

**Minutes of the Socitm Board of Directors Meeting held 29 July 2009
at Camden Town Hall, London**

	<p>In Attendance: -</p> <p>Steve Palmer Socitm President, Chair of SBD Richard Steel Immediate Past President Rose Crozier Vice President Peter Gallon Vice President Adrian Hancock Managing Director David Houston Interim Executive Director David Bryant Non Executive Director David Clayden Non Executive Director Steve Hopson Non Executive Director Steve Jones Non Executive Director Pam Larsen Secretary Melanie Smith Socitm Finance Manager</p> <p>Apologies were received from: -</p> <p>Jos Creese Vice President Frances Kettleday Advisor to Board</p>	<p>Action</p>
<p>1</p>	<p>The Chair welcomed Peter Gallon to his first board meeting</p>	
<p>2</p>	<p>Declarations of interest</p> <p>None were declared. It was decided that should any board members apply for any Socitm post and be successful in the application then they will be required to step down as a director.</p>	
<p>3</p>	<p>Declaration of hospitality/gifts</p> <p>None were declared</p>	
<p>4</p>	<p>Previous minutes and actions</p> <p>SBD 27.05/01 PL had investigated but no useful guidelines were available</p> <p>SBD 27.05/02 It was reported that this could be achieved (individual annual invoicing) but there would need to be a transition period for a number of years running in parallel with the current system.</p>	

	<p>SBD 27.05/04</p> <p>SBD 27.05/05</p> <p>SBD 27.05/06</p> <p>SBD 27.05/07</p> <p>SBD 27.05/08</p> <p>SBD 27.05/09</p> <p>SBD 27.05/10</p> <p>SBD 27.05/11</p> <p>SBD 27.05/12</p> <p>SBD 27.05/13</p> <p>SBD 27.05/14</p> <p>SBD 27.05/15</p> <p>SBD 27.05/16</p> <p>SBD 27.05/17</p> <p>SBD 27.05/18 & 19</p> <p>SBD 27.05/20</p> <p>SBD 27.05/21</p> <p>SBD 27.05/22</p> <p>SBD 27.05/23</p>	<p>It is unlikely that this would be implemented before 2010.</p> <p>David Houston had liaised with Peter Ryder and a budget of £10k had been agreed for International activities.</p> <p>See minutes of current meeting</p> <p>It was reported that following the introduction of purchase order numbers to suppliers that this was not an issue and the purchase of an additional module for the finance system was no longer required. However there is still a need to report to the board the level of monies committed by business streams</p> <p>David Houston and Melanie Smith have produced a more acceptable format of financial reporting.</p> <p>David Houston has uploaded draft financial regulations, for Socitm, to SBD GovX space.</p> <p>David Houston and Melanie Smith had investigated and invested surplus funds at an acceptable business rate.</p> <p>See minutes of current meeting</p> <p>See minutes of SSL EGM</p> <p>Richard Steel (member of events team) will attend Commercial Board meetings.</p> <p>Pending discussion of the role of Business Development Manager</p> <p>Adrian Hancock has produced a high level value proposal for Socitm membership and identified resources required for the Membership Board</p> <p>See minutes of current meeting</p> <p>Martin Ferguson, due to holiday commitments, will now attend the September meeting.</p> <p>Pam Larsen had not received any invitations to attend events and this will be an ongoing activity</p> <p>Adrian Hancock reported that the contract to ██████████ & 19 ██████████ had been extended.</p> <p>Pam Larsen reported that the sponsorship roles of directors had been uploaded to the Socitm website.</p> <p>Adrian Hancock reported that a pilot scheme with GBTV will be launching shortly. Further discussions with Learning Pool will take place.</p> <p>The provision for an electronic AGM will be encompassed in a future version of Articles of Association for Socitm Limited.</p> <p>Frances Kettleday had attended the recent</p>	
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	<p>Membership Board meeting and gave feedback to that meeting on how little knowledge of Socitm was known by young professionals in local government.</p> <p>SBD 27.05/24 Adrian Hancock had written to Martin Scarfe re Newham Tele Health project.</p> <p>SBD 27.05/25 See minutes of current meeting re future meeting dates for SBD</p>	
<p>5</p>	<p>Governance</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>It was agreed that for future VP's a letter would be sent to the CE of the organisation(s) outlining the time commitment required and the enhancement and benefits to such organisations.</p> <p>It was suggested that there would need to be a contract in place for VP's to ensure confidentiality.</p> <p><i>Action SBD 29.07/01: When appropriate AH to write to CE of employing organisation(s) of future VP's.</i></p>	<p>AH</p>
<p>6</p>	<p>Budget and Finance</p> <p>David Houston reported that it had been necessary to recast the budget in order to encompass new commitments and have a clear position until the end of the year.</p> <p>There was some discussion on the figures [REDACTED]</p> <p>It was recommended that the Commercial Board refer back to [REDACTED] to obtain reports in a manner more in keeping with the Commercial Sector.</p> <p><i>Action SBD 29.07/02: David Bryant to liaise with [REDACTED] Management re format of reports</i></p> <p>It was further recommended that future reports to SBD would show variances which would highlight issues needing further discussion.</p> <p><i>Action SBD 29.07/03: David Houston/Melanie Smith to prepare reports in accordance with above request</i></p> <p>David Bryant reported on behalf of the Commercial Board that whilst</p>	<p>DB</p> <p>DH/MS</p>

