

MINUTES OF ADSO BOARD MEETING

18 March 2011

at Suffolk County Council Offices, St Edmund House, Rope Walk, Ipswich
at 12.00 noon

Attended:

John Austin (JA)	Director/Chairman;
Tom van der Hoven (TvdH)	Director/Secretary;
Sue Keogh (SK)	Director;
Laura Latham (LL)	Director;
John Lynch (JL)	Director/Treasurer;
Rebecca Owen (RO)	East Midlands Clive Parker (CP)
South East/Vice-Chairman; and	
Colin Sweeney (CS)	East of England.

Claire Skoyles St Edmundsbury Borough Council (Learner), taking minutes

Apologies for Absence:

Helen Abraham	West Midlands;
Sue Crosland	South West;
Helen Gee	North West;
Matthew Kane	East Midlands;
John Quinton	Director;
Michael Robson	North East; and
Mark Towers	Director.

50. Welcome, introductions and apologies for absence

JA welcomed members to the meeting and advised that Claire Skoyles, a learner from the East of England region would be clerking the meeting. The Board thanked Claire for her attendance and CS for organising the venue for the meeting. Apologies for absence were noted.

51. Minutes of the last meeting and action points

The minutes of the meeting held on 21 January 2011 were confirmed as a correct record, subject to adding Clive Parker to the record of apologies for absence received.

The majority of the action points from the meeting were either covered on this meeting's agenda or had been completed. The following updates were reported on particular actions:-

- (a) SK, had to date, received no response to emails sent in pursuance of sourcing a regional representative from the Welsh region and this would be followed up;
- (b) Scottish and Northern Irish contacts had been sourced by CS and SK respectively;
- (c) as it was a complex piece of work, LL reported that the region in which users were located could not presently be identified from their website log-in ID details;
- (d) the possibility of a joint conference with the National Association of Civic Officers (NACO) in 2012 would not be pursued;

- (e) having now found a venue, JA would now contact John O'Brien regarding London Councils' attendance at the Conference in 2011;
- (f) subject to availability, Councillor Richard Kemp, Member Champion, would be willing to be a guest speaker at the Conference. He is happy respond to any requests to promote ADSO JA will draft information for him to include on the website;
- (g) temporary 'guest' access had been provided to those listed in the action list, plus Weightmans; and
- (h) JA would shortly be contacting Clive Mentzel regarding sharing places at the CfPS and ADSO conferences.

Resolved:

That, the outstanding actions detailed in Minute 52 (a), (e), (f) and (h) above, be pursued and/or completed.

52. Association Website

The Board considered LL's report (previously circulated), which provided an update on the ADSO website.

Particular consideration was given to the previously piloted online payments facility. LL reported that uptake to the scheme had been relatively low and difficulties had been experienced administering the facility, particularly in respect of tracking financial transactions, as detailed in Section 2 of the report.

The Board acknowledged the complexity of administering not only the online payments facility, but also the issuing of all ADSO invoices and tracking of payments received. Consideration was given to providing administrative support in the future to JL and LL and detailed proposals would be brought to a future meeting. In the meantime, JA would include an item in his weekly Bulletin asking authorities to ensure their payments could be easily identifiable when progressing through the banking system.

The Board accepted LL's proposals not to pursue with rolling-out the online payments facility at this time, but the software be retained should the Board wish to re-introduce the system at a later date.

Resolved: That,

- (1) the website statistics provided in terms of monitoring the traffic to www.asdo.co.uk, as detailed in Section 1 of LL's report, be noted;
- (2) the ongoing progress in developing the qualifications portal, as detailed in Section 3 of LL's report, be noted;
- (3) the addition of website advertising to maximise sponsorship opportunities for the 2011 Conference, as detailed in Section 5 of LL's report, be noted;
- (4) the previously piloted online payments facility be not rolled-out at the present time, but the software be kept should the Board wish to re-introduce the system at a later date;
- (5) detailed proposals be provided to a future meeting of the Board regarding the provision of future administrative support for LL and JL; and

- (6) an item be drafted by JL for JA for inclusion in the weekly Bulletin asking authorities to ensure their payments could be easily identifiable when progressing through the banking system.

