

PUBLIC VERSION

**Minutes of the Socitm Board of Directors Meeting held 27 May 2009
at Pentagon Training, Russell Square, London**

	<p>In Attendance: -</p> <p>Steve Palmer Socitm President, Chair of SBD Richard Steel Immediate Past President Jos Creese 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 Pam Larsen Secretary Frances Kettleday Advisor to Board</p> <p>Apologies were received from: -</p> <p>Rose Crozier Vice President Peter Gallon Vice President Steve Jones Non Executive Director Melanie Smith Finance Manager</p>	<p>Action</p>
<p>1</p>	<p>Declarations of Interest</p> <p>Steve Hopson advised that he was currently working on an assignment for Socitm Consulting.</p>	
<p>2</p>	<p>Directors Declaration of Hospitality/Gifts received</p> <p>David Houston declared a lunch with Langleys. Steve Palmer declared a lunch at the GC awards</p> <p>Pam Larsen to seek advice on a suitable monetary level at which hospitality needs to be declared.</p> <p><i>Action SBD 27.05/01: PL to advise on suitable monetary level on which hospitality needs to be declared.</i></p>	<p>PL</p>
<p>3</p>	<p>Minutes of previous meeting</p> <p>David Houston noted an omission from the report on budget monitoring in the previous minutes [REDACTED]</p> <p>[REDACTED]</p> <p>The minutes were then agreed.</p>	

4	<p>Matters arising and actions from previous meeting</p> <p>Rolling membership year. Adrian Hancock reported that this was possible. What needed to be resolved was the transition between annual invoicing en bloc and rolling invoicing.</p> <p><i>Action SBD 27.05/02: Further investigation required on transition to individual annual invoicing</i></p> <p>Moving of test server to new data centre to allow regions visibility of new website. Adrian Hancock reported that this was not yet feasible.</p> <p><i>Action SBD 27.05/03: AH to report when finalised</i></p> <p>International. David Houston was requested to liaise with Steve Hopson and Peter Ryder re funding for the LOLA conference and International guests at the Socitm Annual Conference</p> <p><i>Action SBD 27.05/04: DH to suggest budget for International activities</i></p>	<p>AH/MS</p> <p>AH</p> <p>DH</p>
5	<p>Budget and Finance</p> <p>Financial reports.</p> <p>David Houston reported the Management Accounts previously circulated were up till the end of April but that information obtained from Socitm Consulting was only up till the end of March.</p> <p>The income from Socitm Consulting was on target [REDACTED]</p> <p>Insight business stream was performing well.</p> <p>The information on the Events business stream will need updating when all invoices have been received for the Stoneleigh event.</p> <p>[REDACTED]</p> <p>David Houston reported that the income from membership subscriptions was [REDACTED]</p> <p>David Houston to reassess the budget for the next meeting.</p> <p><i>Action: SBD 27.05/05: David Houston to recast budget for next</i></p>	<p>DH/MS</p>

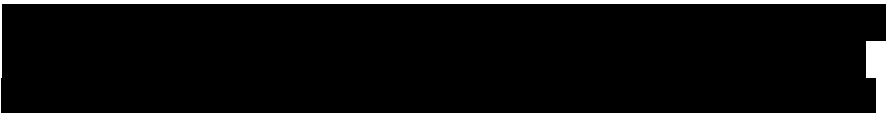
	<i>meeting</i>	
	<p>Richard Steel brought to the attention of the meeting a previous agreement that reports would be produced by ‘commitment accounting’ [REDACTED]</p> <p>Adrian Hancock to investigate in the required Exchequer module is operable.</p> <p>Action SBD 27.05/06: Adrian Hancock to investigate ‘commitment accounting’ module within Exchequer</p> <p>Jos Creese suggested the following to clarify financial reporting:-</p> <ul style="list-style-type: none"> • Single consolidated financial report • High level analysis of performance over the previous quarter, by business stream (Events, Insight, Consultancy etc) against plan • Key issues, challenges and risks regarding finance which the Board need to be aware of – link to business priorities • Outlook for the next quarter (in same format as above) • Actions/recommendations, clarifying which need Board approval/intervention <p>Action SBD 27.05/07: David Houston to provide more concise reporting</p> <p>Financial Regulations.</p> <p>David Houston reported that these had been drafted and almost complete but a further cycle would be appropriate.</p> <p>Steve Palmer requested visibility of the current draft.</p> <p>Action SBD 27.05/08: David Houston to upload draft financial regulations to GovX</p> <p>Cash flow</p> <p>Melanie Smith had previously circulated a cash flow report with predictions to the end of 2009. It was agreed in principle that part of funds currently available be invested in short/medium term investment accounts to maximise interest.</p> <p>Action SBD 27.05/09: David Houston to report/advise on suitable accounts via GovX</p>	<p>AH/MS</p> <p>DH/MS</p> <p>DH</p> <p>DH/MS</p>
6	<p>National Advisory Council</p> <p>Adrian Hancock reported on the NAC meeting of 29 April. [REDACTED]</p>	