	<p>future [REDACTED]</p> <p>Events</p> <p>David Houston reported that, at the half year, figures were better than previously reported. Corporate and International had been removed from the Events budget and therefore the return to the society from events had been recalculated accordingly.</p> <p>Membership Subscriptions</p> <ul style="list-style-type: none"> • There was still approx [REDACTED] for 2009 subscriptions. <p>David Houston reported that the figure for contingency against loss had been reduced due to the enhanced performance of Socitm Consulting and Socitm Insight.</p> <p>Additional costs in the budget were: -</p> <ul style="list-style-type: none"> • Mentoring - £10k for 2009. The proposal had yet to be completed but the project had Membership Board approval. • Corporate costs had increased slightly as a result of additional staff. • Provision had been made in the budget for the proposed appointments of Head of Membership and Business Development Manager. • Corporate marketing costs had increased due to rebranding and commercial strategies. <p>The Board agreed the new budget with the proviso that there would be no further commitments this year.</p> <p>The Financial manager reported on cash flow analysis. This had only commenced in March 09 and to date each month the actual balance has exceeded the forecast. However it needed to be noted that during the autumn months expenditure would be higher due to conference invoices.</p>	
<p>7</p>	<p>National Advisory Council</p> <p>Steve Palmer reported receipt of a communication from the chair of NAC outlining NAC concerns.</p>	

	<p>It was agreed that in future, there will be SBD representation at NAC meetings.</p> <p>It was also agreed that there was a need to review NAC Terms of Reference.</p>	
<p>8</p>	<p>Divisional Boards</p> <p>Commercial</p> <p>Adrian Hancock had circulated the business case for the recruitment of a Business Development Manager.</p> <p>Two areas of focus were: -</p> <ul style="list-style-type: none"> • Business development – to identify opportunities and make fit for market • Account management – to manage and co-ordinate opportunities presented to Socitm. <p>It was noted that there was a need for a vigorous interview process with an appropriate probationary period to avoid appointing a person who subsequently does not deliver.</p> <p>There should be a draft strategy prior to interview which would be reviewed upon appointment.</p> <p>SBD agreed to proceed with the appointment.</p> <p>It was further agreed to delegate, to the Commercial Board, the decision on bonus payments to the appointee.</p> <p><i>Action SBD 29.07/04: David Bryant to report back the decision on whether or not bonus incentives would be added to the JD for the Business Development Manager.</i></p> <p>Consulting Update</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>There are a number of options available to Socitm Ltd and it was</p>	<p>DB</p>

