

Final Public Version

Minutes of the Socitm Board of Directors Meeting held 01 April 2010

at Camden Town Hall, London

As a consequence of the volume of staff and commercially sensitive issues discussed at this meeting there is a greater number of redactions than usual.

In Attendance: -

Steve Palmer	Socitm President, Chair of SBD
Richard Steel	Immediate Past President
Jos Creese	Vice President
Rose Crozier	Vice President
Adrian Hancock	Socitm Managing Director
David Houston	Socitm Strategic Finance Director
Melanie Smith	Socitm Finance Manager
David Bryant	Non Executive Director
David Clayden	Non Executive Director
Steve Hopson	Non Executive Director
Martin Ferguson	Socitm Policy Manager
Pamela Larsen	Secretary

Apologies were received from:

Peter Gallon Non Executive Director

1 **Declarations of Interest**

None were declared

2 **Declarations of hospitality/gifts**

None were declared

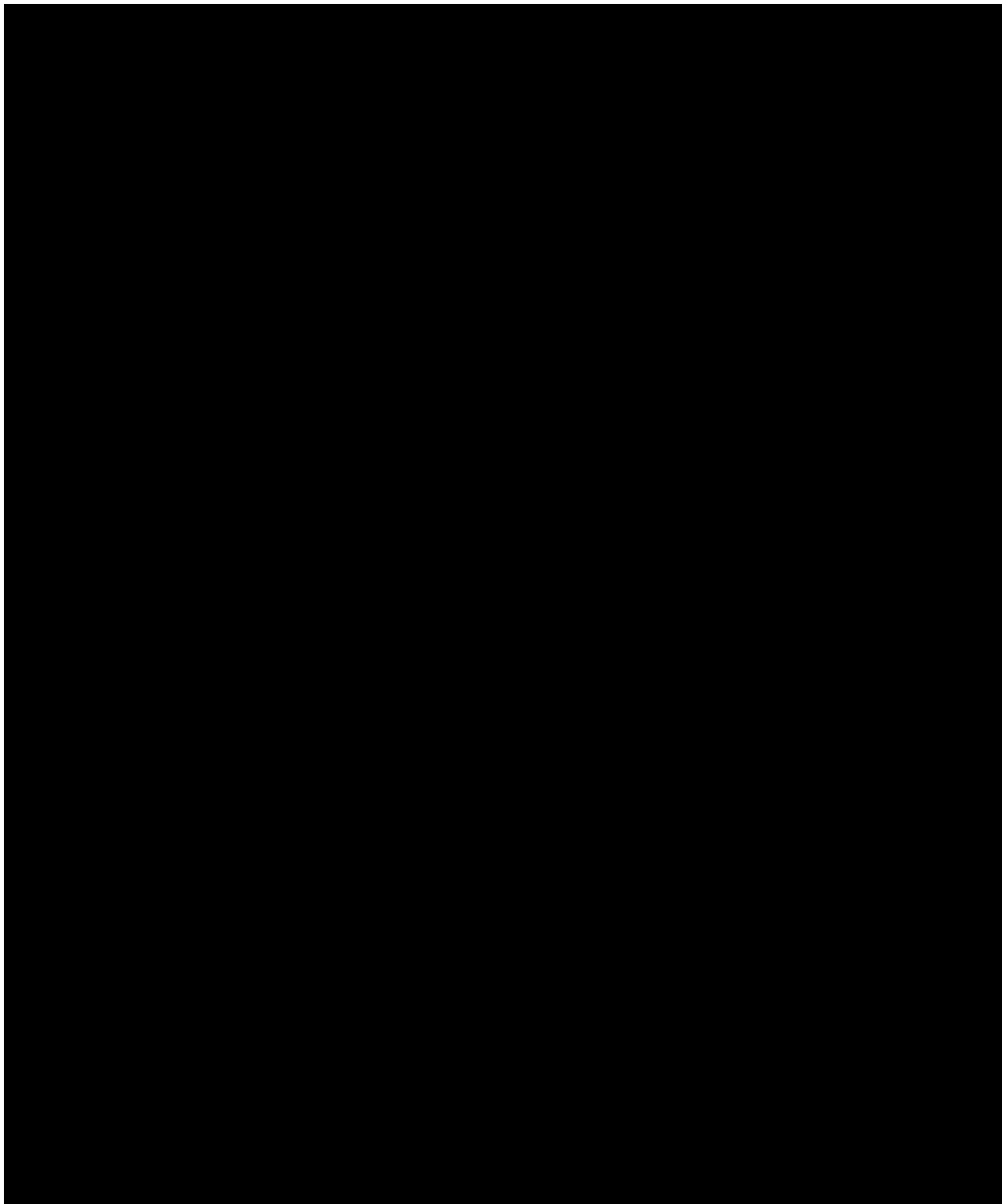
3 **Previous minutes and actions**

The minutes were accepted as a true record

5 **Finance & Legal**

Socitm Consulting (Editors Note: This section contains largely commercially sensitive information)

DH reported that draft unaudited accounts for 2009 had been received from SCL the previous evening. [REDACTED]




2009 Audited Financial Accounts

DH apologised for not presenting the accounts as he had only received them the previous evening and they needed checking.

