



**Minutes of the Socitm Board of Directors Meeting held 15 January 2009  
at Camden Town Hall**

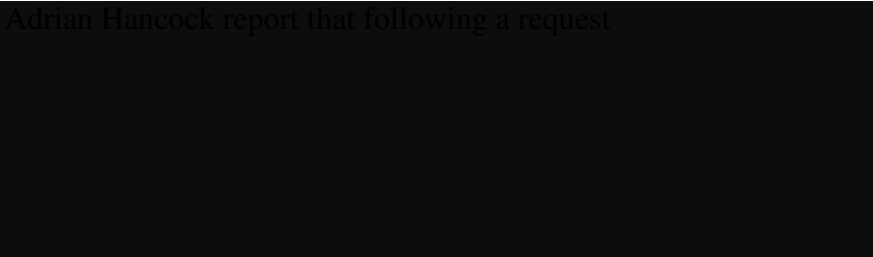

<p><b>1</b></p>	<p><b>Welcome and Introductions</b></p> <p>Richard Steel welcomed David Clayden (Citra) to the Socitm Board of Directors. David's portfolio will be 'Social Inclusion'.</p>	<p><b>Action</b></p>
<p><b>2</b></p>	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Steve Jones and Shey Cobby.</p>	
<p><b>3</b></p>	<p><b>Directors Conflict of Interest</b></p> <p>None were declared</p>	
<p><b>4</b></p>	<p><b>Minutes of previous meeting</b></p> <p>The minutes were agreed</p>	
<p><b>5</b></p>	<p><b>Matters arising from previous minutes</b></p> <p><b>Item 8 – Annual Report.</b> Only 2 contributions had been received to date and SBD were reminded of the 23 January deadline.</p> <p><b>Item 10 – Systems &amp; Resources.</b> Adrian Hancock advised that the specification for the sourcing of a graduate IT/Web Technician would be finalised at the next CST meeting due to be hold on 20 January 2009.</p>	
<p><b>6</b></p>	<p><b>Arrangements for Presidential Succession and Board Structure in 2009</b></p> <p>Adrian Hancock had produced a spreadsheet outlining the options for presidential succession.</p> <p>Assuming that</p>  <p>It was agreed to invite Rose Crozier to remain on the board for a further term of one year as a non-executive director and propose, at the AGM, that Rose is appointed to one of the vacant VP places for one year. A formal letter is to be issued to Rose Crozier extending this invitation.</p>	<p><b>RS</b></p>

<p><b>7</b></p>	<p><b>Budget</b></p> <p>David Houston presented the latest draft of the 2009 budget showing comparison with the predicted outturn for 2008. This was a balanced budget with a larger contingency than hitherto reported. After some discussion it was agreed to accept these proposals as the 2009 budget.</p> <p><b>Finance Reports</b></p> <p>The Finance Manager had previously circulated the standard monthly reports along with a 2007/08 comparison by month of debtors and creditors.</p> <p>Richard Steel had been previously informed of an outstanding invoice which was in excess of three months overdue. For future meetings the SBD require an 'aged debtors' report by month.</p> <p>Richard Steel queried</p>  <p>Richard Steel recommended that a 'chart of accounts' be part of the 2009 financial reporting.</p>	<p><b>MS/PL</b></p> <p><b>DH/MS</b></p>
<p><b>8</b></p>	<p><b>National Advisory Council</b></p> <p>Richard Steel reported that the NAC meeting the previous day had been very positive. There had been robust challenges over a number of issues where NAC acknowledged successful outcomes but questioned the overall SBD processes. There is now a greater clarity re the consultation process with NAC.</p> <p>It had been suggested that we should put forward the concept of a 'federal' model to the membership at the next AGM.</p> <p>There is a need to ensure that there is a clear relationship between NAC and Futures. To this end a meeting is to be set up between the President and the 'chairs' of each group.</p> <p>NAC were keen to have more communication with the regions and a need to have member representation for key roles.</p>	<p><b>RS</b></p> <p><b>PL</b></p>
<p><b>9</b></p>	<p><b>Socitm Futures Report</b></p> <p>Mark Brett, Socitm Futures Programme Manager, had previously circulated a report.</p>	