	<p>agreed that a proposal would be made at the September meeting of the Commercial Board to request [REDACTED] Commercial Board to present recommendations to the September SBD meeting.</p> <p><i>Action SBD 29.07/05: David Bryant to bring recommendations for the [REDACTED] to the September SBD meeting.</i></p> <p>Insight</p> <p>[REDACTED]</p> <p>Socitm Services Limited</p> <p>Adrian Hancock advised that a decision was required in order to get SSL up and running. Initially the board members would comprise of the Commercial Board members.</p> <p>It was agreed to proceed with this.</p> <p>Adrian Hancock advised the board of the death of our auditor who had provided advice on SSL. A new company of auditors may need to be appointed. The Finance Manager advised that she had already had initial discussions with a company in close proximity to the Northampton Office.</p> <p><i>Action SBD 29.07/07: Melanie Smith/David Houston tasked to produce a list of requirements.</i></p> <p><i>Action SBD 29.07/08: David Houston is liaising with Langleys Solicitors to draw up new Articles of Association for SSL.</i></p> <p>Membership Board</p> <p>Rose Crozier reported on the recent meeting. The emphasis was on the recruitment of a Head of Membership.</p> <p>Bernard Gudgin had been working with PARN and recruitment was due to commence within the next two weeks.</p>	<p>DB</p> <p>MS</p> <p>MS/DH</p> <p>DH</p>
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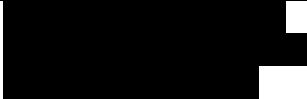
	<p>There is a need to have more formal communications plans on how to connect with members, regions and communities e.g. NHS/Fire/Police.</p> <p>A meeting had taken place with Kate Byrnes of the Cabinet Office Professionalism Group. Kate was keen for Socitm to take the lead in moving this forward and whilst she could not offer funding she did offer two of her staff to work with our HoM when appointed.</p> <p>Bernard Gudgin is working with Mark Wheatley on Mentoring and making good progress.</p> <p>Value Proposition</p> <p>Adrian Hancock reported that Neil Harvey had re-worked the original draft. It was planned to place this on the Socitm website and broadcast the membership to obtain their views.</p> <p>Steve Palmer commented on the lack of information on the Socitm Blog which could lead to the perception that there is not much of interest on the website.</p> <p>Steve also questioned when SBD were going to see the Communications Strategy.</p> <p>Adrian Hancock responded that an electronic version should be available by August with a final version for the September SBD meeting.</p> <p>It was agreed to provide this to the chair of the Membership Board as soon as possible.</p> <p><i>Action SBD 29.07/09: Adrian Hancock to provide draft version of Communications Strategy to Membership Board</i></p>	<p>AH</p>
<p>9</p>	<p>Corporate Services Team</p> <p>HR/Staffing</p> <p>Adrian Hancock reported that the Socitm Office Manager had resigned and would be leaving on 11th September 2009. A local</p>	

	agency was sourcing suitable candidates for a full time position.	
10	<p>Systems and Resources</p> <p>CRM</p> <p>Adrian Hancock reported that there were still issues on broadcasts which GV were addressing.</p> <p>CMS</p> <p>This is still on target</p>	
11	<p>Policy</p> <p>Adrian Hancock reported that the appointment of Head of Policy had resulted in an immediate positive impact.</p> <p>David Clayden requested third sector involvement in the work of Head of Policy</p> <p>Action SBD 29.07/10: David Clayden to contact Martin Ferguson</p> <p>Socitm TV</p> <p>Adrian Hancock reported that there would be a pilot Socitm channel in time for the October conference. This is at nil cost to Socitm and will be promoted via broadcasts.</p>	DC/MF
12	<p>Events</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Provisional bookings had been made for Autumn Conferences</p> <ul style="list-style-type: none"> • 2010 – Brighton • 2011 - Celtic Manor <p>Rose Crozier suggested moving the spring event around the regions.</p>	

	<p>[REDACTED]</p> <p>It was agreed that the Events Team would produce proposals for a one day event in spring 2010.</p> <p>Action SBD 29.07/11: Steve Palmer to liaise with Events Team</p> <p>Steve Palmer urged all board members to push their authorities for attendance at the Autumn Conference.</p> <p>RC/SH will be hosting the International delegation. The International/Partner programme is still under development.</p>	<p>SP</p>												
<p>13</p>	<p>AOB</p> <p>Future SBD meetings</p> <table border="1" data-bbox="323 1048 1214 1290"> <thead> <tr> <th>Date</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>03 December 2009</td> <td>Room 3 Camden Town Hall</td> </tr> <tr> <td>04 February 2010</td> <td>To be advised</td> </tr> <tr> <td>01 April 2010</td> <td>To be Advised</td> </tr> <tr> <td>03 June 2010</td> <td>To be advised</td> </tr> <tr> <td>05 August 2010</td> <td>To be advised</td> </tr> </tbody> </table> <p>SSL EGM</p> <p>The Board of Directors for SSL, as proposed by the Board of Socitm Limited, was agreed.</p> <p>Rose Crozier tendered her resignation as a Director of SSL.</p> <p>Action SBD 29.07/12: Pamela Larsen to register directors with Companies House</p>	Date	Venue	03 December 2009	Room 3 Camden Town Hall	04 February 2010	To be advised	01 April 2010	To be Advised	03 June 2010	To be advised	05 August 2010	To be advised	<p>PL</p>
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Appendix 1: List of Actions
Socitm Board of Directors Meeting 29 July 2009