The bottom line loss is in the region of £48k which included the VAT exposure. They will be circulated when ready for signature.

Period 2 Financial Monitoring

DH had circulated a report including a monitoring spreadsheet and the traffic lights for Period 2. 

[REDACTED]

[REDACTED]

Period 2 Cash Monitoring

MS had circulated a brief report on cash monitoring for the Board to note. This predicted that cash reserves would [REDACTED]

[REDACTED] MS also advised that both the short term and medium term investment arrangements would need review. DC asked about the low cash balance in the instant access account and was advised that the short term account allowed instant access anyway at the present time.

Three year budget

DH had circulated a three year budget model which he emphasised contained only draft figures. These would be firmed up once the Commercial Strategy and Structure was agreed and a commercial activities plan was decided.

6 Policy

Activity Report

MF reported that ‘vibrant’ described the current state of play. As always we could do more in terms of communications and the speed of our responses (e.g. PM’s Digital Future’.

MF had circulated a report presenting an update on the Society’s ‘Policy & Campaign’ activities since the Strategy for Influencing Policy was adopted by the Board in September 09.

He also reported that whilst Socitm were not necessarily the only organisation which had input into the PM’s speech it should be noted that we did have influence. Another point to be noted was that Socitm had featured in Gov Computing as a policy making organisation.

PSN

Socitm’s policy position on key, shared infrastructures including PSN, G Cloud, Shared Data Centres etc. needed to be developed.

[REDACTED]

7 Governance

Commercial Structures & Governance

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AH drew attention to diagram 5, p11 of Socitm Corporate Development 2010 – 2013 stating that there is now a clearer picture of the overall Socitm structure. Socitm Ltd would be the parent company wholly owning Socitm Commercial Ltd which in turn, would wholly own Socitm Consulting. This structure is a result of legal advice taken.

[REDACTED]

8

[REDACTED]

9 Divisional Boards

Commercial Strategy update

A paper had been circulated from KG & AH.

AH reported that KG had, to date, been largely involved in the spring Event. The principle now will be to move away from silos. [REDACTED]

There is a need for a new business model with four brands. It shouldn't matter if research from one business stream is accessed by another.

SP queried if it was part of KG's remit to take control of all Socitm events.

AH responded that KG would not be in charge of but would be responsible for.

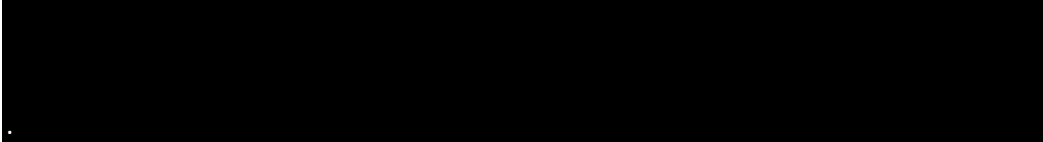
DB suggested that as a small business, Socitm should be able to support a core team of 40/50 employees. [REDACTED]

SP advised that the review of events must happen fairly quickly as the current situation is breeding uncertainty.

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Insight Update



Membership

RC reported that the paper circulated by EJ covered all current activity, the focus being on professionalism which is an AGM agenda item. Subject to approval there needs to be more consideration given on 'how to implement the proposals'.

RC advised that Scott Mansfield had requested to remain on the Membership Board after the conclusion of his GWC year in order to assist with membership proposals for students.

There is still further work needed on CPD, organisational membership and subscriptions.

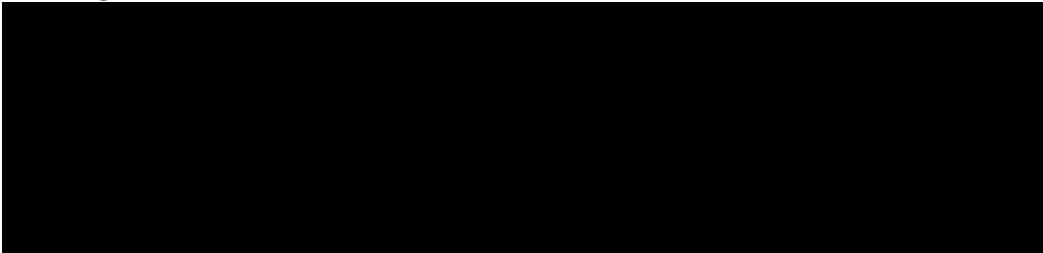
Mentoring Update

RC reported that mentoring was progressing well and following the mid-term reviews would need to be taken forward.

Membership Strategy Update

Ellen Jessett had reported positive feedback from regional meetings and had suggested the need to elect a 3rd sector champion to each region.