53. Conference 2011

The Board considered SK's report (previously circulated), which provided a checklist in connection with the organisation of the ADSO Conference in 2011.

(a) Conference Venue and Date

SK reported that having shortlisted potential venues down to three, she, JA and JL had considered the Grade 1 listed Mary Ward House Conference and Exhibition Centre located in Euston, London was the most suitable venue for the Conference on an agreed date of Thursday 17 November 2011. JL outlined the facilities available at the Centre and that it was located in an area with several hotels in the vicinity and was easily accessible by public transport.

(b) Programme and Ideas for Speakers

Suggestions for a possible theme were given for the Conference.

Amongst others, the following suggestions were made for potential speakers:

- (i) Boris Johnson, Mayor of London;
- (ii) an academic from the University of London;
- (iii) Ben Page, Chief Executive of Ipsos/MORI;
- (iv) a Chief Executive from a London Borough Council, possibly Camden; and
- (v) Jules Pipe, Mayor of Hackney.

A discussion was also held on the structure for the Conference and SK agreed to draft a proposed programme.

(c) Roles and Responsibilities

SK had identified a number of tasks for organising the Conference, as detailed in the checklist. The checklist set out who would be responsible for specific tasks and the majority of these were agreed. However, clarification was sought on who would be responsible for some tasks and the following were agreed:-

- (i) the website would be used for bookings for both the Conference itself and the Conference's workshop choices by LL, and the design and formatting of flyers, would potentially be undertaken by South East Employers (SEE). SK would obtain costs for the design and also for a print run of 1,000 colour copies and these costs would be reported to the next meeting of the Board for consideration; and
- (ii) invoicing for both delegates and sponsors would be undertaken by JL.

JL then informed the Board that Graeme Ratten of 'Opportunities' magazine would be organising sponsorship for the Conference this year. He would be paid on a profit-share basis. JL outlined Graeme's suggestions for attracting sponsors and how they would benefit from attending. Sponsors were likely to be charged £1,600 for a Gold Standard stand and £1,100 for a Silver Standard stand. Graeme had also suggested that Conference delegates be charged at a rate of £149 for ADSO members and £179 for non-members. These proposals were accepted by the Board.

Resolved: That,

- (1) Mary Ward House Conference and Exhibition Centre located in Euston, London be approved as the venue for the Conference on Thursday 17 November 2011;
- (2) the persons identified in Minute 53 (b) above, be considered further and possibly approached to speak at the Conference, together with any other potential speakers that may be identified;
- (3) the persons identified in the ADSO Conference 2011 checklist as being responsible for specific tasks be approved, amended to reflect:-
 - (a) the website be used for bookings for both the Conference itself and the Conference's workshop choices by LL; and
 - (b) invoicing for both delegates and sponsors be undertaken by JL;
- (4) South East Employers be approached to undertake the design and formatting of flyers, with costs for the design and also for a print run of 1,000 colour copies of the various publicity material being reported to the next meeting of the Board for consideration; and
- (5) the principle of charging sponsors £1,600 for a Gold Standard stand and £1,100 for a Silver Standard stand together with charging Conference delegates a rate of £149 for ADSO members and £179 for non-members, be approved

(At this point, the Board adjourned for a short refreshment break and CS left the meeting and did not return.)

54. ADSO Constitution

The Board considered an oral report from TvdH in respect of undertaking a review of ADSO's Constitution.

Subsequent to the previous meeting where it had been suggested that the Constitution of the Association should be reviewed, the Board held a detailed discussion on possible amendments.

