

**Minutes of the Socitm Board of Directors Meeting held 03 December 2009
at Baker Tilley, London**

In Attendance: -

Action

Steve Palmer	Socitm President, Chair of SBD
Richard Steel	Immediate Past President
Jos Creese	Vice President
Rose Crozier	Vice President (towards end of meeting)
Adrian Hancock	Socitm Managing Director
Melanie Smith	Socitm Finance Manager
David Houston	Strategic Finance Director
David Bryant	Non Executive Director
David Clayden	Non Executive Director
Pam Larsen	Secretary

Apologies were received from: -

Steve Hopson	Non Executive Director
Peter Gallon	Non Executive Director
Steve Jones	Non Executive Director

1 Declarations of interest

None were declared.

2 Declaration of hospitality/gifts

None were declared.

3 Previous minutes and actions

The minutes were accepted with the following amendments: -

Governance

AH reported that as Executive Directors are employed by Socitm, re-election at an AGM is not a requirement.

Item 8 – Divisional Boards

It was agreed that the order for one banner per region would be placed now. It was suggested that perhaps the banners could be branded for the region they were relevant to – e.g. a thistle for Scotland.

Action SBD 03/12/01: AH to liaise with VS over branding of banners

AH/VS

4 Finance & Legal

AH introduced this item by reminding the board of the EGM changes in 2008

and where the Society is at present. He outlined the development programme that had been decided upon by the Board earlier in 2009 and the progress in recruiting the three Heads of Service. Socitm was now in a position to start benefiting from this programme over the next 3 years.

Development Spending

DH reminded the board of the critical decision, earlier in the year, where they had decided to invest up to £144k of reserves over and above the capacity of the revenue budget in 2009. He illustrated this by reference to a graph which showed the projected reserves position over 2010/2011/2012. He advised the Board that it was likely that there would be a significant financial loss in 2010 [REDACTED] which could take reserves as low as [REDACTED] but still above the agreed contingency reserve figure of £500k. By 2011, increased income from commercial activity should see the Society returning to profit and by 2012 reserves should have recovered and indeed were likely to exceed 2008 levels. With sound management, this new growth would continue beyond 2012.

Budget Monitoring

DH referred to the traffic lights report which was now predicting a loss of £78k. This was due to over optimism earlier in the year that Insight, Events and Socitm Consulting revenue could cover expenditure on the development programme and save the £144k call on reserves. Nevertheless, this meant that £66k profit had still been made on activities outside the development programme. As the investment was in people (i.e. salaries) it was revenue and showed up immediately on the bottom line as a loss (as opposed to a capital investment which would be spread over several years). The targets for Events income were over ambitious and there was an additional expense of £6k over budget for International guests at Edinburgh. Taking everything into account for moving forward there is now little capacity to utilise reserves in anything other than the development programme.

Cash Monitoring 2009

MS had circulated a brief report re cash balances and projections for the remainder of 2009.

Draft budget 2010

DH had circulated a first draft budget for 2010.

DB requested that the next version would have a 3rd column indicating the outturn for the current year.

DH

It was noted that there was considerable investment in ASI conversion as this was fundamental to the business and press releases had already been issued. The new Supplier Market Intelligence Service (SMIS) had been put

on hold, though. This is an area where the new H of BR needs to be involved.

SP questioned the budget figure for Events.

DH responded that re-charges had been agreed with the events management team but would check again to ensure that figures were net of all corporate recharges.

Action SBD 03/12/02: David Houston to confirm Events budget with events management team.

AH

AH reported that targets still needed to be set for the H of BR appointee and budget figures were likely to [REDACTED] DH clarified that the budget figures had been based on AH's original business case but he recognised that these could be updated now Karl was in place.

DB queried contingency levels and suggested that a higher budget for new commercial income could be set but balanced by a high contingency. A similar approach could be used for the SMIS.

SP noted the budget figures for membership subscription for new communities but that there was the lack of a plan to achieve the £30k proposed. It was requested that the H of M provided a recruitment plan for the February Board meeting.

It was agreed that in order to accept this budget, the following needed to be addressed: -

- Review Events figures
- Agree targets for H of BR/CD
- Insert SMIS proposal with full contingency
- Consult with H of M re membership issues

AH/D
H

Action SBD 03/12/03: Adrian Hancock and David Houston to action via GovX by end of 2009

Financial Strategy

DH had circulated a paper outlining existing financial strategies and asking the board to note the progress made on developing these strategies.