Learning Pool



Events

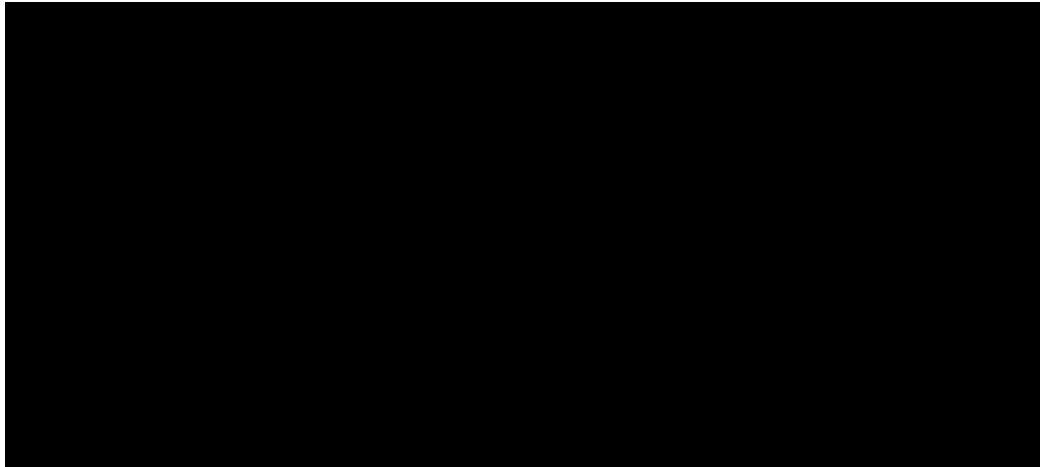
AH reported that KG had concluded the first part of the events review. The process had been similar to that taken by KMPG when reviewing Socitm in that views and ideas from individuals had been sought.

In total the Society undertakes 150 events per annum. There was a notion of moving to central administration. This pattern had been adopted by other organisation.

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A paper 'Events Review Phase 1' had been circulated. Further detail would be available following the 2nd phase.

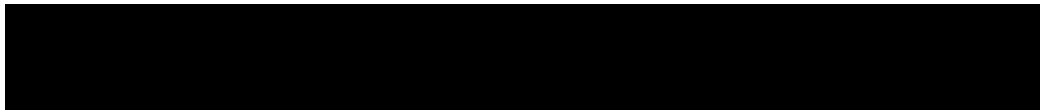
Action SBD 01/04/02 KG to provide outcomes of 2nd phase of Events review



Action SBD 01/04/03: AH to arrange setup of Events calendar

SP further advised that achievable targets must be agreed as there was a history of advising the events team the profit required whether or not it was achievable.

SP further advised on two other issues



- After dinner speaker for Autumn Conference. The events team were preparing to sing Ken Livingstone and David Davis as a double act. Events had been advised that they could not continue with this without sponsorship and this had caused some dissention

It was SP's view that the cost of this could be met from the current expense budget.

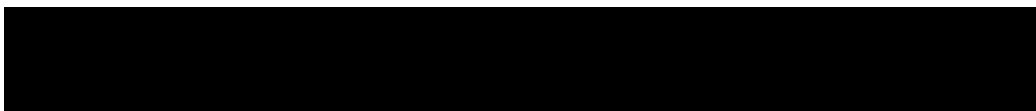
AH responded that this should not be an issue of contention if these speakers could increase sale of delegate/gala dinner tickets.

This needs to be market tested.

Action SBD 01/04/04: AH/KG to progress

10 Corporate Services Team

AH reported that all was running well. An extra member of staff would need to be employed for the Insight ASI project and there was an issue of available space in the Moulton Park office.



11 Systems & Resources

AH reported that the website was still an ongoing issue. Suggestions had been received to invite John Fox to host a workshop examining navigation and the home page.

It was further suggested to invite members of the web community to attend the workshop.

The suggestion received Board approval.

Action SBD 01/01/05: AH/ VS to arrange website workshop

12 International

SP advised that a calendar to invitations needed to be collated on an annual basis in order to make decisions on attendees.


He further advised that Socitm were 'missing a trick' in not debriefing our attendees at International events to learn from their experiences.

DC advised that this should take place at the next SBD meeting following such attendance.

Action SBD 01/01/06: AH to include debrief on future SBD agendas

13 AOB

Financial Regulations

AH advised that, currently contractors can sign contracts up  the financial regulations will be re-worded to include a scheme of delegation for authorisation and this would be presented to the Commercial Board.

Hospitality for Directors

DB requested clarification on the rules for accepting hospitality. It was agreed that whilst hospitality was, in general, reciprocal anything in excess of £30 would need to be declared at SBD and other board meetings.

RC congratulated SP on his year as President and gave thanks on behalf of SBD.

SP advised that, in future, Socitm would only offer one free place to International guests at the Autumn Conference except when the LOLA conference is in the UK when two places would be offered.