The following emanated from the discussion:-

- (a) officers to the Board should not be required to retire after their prescribed period of office.
- (b) the terminology used to refer to the positions of President and Vice-President should be deleted from the Constitution and replaced with Chairman and Vice-Chairman;
- (c) the number of officer positions described in the Constitution should be increased. Only the Secretary and Treasurer were currently recognised and it was therefore expedient to create further roles which covered the work currently undertaken by SK, LL, and MT for example. TvdH was given delegated authority, in consultation with JA, to create suitable titles for the officers to be defined in the Constitution; and

- (d) ADSO members wishing to seek election for the positions of Chairman and Vice-Chairman from 2012 should be nominated by a proposer and seconder, and eight other ADSO members (10 ADSO members in total).

Resolved: That,

- (1) officers to the Board not be required to retire after the prescribed period of office
- (2) the terminology used to refer to the positions of President and Vice-President be deleted from the Constitution and replaced with Chairman and Vice-Chairman;
- (3) TvdH be given delegated authority, in consultation with JA, to create suitable titles for additional officers to be defined in the Constitution; and
- (4) ADSO members wishing to seek election to the positions of Chairman and Vice-Chairman from 2012 be nominated by a proposer and seconder, and eight other ADSO members (10 ADSO members in total).

55. ADSO Business Plan

SK provided an oral update on the ADSO Business Plan on behalf of MT
The Board agreed that SK should update the Business Plan and subsequently email the amended document to Board members for comment.

Resolved:

That, SK be given the delegated authority to update the ADSO Business Plan and the amended document be emailed to Board members for comment.

56. Directors' Reports

(a) Chairman's Report

JA provided an oral update on proposals for deferring elections to the Board from 2011 to 2012. He informed the Board that he had consulted with ADSO members on this proposal and had at the time stated that should he receive at least 15 responses requesting elections in 2011, this would proceed as planned. However, having only received four responses to the consultation, whereby two had responded in favour of elections in 2011 and two preferring to defer until 2012, he considered elections to the Board should be deferred from 2011 to 2012. The Board supported this proposal and JA would produce an article for the Bulletin outlining the decision of the Board.

JA also informed the Board that he had met with the Head of Policy at the Institute of Chartered Secretaries and Administrators (ICSA) and discussed potential opportunities for joint working.

Resolved: That,

- (1) elections to the ADSO Board be deferred from 2011 to 2012; and
- (2) an article be produced for the Bulletin by JA outlining the decision of the Board.

(b) Finance Director's Report

The Board considered JL's Finance Report (previously circulated), which provided an update on the current financial situation for the Association.

The Board noted that a number of the figures relating to the income and expenditure between 1 January 2011 and 31 March 2011 required updating since the report was circulated and these were reported orally. JL would circulate draft final accounts for the period

1 January 2010 to 31 December 2010. In addition, the Board noted that whilst the Association was operating well financially, it was important to encourage ADSO members to participate in the training courses arranged by ADSO as these provided a good source of income. JL was also investigating possible investment opportunities to generate further income.

JL was commended for his hard work and the commitment given to managing the Association's finances. In response, JL also acknowledged LL's help and support.

Resolved: That,

- (1) JL's Financial Report be noted; and
- (2) the draft final accounts for the period 1 January 2010 to 31 December 2010 be circulated once completed

57. Training and Qualifications Update

The Board considered MT's Qualifications and Training Report (previously circulated) which provided an update on the recent work undertaken regarding qualifications and training.

SK reported on MT's behalf that as the Open University Awarding Body had ceased to offer vocational qualifications and to register new learners from 31 March 2011, she and MT had sought for another Awarding Body. Discussions had been held with other recognised Awarding Bodies to investigate this possibility further. The Board considered this was a sensible approach and acknowledged that the qualifications would still be nationally recognised.

Approval was sought for securing ADSO's membership to Skills4Justice. As members of Skills4Justice, this would put ADSO in a stronger position for acquiring funding from the UK Commission for Employment and Skills (UKCES), together with gaining other benefits. Two options of either taking up the basic membership or 'membership plus' were available to the Board. The Board favoured the first option, which would cost £1,500 per annum commencing from 1 April 2011. The report stated that an update would be provided at the meeting on the Skills4Justice Labour Market Information (LMI) survey undertaken in conjunction with the AEA, whereby the data collected would help identify workforce development priorities. Unfortunately this update had not yet been received; however it would be circulated to the Board in due course.