Financial advisor and auditor

DH had circulated a paper to be noted by the board.

Legal advisor and Legal Issues

DH had circulated a paper to be noted by the board.

5 Policy

It was agreed that Martin Ferguson would respond, on behalf of Socitm, to

the Government IT Strategy.

AH/M
F

Action SBD 03/12/04: Martin Ferguson to respond to Government IT Strategy

6 Governance

Commercial Structures

AH reported that this item was still ongoing but would need to be resolved by 31 December 2009.

VP Confidentiality

AH reported this was still under development.

AGM and VP Elections

AH reported that the current board would need to be strengthened by two new VP's to be elected at the next AGM (April 2010).

RC has been requested to remain as a VP for an additional year from April 2010.

RS advised he would be available for an additional year if required.

8 Divisional Boards

Commercial Board Consulting Update

AH had circulated a paper detailing a meeting with SCL.

[REDACTED]

[REDACTED]

It was requested by the Board that we would in-house the Consulting business within 1 year and that [REDACTED] with a maximum transition time of 12 months between old and new arrangements.

David Bryant also stated the following:-

- That Consulting (or any core business) should remain (become) wholly owned by Socitm Limited.
- Any profits derived from Consulting (or any core business) will be used to subsidise members services within the Society.
- That the services provided by Consulting (or any core business)

should support members in executing their roles within their organisation.

- The Consulting services (or any core business) will be aligned with the policies agreed at Socitm Futures to ensure they are current and of value to our members.



It was agreed that AH would refine the current draft and make available, via GovX, by the end of the following week.

Action SBD 03/12/05: Adrian Hancock to refine current draft

AH

Insight



Board briefing

AH/DH had circulated papers relating to: -

- Commercial Strategy
- Corporate Structure

Member Services Board Mentoring Update

PL advised that there were now three active mentor/client relationships with more in the pipeline.

Learning Pool

AH advised that the pilot scheme would go ahead monitored by Ellen Jessett and Bernard Gudgin.

Events

SP advised that venues for conferences were booked until the end of 2011 and the need to look beyond this date to secure other venues.

MS advised that surplus figures from the October conference were not yet available due to late invoicing.

SP requested that H of BR/CD be tasked with an early overview of events with a view to presenting initial thoughts to the SBD February 2010 meeting.

AH/K
G

Action SBD 03/12/06: AH to advise Karl Grundy of requirement

It needs to be decided who, within Socitm, would be part of the Events review team.

DH advised that there are still issues relating to the employment status with Elaine Davis.

A paper re Socitm Events Charging Policy had been circulated for noting.

9 Corporate Services Team

AH advised that review procedures for CST staff are underway.

10 Systems and Resources

AH reported that beta testing was about to commence.

AH will circulate links to the website to the board in order they can user test.

Action SBD 03/12/07: AH to provide SBD members with link to new website

AH

11 Development and Strategy

GBTV

AH advised that GBTV were offering 2 studio sessions per month and volunteers were required for interviewing.



13 International

It was noted that additional expenditure had been incurred at the Autumn conference due to the number of international guests.

When invitations are received from international organisations they were generally for 2 people to attend the event. Socitm will only send one person. For future Socitm events where International guests attend Socitm will only host one person.

Action SBD 03/12/08: Steve Palmer to carry this forward

13 Events

October Conference feedback.

SP reported positive feedback from the October conference.

Decisions will shortly need to be made re costs for the 2010 Spring event.

JC suggested that an invitation to the event could be included with membership invoices this year.

13 AOB

David Clayden reported on the recent inaugural meeting of the Kingston University Public Sector Information Management and Knowledge sharing forum (IMKS) which had taken place at the end of November. The university have set up this forum to guide their research and assist their students. There is a membership fee which might be waived as Chris Head has been involved for some time now and Socitm may qualify for free foundation membership.

DC supports Socitm continuing to take part in this forum and suggests contact be made with Chris Head and Martin Ferguson for further information.

AH

Action SBD 03/12/09: AH to investigate further.

Future SBD meetings

Date	Venue
04 February 2010	Room 4 Camden Town Hall
01 April 2010	Room 3 Camden Town Hall
03 June 2010	To be advised
05 August 2010	Room 3 Camden Town Hall
16 September 2010	To Be advised