

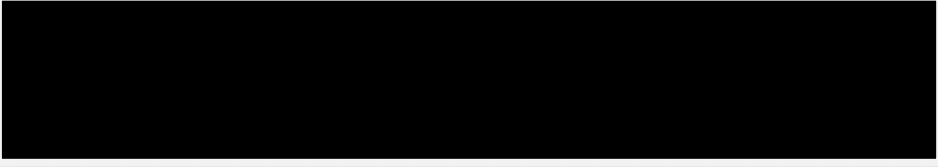
Staff and Commercial in Confidence
**In this version of the minutes we have removed any references
that are of a personal or commercially sensitive nature.**

**Minutes of the Socitm Board of Directors Meeting held 14 August 2008
at Camden Town Hall - London**

1	<p>Apologies</p> <p>Apologies for absence were received from Jos Creese and Steve Palmer. Richard Steel offered to send a card, on behalf of the board, to Steve.</p>	<p>Action</p> <p>RS</p>
2	<p>New Board Appointments</p> <p>Richard Steel welcomed, to the board, Steve Jones as a non executive director and Bernard Gudgin as an advisor.</p>	
3	<p>Directors Conflict of Interest</p> <p>None were advised.</p>	
4	<p>Minutes of previous meetings</p> <p>Item 8 (Budget) typing error in first sentence – replace ‘out’ with ‘our.’ Item 19 Steve Palmer should read Steve Hopson.</p> <p>The minutes were then agreed.</p>	
5	<p>Matters arising from previous minutes</p> <p>Item 6 (The monthly regional report to chairs to be reinstated) A template has been produced for future reports.</p> <p>Item 7 (GovX) It was agreed to hold a training session at the end of the September board meeting. Board members are requested to have laptops to hand.</p> <p>Item 8 (Budget) David Bryant had provided a suggested new model for financial reporting but this depended on having a profile of income and expenditure from the business planning stage to measure variance against. David Houston had discussed the issue of business planning with David Bryant and had agreed to pilot Insight as the first service to have a new style business plan and Martin Greenwood was due to attend the next SBD</p> <p>Item 9 (Appointment of MD) Adrian Hancock had been appointed as Managing Director subject to a satisfactory appraisal. This has now been completed and targets published on the GovX forum.</p> <p>Item 11 (Corporate Values and Ethics) A report will be produced for the next meeting.</p> <p>Item 12 (Travel and Subsistence Policy) This is still to be circulated. Adrian Hancock had contacted hotel booking agencies but they required Socitm to guarantee a number of nights – there is a need to give a best estimate and to progress this further.</p> <p>Item 15 (International) Richard Steel had contacted Peter Ryder and an agreement had been reached regarding future commitments. Steve Hopson reported duplication on the organisation for International conference guests.</p>	<p>DH/DB /MG</p> <p>RS</p> <p>AH/PL</p>
6	<p>Budget</p> <p>Financial reports</p>	

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	<p>Adrian Hancock advised that Mark Brett could also give support depending on available finance.</p> <p>Steve Hopson questioned what would happen after the 3 years discount on licences. Adrian Hancock responded that confirmation was needed to confirm that current licence costs will be the basis for future.</p> <p>There was general agreement that the business case should be based on a five year plan of benefits and costs. It was also stated by Adrian Hancock that an ESCROW agreement would be put in place.</p> <p>It was agreed to proceed with the new systems and that action be delegated to the Executive Officers provided that appropriate funding mechanisms be found, bearing in mind the financial position of the Society.</p> <p>The unsuccessful organisations will be notified in due course.</p>	<p>AH</p> <p>AH</p> <p>AH/DH</p> <p>AH/DH /MS/D G AH/SJ</p>														
<p>8</p>	<p>Divisional Structure</p> <p>Richard Steel had circulated an organisation chart, whereby it was proposed to have different divisions within Socitm Ltd to manage the commercial and membership service areas. Each service would have a separate management board chaired by a non-executive director. It was stressed that these would be purely divisional boards.</p> <p>The proposed composition of the boards was as follows: -</p> <table border="1" data-bbox="301 1093 1238 1319"> <thead> <tr> <th>Membership</th> <th>Commercial</th> </tr> </thead> <tbody> <tr> <td>Steve Palmer (Chair)</td> <td>Jos Creese (Chair)</td> </tr> <tr> <td>Adrian Hancock</td> <td>Adrian Hancock</td> </tr> <tr> <td>Richard Steel</td> <td>David Houston</td> </tr> <tr> <td>Rose Crozier</td> <td>David Bryant</td> </tr> <tr> <td>Steve Hopson</td> <td>Steve Jones</td> </tr> <tr> <td></td> <td>Richard Steel</td> </tr> </tbody> </table> <p>Richard Steel stressed the needs of time and commitment for board members to fulfil role requirements.</p>	Membership	Commercial	Steve Palmer (Chair)	Jos Creese (Chair)	Adrian Hancock	Adrian Hancock	Richard Steel	David Houston	Rose Crozier	David Bryant	Steve Hopson	Steve Jones		Richard Steel	
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Richard Steel	David Houston															
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	Richard Steel															
<p>9</p>	<p>National Advisory Council</p> <p>The Council will have its first meeting on 23rd September 2008.</p>															
<p>10</p>	<p>Socitm Futures</p> <p>Nothing further to report.</p>															
<p>11</p>																
<p>12</p>	<p>Membership</p> <p>David Houston presented the detailed report on Membership which came from</p>															