A discussion was also held on the piloted training programme, which had received positive feedback from those attending the courses. Following requests and as the courses had generated relatively significant income for the Association, MT was proposing that another training programme should be developed over a 12 month period, commencing after the next Board meeting on 4 July 2011, where a full evaluation of the pilot and the proposed programme would be presented. In the meantime, the pilot would be extended to offer two further courses, one covering Overview and Scrutiny matters and the other focussing on Negotiating and Influencing Skills for Democratic Services

Officers. The Board supported these proposals and offered suggestions for future courses and training providers currently operating in their respective regions.

MT had also proposed in his report that should the training programme be extended, both in terms of the length of the programme and diversifying to deliver courses across the regions, a larger pool of trainers would be required. In order to ensure consistency and high quality delivery nationally, the Board was asked to consider requesting that the trainers attend a one-day 'ADSO Facilitator Training Skills' session, delivered by an experienced SEE training practitioner at no cost to them. To compensate for recruited trainers being away from the workplace and acknowledging their commitment, the Board agreed with MT's suggestion that a fee payable at a flat daily rate of £125, plus expenses, should be paid to either the individual or the employing Authority, with the additional incentive of offering a free place for a colleague from their Authority on the course in which the trainer would be delivering.

Resolved: That,

- (1) the updates on the qualifications delivery and the search for a new Awarding Body, as detailed in Section 2 of the Qualifications and Training (Q&T) Report, be noted;
- (2) once received, an update on the Skills4Justice Labour Market Information survey be circulated by MT via the Directors' Forum on the website;
- (3) basic membership to Skills4Justice at a cost £1,500 per annum commencing from 1 April 2011 be pursued by MT, as detailed in Section 3 of the Q&T Report, together with seeking funding from UKCES;
- (4)
 - (a) the update on the pilot ADSO Training Programme be noted, including giving thanks to those individuals that supported it, as detailed in Section 4 of the Q&T Report; and
 - (b) the ADSO Training Programme be extended to offer two further courses in June and July 2011 respectively, one covering Overview and Scrutiny matters and the other focussing on Negotiating and Influencing Skills for Democratic Services Officers, as detailed in Section 4 of the Q&T Report, be approved;
- (5) as detailed in Section 4 of the Q&T Report, expressions of interest be sought from practitioners interested in delivering training, based on:-
 - (a) receiving a flat daily rate of £125;
 - (b) receiving a free place for a colleague from their Authority on the course the trainer is to deliver;
 - (c) travelling expenses be paid in accordance with the ADSO scheme; and
 - (d) the expectation that they attend a free 'ADSO Facilitator Training Skills' one-day course delivered by SEE, if they are asked to be part of the training delivery programme and be able to claim the daily rate fee; and

- (6) a full evaluation report on the pilot training programme; a proposed 12 month training programme; and options for administering the scheme in the long term be considered at the next meeting on 4 July 2011.

58. Regional Updates

The Board received and noted regional updates from the following representatives:-

- | | | |
|-----|----------------------------------|-----------------|
| (a) | John Austin (oral update): | London; |
| (b) | Clive Parker (oral update): | South East; |
| (c) | Helen Gee (written update): | North West; |
| (d) | Becky Owen (oral update): | East Midlands; |
| (e) | Michael Robson (written update): | North East; and |
| (f) | John Quinton (written update): | South West. |

As Colin Sweeney had unexpectedly had to leave the meeting, an update had not been provided in respect of the East of England region on this occasion.

The Board noted each of the updates with interest, which included details of discussions held in setting up each of their respective branch meetings.

59. Communications

The Board considered an oral update in respect of recent communications and publicity material relating to the Association.

JA reported that at the recent NACO Conference, a workshop was held which contributed to raising the profile of ADSO and its qualifications.