	<p>Adrian Hancock reported that, in retrospect, it may have been a mistake in resurrecting SIAG as Futures. NAC were to be asked to constitute and ratify the composition of this group and take active regional practitioners into account. This needs urgent action in order that the group representatives can be informed at an early date.</p> <p>David Bryant questioned how new agenda items would be advised to Futures.</p>	<p><b>RS</b></p> <p><b>RS</b></p>
<p><b>10</b></p>	<p><b>Policy</b></p> <p><b>Position Statement.</b> Richard Steel advised that, following discussions with NAC, there would need to be changes to the policy and position statement. A deadline was set by the end of the following week on a final version for publication to the membership.</p> <p><b>Resourcing Developments.</b> Steve Palmer requested that all board members declared their availability for 2009 in order to ensure the delivery of the priorities of the society.</p> <p>Steve needed clarification of the scope and what is essential and how to sustain the current workload of the board following the end of the current presidency.</p> <p><b>Calendars.</b> The society meeting calendar for 2009 needs to be on-line, possibly through Google.</p>	<p><b>RS</b></p> <p><b>ALL</b></p> <p><b>PL/RS</b></p>
<p><b>11</b></p>	<p><b>Events</b></p> <p>Steve Palmer reported on the Events team meeting held the previous week. The two main events for 2009 are</p> <ul style="list-style-type: none"> <li>• Spring Event, Stoneleigh Park 23 April which is a departure from the traditional type of Seminar/Exhibition as Socitm is engaging with suppliers for presentations.</li> <li>• Annual Conference, Edinburgh; 11-13 October             <ul style="list-style-type: none"> <li>○ SBD need to advise on the governance and scope for this event</li> <li>○ Ken Boxhall, events team chair is preparing a paper for the February board meeting on future events and partnerships</li> <li>○ Negotiations are continuing with Celtic Manor for a 3 year contract</li> <li>○ Our current exhibition build contractor has indicated a willingness to trade risk for profit sharing</li> </ul> </li> </ul> <p>Jos Creese questioned the ability of the current events team to respond in a timely and flexible manner should they be requested</p>	

	<p>to arrange an event for (e.g. Insight).</p> <p>Steve Palmer responded that SBD need to take a lead on this initiative as the current events team are mainly volunteers and have traditionally only organised the Spring and Autumn events.</p> <p>Richard Steel reported on feedback from the events review group. [REDACTED] are interested in working with Socitm and have been provided with information (less financial details) on the last conference and have been asked to respond on how they would have managed this event.</p> <p>It was agreed that there needed to be a clear principle on governance of events and a standard way or organising events.</p> <p>A brief is to be produced.</p>	<p><b>JC/SP/RC/ RS/KB</b></p>
<p><b>12</b></p>	<p><b>Divisional Boards – reports and issues</b></p> <p><b>Commercial Board</b></p> <p>Adrian Hancock reported that the Insight business plan for 2009 would have been approved had contract negotiations been finalised with Insight Management and Associates.</p> <p>Richard Steel advised that a number of business partnership arrangements were under consideration and sought agreement for pilot schemes. This will be referred back to the Commercial Board.</p> <p><b>Membership Board</b></p> <p>Rose Crozier advised that updated’ terms of reference’ for the membership board were available on the GovX space.</p> <p>Rose also briefed board members on developments from the membership board meeting held earlier in the week.</p> <p>It was agreed that the TOR be presented to NAC for consultation.</p>	<p><b>RS</b></p> <p><b>RC</b></p>
<p><b>13</b></p>	<p><b>Systems and Resources</b></p> <p>Adrian Hancock advised that the implementation of the new CRM system was delayed by approximately one week due to issues involving IRIS/Exchequer system. As a result of this it is unlikely that the CMS system will be implemented at the end of March.</p> <p>Richard Steel hoped that we would be in a position to make an announcement at the Spring event.</p>	

Staff and Commercial in Confidence

	Adrian Hancock demonstrated the development to date of the new website homepage and would provide SBD with links to this for comment.	<b>AH</b>
<b>14</b>	<b>Engaging Young IT Professionals</b>  The date of the workshop in Oxford was agreed as 4 <sup>th</sup> March.	<b>SC/PL</b>
<b>15</b>	<p><b>AOB</b></p> <p><b>Socitm domain name.</b></p> <p>Adrian Hancock report that following a request</p>  <p>It was questioned whether the .gov was of any intrinsic value to Socitm. Corporate Services to advise on suitable alternative/available domain names.</p> <p>Adrian Hancock to liaise with Vicky Sargent on final choice and with</p>  <p>It was agreed to dissolve the dormant company – Socitm Services Limited.</p>	<p><b>DG</b></p> <p><b>AH</b></p> <p><b>PL</b></p>

**Appendix A**

**Socitm Board of Directors meeting 15 January 2009 Attendance List**

<i>Name</i>	<i>Title</i>
Richard Steel	President (chair)
Steve Hopson	Vice President
Steve Palmer	Vice President
Jos Creese	Vice President
Rose Crozier	Immediate Past President
Adrian Hancock	Managing Director
David Houston	Interim Executive Director
David Bryant	Non Executive Director
David Clayden	Non Executive Director
Melanie Smith	Finance Manager
Pamela Larsen	PA to Managing Director