Action No:	Description	Actioned By	Opened	Ongoing	Closed
SBD 27.05/01	PL to seek advice on monetary level at which hospitality needs be declared	PL	27.05.09		29.07/09
SBD 27.05/02	AH/MS to progress individual annual invoicing	AH		Review in 2010	
SBD 27.05/03	AH to advise when regions will have visibility of new website	AH			29.07.09
SBD 27.05/04	DH to suggest budget for International activities	DH			29.07.09
SBD 27.05/05	DH/MS to recast budget for July board meeting	DH			29.07.09
SBD 27.05/06	AH/MS to progress commitment accounting	AH			29.07.09
SBD 27.05/07	DH/MS to provide more concise financial reporting	DH			29.07.09
SBD 27.05/08	DH to upload draft financial regulations to GovX	DH			29.07.09
SBD 27.05/09	DH/MS in investigate/recommend investment accounts for surplus funds	DH			29.07.09
SBD 27.05/10	AH to contact John Serle re next meeting and role of NAC	AH			29.07.09
SBD 27.05/11	AH to provide discussion paper on use of SSL	AH			29.07.09
SBD 27.05/12	SP to arrange volunteer from Events Team to attend Commercial Board meetings	SP			29.07.09
SBD 27.05/13	AH to progress discussions with SH re business opportunities and SH involvement	AH			
SBD 27.05/14	AH to write high level value proposal for membership and identify resources required by membership board	AH			29.07.09
SBD 27.05/15	Ah to contact Boilerhouse re communications strategy	AH			
SBD 27.05/16	AH to invite Martin Ferguson to attend start of July SBD meeting	AH			29.07.09
SBD 27.05/17	PL to manage invitations	PL			

	received by Socitm				
SBD 27.05/18	AH to extend Contract for Mark Brett	AH			29.07.09
SBD 27.05/19	DH/MS to include costs for extended contract for MB in next release of Budget	DH			29.07.09
SBD 27.05/20	PL to upload Directors sponsorship roles to website	PL			29.07.09
SBD 27.05/21	AH to progress discussions with GB/Learning Pool	AH		29.07 Discussions ongoing with LP	
SBD 27.05/22	AH to amend Articles of Association to allow for electronic AGM	DH		29.07 Ongoing until next AGM	
SBD 27.05/23	FK to report back to SBD results of contacts with colleagues re joining Socitm	FK			29.07.09
SBD 27.05/24	AH to write to Martin Scarfe re Newham Tele Health Project	AH			29.07.09
SBD 27.05/25	PL arrange future meeting dates and post of GovX	PL			29.07.09
SBD 29.07/01	When appropriate AH to write to CE of employing organisation(s) of future VP's.	AH			
SBD 29.07/02	David Bryant to liaise with Insight Management re format of reports	DB			
SBD 29.07/03	David Houston/Melanie Smith to produce variance reports for future meetings	DH/MS			
SBD 29.07/04	David Bryant to report back the decision on whether or not bonus incentives would be added to the JD for the Business Development Manager.	DB			
SBD 29.07/05		DB			
SBD 29.07/06	Melanie Smith to reject invoices received not quoting a purchase order number	MS			
SBD 29.07/07	Melanie Smith/David Houston tasked to produce a list of requirements for new auditors	MS/DH			
SBD 29.07/08	David Houston to liaise with Langleys Solicitors to draw	DH			

	up new Articles of Association for SSL				
SBD 29.07/09	Adrian Hancock to provide draft version of Communications Strategy to Membership Board	AH			
SBD 29.07/10	David Clayden to contact Martin Ferguson to ensure 3 rd sector is included in Policy brief	DC			
SBD 29.07/11	Steve Palmer to brief Events Team on requirements for Spring 2010 event	SP			
SBD 29.07/12	Pamela Larsen to register directors of SSL with Companies House	PL			