	<p>[REDACTED]</p> <p>It was agreed that Adrian Hancock would make further representation to the chair of NAC to establish an appropriate role.</p> <p><i>Action SBD 27.05/10: Adrian Hancock to contact chair of NAC</i></p>	<p>AH</p>
<p>7</p>	<p>Divisional Boards</p> <p>Commercial Board</p> <p>David Bryant reported on the meeting of the Commercial Board held the previous week. David Clayden had attended the meeting and provided insight into the third sector.</p> <p>The use of SSL as a vehicle for commercial ventures had been discussed. Adrian Hancock to provide a discussion paper pending further advice from our auditors.</p> <p><i>Action SBD 27.05/11: Adrian Hancock to provide discussion paper on SSL</i></p> <p>It had been noted, at the meeting, that the Events team did not have a representative on the board.</p> <p>Steve Palmer volunteered to approach the Events team on this issue.</p> <p><i>Action SBD 27.05/12: Steve Palmer to approach Events team for volunteer to attend Commercial Board meetings</i></p> <p>The remainder of the meeting had concentrated on how to generate revenue streams.</p> <p>Steve Palmer queried whether an income of £[REDACTED] could be achieved by the end of the year as a number of papers had been presented, each promising impressive incomes but lacking firm proposals.</p> <p>David Bryant confirmed that this was achievable and a package was currently being assembled to offer to prospective clients.</p> <p>Adrian Hancock reported that discussions were underway with Steve Hopson regarding his potential involvement in exploring business opportunities.</p> <p><i>Action SBD 25.05/13: Adrian Hancock to further discuss business opportunities with Steve Hopson</i></p>	<p>AH</p> <p>SP</p> <p>AH</p>

<p>Membership Board</p> <p>Steve Hopson had circulated a paper detailing responses from organisations he had been in contact with. [REDACTED]</p> <p>It was agreed that the focus should be putting forward a ‘value for membership’ proposal for the Membership Board to consider the practicalities of delivering the model.</p> <p>It was recognised that an additional resource would be needed by the Membership Board in order that membership proposals be available in time for the autumn conference.</p> <p><i>Action SBD 25.05/14: Adrian Hancock to produce high level value proposition for Membership Board and identify resources required to deliver</i></p> <p>It was agreed that better communication with the membership was essential to all future plans and that advice was needed to determine a communications strategy.</p> <p>Jos Creese advocated an internal resource for this role as his personal past experience had proved this to be a cost effective way forward.</p> <p>It was agreed to approach Boilerhouse with a view to seeking their assistance in determining a communications strategy.</p> <p><i>Action SBD 25.05/15: Adrian Hancock to contact Boilerhouse</i></p> <p>Corporate Services Team</p> <p>Head of Policy</p> <p>Adrian Hancock reported that the Head of Policy was now in place.</p> <p>Jos Creese suggested that the Head Of Policy be invited to the beginning of the next SBD meeting</p> <p><i>Action SBD 27.05/16: Adrian Hancock to invite Martin Ferguson to attend July SBD meeting</i></p> <p>Richard Steel advised that there was an issue on the number of invitations which Socitm received. It was agreed that, in future, these would be put forward to Pam Larsen for co-ordination.</p> <p><i>Action SBD 27.05/17: Pam Larsen to ‘manage’ invitations received</i></p> <p>Head of Information Assurance</p>	<p>AH</p> <p>AH</p> <p>PL</p>
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	<p>It was noted that Mark Brett’s work on IA is gaining Socitm presence with a number of organisations. It was agreed to extend his contract of ██████████ until the end of December although outputs needed to be clarified and managed.</p> <p><i>Action SBD 27.05/18: AH to communicate decision to Mark and other relevant parties</i></p> <p>David Houston advised that a budget had not been set aside for this.</p> <p><i>Action SBD 27.05/19: DH/MS to include costs in next release of budget</i></p>	<p>AH</p> <p>DH/MS</p>
<p>8</p>	<p>Corporate Services Team</p> <p>Systems and Resources</p> <p>Steve Palmer questioned at what point we would deliver the full technical programme.</p> <p>Adrian Hancock responded that the CRM systems was up and running although tweaks were still being made. We are still on target for the new website to go live in October.</p>	
<p>9</p>	<p>Policy</p> <p>Director’s Sponsorship roles</p> <p>It was agreed that Steve Hopson would oversee regions.</p> <p>The full list of responsibilities to be updated on the Socitm website.</p> <p><i>Action SBD 27.05/20: PL to update corporate pages on website</i></p> <p>Strategy</p> <p>Adrian Hancock had circulated a Socitm high level strategy for 2009-2012 following the corporate review carried out by KPMG. Steve Palmer requested that Martin Ferguson have input to this document with regard to the boards he attends.</p> <p>Calendars</p> <p>It was agreed that this item be taken off future agendas.</p> <p>GBTV</p> <p>Adrian Hancock advised that both GBTV and Learning Pool were prepared to run pilots at nil cost to Socitm.</p>	<p>PL</p>

