionals from outside Local Government as well as more public sector corporates from within and outside Local Government. - Phase 5 (during 2009). Would concentrate on recruiting more individuals from the private sector offering membership on an equal footing to public sector individuals. <p>It was noted that there would be some concurrency/overlapping of phases.</p> <p>Vicky suggested a number of ways to encourage members to become accredited with a notional assessment of fees payable.</p>	
<p>10</p>	<p>They's Spot</p> <p>Shey Cobley, young professional advisor to the Socitm Board presented her views and those of her peers on how Socitm could meet the needs of young professionals and encourage membership.</p> <p>If young professionals are to join Socitm and actively take part there needs to be clear benefits that meet their particular needs.</p> <p>The needs of Young Professionals</p> <p>The young professionals surveyed would like:</p> <ul style="list-style-type: none"> • Opportunities to develop • Opportunities to gain recognition in their role • Opportunities to meet/contact others in the same role in different organisations <p>How to meet the needs</p> <p>Opportunities to develop</p> <ul style="list-style-type: none"> • Provide information/advice about career opportunities/jobs • Provide training or information about professional training • Hold conferences/events targeted to young professionals • Include a workshop for young professionals at national events • Mentoring system expanded • Create opportunities to take part e.g. SOCITM Insight activities <p>Opportunities to gain recognition in their role</p> <ul style="list-style-type: none"> • Expand IT Excellence awards to include individual achievement including young professional category • Invite young professionals to talk about their experiences at conferences • Include a young professional representative in each region <p>Opportunities to meet/contact others in the same role in different organisations</p> <ul style="list-style-type: none"> • Create an online space e.g. GovX to allow networking etc • Send out regular email updates targeted at young professionals 	

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11	Directors training on GovX followed at the end of the meeting	
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Appendix A
Socitm Board of Directors meeting 09 September 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 (pm only)
Adrian Hancock	Managing Director
David Houston	Interim Executive Director
David Bryant	Non Executive Director
Steve Jones	Non Executive Director
Shey Cobley	Advisor to the board
Pam Larsen	PA to Managing Director