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	<p>intensive work over the previous month with Bernard, Adrian and himself. Input had also been sought from a marketing viewpoint from Vicky Sargent. The move to professionalism and increased membership types was, of necessity, complex</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Phase 2 which will incorporate professional levels of membership and could include the awarding of the BCS CIP status. This phase will require further exploration once the first phase is established and pending any requirements from the BCS.</p> <p>Specific proposals for Phase 1 require to be drafted in good time for the EGM.</p>	<p>AH/DH /BG</p>
<p>13</p>	<p>Events</p> <p>[REDACTED]</p> <p>A federal approach was suggested as devolved administrations could result in different agendas.</p> <p>The paper from Steve Palmer on future approach had not been received.</p>	
<p>14</p>	<p>Commercial</p> <p>Adrian Hancock advised that Socitm are now nearing the final version of the M.O.U. which would run until 31 December 2008. Awaiting clarification from Consulting on the transitional phase.</p>	<p>AH</p>
<p>15</p>	<p>Intellect</p> <p>David Bryant advised that Intellect would continue as a forum with the aim of educating the private sector on government issues.</p>	<p>DB</p>
<p>16</p>	<p>Aspire</p> <p>As the pilot has now ended and is regarded as a commercial product funding from the Cabinet Office has now ceased. All indications are that the IDeA will continue with their contribution [REDACTED]</p> <p>Adrian Hancock to discuss with Doug Maclean and Vikki Wide the plans for Aspire development in the light of the Cabinet Office decision.</p>	<p>AH</p>

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17	<p>Insight Business Review</p> <p>Adrian Hancock, Richard Steel and David Houston had met with Martin Greenwood to discuss out-turns for 2008, budget for 2009 and future plans. Martin will present latest Insight plans at the September board meeting.</p> <p>Dialogue is continuing with Martin Greenwood in concerning business development opportunities which include options to restructure the Insight Business Stream.</p> <div style="background-color: black; width: 300px; height: 15px; margin: 5px 0;"></div>	AH/RS/ DH/DB
18	<p>Marketing & Communications</p> <p>Vicky Sargent will attend the September board meeting to advise on the marketing campaign which will present the new structure to the membership.</p>	
19	<p>International</p> <p>It was advised that the BCS had now appointed an international director. Peter Ryder is requested to meet with this appointee at LOLA with a view of LOLA meeting with BCS.</p>	
20	<p>AOB</p> <p>Shey Copley, having been asked to offer comments on the board meeting referred to a number of issues but stressed that it was currently difficult to see what the Society had to offer the 'web community' (of which she is a part) . Management of the web is increasingly separate from the IT function, with many LA's now locating the it within corporate comms or customer services. Whilst acknowledging the importance of technical elements of the web these are no longer the primary focus.</p> <p>Following her comments Shey was invited to have a formal slot at future meetings regarding Socitm relevance to younger members.</p>	

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Appendix A

Socitm Board of Directors meeting 14 August 2008 Attendance List

<i>Name</i>	<i>Title</i>
Richard Steel	President (Chair)
Rose Crozier	Immediate Past President
Steve Hopson	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
Bernard Gudgin	Advisor to the board
Shey Cobley	Advisor to the board
Pam Larsen	PA to Managing Director