	<p>It was agreed that Adrian could progress pilot discussions with both organisations.</p> <p><i>Action SBD 27.05/21: AH to continue discussions with GBTV and Learning Pool</i></p>	<p>AH</p>
<p>10</p>	<p>Events</p> <p>A development document had been circulated for discussion.</p> <p>Adrian Hancock reported that a number of event management companies had been considered and the current line of thinking was that it would be more cost effective to have our own internal resource provided that their costs could be covered by income from events.</p> <p>It was noted that SBD should have overall control of logistics.</p> <p>Richard Steel reported that regional feedback had requested more content for regional events.</p> <p>Adrian Hancock reported that a recent web event facilitated by Vicky Sargent and Martin Greenwood was on target [REDACTED]</p> <p>Steve Palmer questioned how an AGM would be organised should there not be a spring conference.</p> <p>It was agreed that the Articles of Association would be amended to allow for an electronic AGM if required.</p> <p><i>Action SBD 27.05/22: DH to include clause in Articles of Association to allow for electronic AGM</i></p> <p>Pam Larsen reported that due to changes related to the 2006 Companies Act the filing dates for accounts had been reduced from ten months to nine months and therefore AGM's must take place prior to September each year.</p> <p>Spring Conference feedback</p> <p>Steve Palmer reported that the number of attendees [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>DH</p>

	<p>It was suggested that the ‘lock down’ came too early thereby potentially missing opportunities.</p> <p>Adrian Hancock suggested that perhaps Socitm should be investigating sponsorship outside of traditional I.T. e.g. sponsorship by means of supplying technology that would enhance the event etc.</p>	
<p>11</p>	<p>Frances’s Spot</p> <p>Frances thanked everyone for the opportunity to visit Sweden to gain experience of proven digital infrastructure, solutions and applications.</p> <p>Her notes will be posted on GovX.</p> <p>Frances volunteered to speak with colleagues to ascertain their awareness of Socitm and what benefits they would expect if they were to become members.</p> <p><i>Action SBD 27.05/23: FK to post notes to GovX and to contact colleagues and report back to SBD</i></p>	<p>FK</p>
<p>12</p>	<p>AOB</p> <p>Newham Tele Health Project</p> <p>Richard Steel advised of a meeting which had taken place last August at BERR where Newham had submitted a bid for the ‘Assisted Living Innovation Programme’.</p> <p></p> <p>Adrian Hancock to contact Martin Scarfe.</p> <p><i>Action SBD 27.05/24: AH to write to Martin Scarfe re Newham Tele Health project</i></p> <p>In future all such proposals must, in the first instance, be presented to the board.</p> <p>Frequency of future meetings</p> <p>It was agreed that future meetings will now take place every other month.</p> <p>Pam Larsen to co-ordinate and advise on future meeting dates.</p> <p><i>Action SBD 27.05/25: PL to post meeting dates to GovX</i></p>	<p>AH</p> <p>PL</p>

Appendix 1: List of Actions
Socitm Board of Directors Meeting 27 May 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		
SBD 27.05/02	AH/MS to progress individual annual invoicing	AH			
SBD 27.05/03	AH to advise when regions will have visibility of new website	AH			
SBD 27.05/04	DH to suggest budget for International activities	DH			
SBD 27.05/05	DH/MS to recast budget for July board meeting	DH			
SBD 27.05/06	AH/MS to progress commitment accounting	AH			
SBD 27.05/07	DH/MS to provide more concise financial reporting	DH			
SBD 27.05/08	DH to upload draft financial regulations to GovX	DH			
SBD 27.05/09	DH/MS in investigate/recommend investment accounts for surplus funds	DH			
SBD 27.05/10	AH to contact John Serle re next meeting and role of NAC	AH			
SBD 27.05/11	AH to provide discussion paper on use of SSL	AH			
SBD 27.05/12	SP to arrange volunteer from Events Team to attend Commercial Board meetings	SP			
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			
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			
SBD 27.05/17	PL to manage invitations received by Socitm	PL			
SBD 27.05/18	AH to extend Contract for Mark Brett	AH			
SBD 27.05/19	DH/MS to include costs for extended contract for MB in	DH			

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	next release of Budget				
SBD 27.05/20	PL to upload Directors sponsorship roles to website	PL			
SBD 27.05/21	AH to progress discussions with GB/Learning Pool	AH			
SBD 27.05/22	AH to amend Articles of Association to allow for electronic AGM	DH			
SBD 27.05/23	FK to report back to SBD results of contacts with colleagues re joining Socitm	FK			
SBD 27.05/24	AH to write to Martin Scarfe re Newham Tele Health Project	AH			
SBD 27.05/25	PL arrange future meeting dates and post of GovX	PL			