SK reported that SEE's 'Enhancing Local Democracy Conference 2011' would be held on 1 July 2011, where ADSO would be providing a stand. A representative(s) was required to represent ADSO on the stand and to address delegates for approximately five minutes to launch the ADSO Diploma. JA and CP volunteered to support the stand and JL reported that as he would be at the Conference anyway, he would also help, as required.

JA circulated the recently produced ADSO leaflet for Board members to distribute amongst their respective authorities/regions. Further copies would be arranged by JA to be printed upon request.

SK then tabled a copy of SEE's glossy brochure, which outlined the services provided by the organisation and also made reference to its partnership working with ADSO. She explained that a similar brochure could be produced on an annual basis for ADSO, and this suggestion was met with enthusiasm. Quotes would be obtained by SK for producing the brochure and these would be considered at the next meeting.

Resolved: That,

- (1) the ADSO stand at SEE's 'Enhancing Local Democracy Conference 2011' on 1 July 2011 be supported by JA and CP
- (2) further copies of the recently produced ADSO leaflet be arranged by JA to be printed upon request; and

- (3) quotes be obtained by SK for producing a glossy brochure similar to the one recently produced for SEE for consideration at the next meeting on 4 July 2011; and

60. Working with Others

(a) MJ Awards

19 applications had been received for the MJ Awards, which had been shortlisted to six possible candidates for an award. On 20 April 2011, each of these would be providing a presentation to the panel. At the Awards ceremony on 23 June 2011, ADSO would be allocated a table of 10 places and the Board considered five of these places should be allocated to joint sponsors of the Awards, Weightmans. JA would contact ADSO Board members asking for interest in taking one of the five places.

Resolved: That,

- (1) as joint sponsors, Weightmans be asked by JA if they wished to take 5 of the 10 places allocated on the table allocated to ADSO at the MJ Award ceremony on 23 June 2011;
- (2) ADSO Board members be contacted by JA asking for interest in attending the MJ Awards ceremony, taking one of the five places allocated to ADSO;

(b) CiPFA Benchmarking

The Board noted that should over 100 local authorities sign up to the Democratic Services Benchmarking Club, which was currently being developed with CiPFA, not only would ADSO be entitled to a share of any profits made by CiPFA, but a wider breadth of information would enable better comparisons to be made. CiPFA required a minimum of 85 authorities signed up to make the Club financially viable and currently 61 authorities had joined. TvdH expressed an interest in joining on behalf of the authority in which he was employed.

(c) Opportunities

This item was considered under Minute 53 (c) above.

(d) IIMC Conference - Sponsorship

TH reported that five applications had been received in the competition to 'win' a place at the IIMC Conference 2011 in Nashville, USA. All entrants had given a written submission to a Board panel and the successful applicant was Nick Evans of Cumbria County Council. TH would inform Mr Evans of his success SK would inform the unsuccessful entrants and JA would follow-up with an email to the persons concerned together with placing an article in the weekly Bulletin. Mr Evans would also be informed that the £1,500 sponsorship was the maximum funding available to cover all travelling and accommodation expenses etc. Any costs incurred over and above this amount would need to be personally met.

Resolved: That,

- (1) TH to inform Mr Nick Evans of Cumbria County Council of his success in achieving the sponsorship to the IIMC Conference 2011 in Nashville, USA, and the unsuccessful entrants;

- (2) once informed, a follow-up email to the persons concerned in (1) above be circulated by JA, together with placing an article in the weekly Bulletin;
- (3) Mr Evans also be informed that the £1,500 sponsorship was the maximum funding available to cover all travelling and accommodation expenses etc and that any costs incurred over and above this amount would need to be personally met.

(e) Board Member Attendance at IIMC Conference

JA then reported that a member of the Board, which included the regional representatives, had also been invited to attend the IIMC Conference. The Conference fees and accommodation would be met by IIMC but delegates were required to pay the cost of travel and the majority of subsistence expenses. As it had transpired that flights to Nashville could potentially be quite expensive, JA suggested that a contribution of £300 of ADSO funding should be allocated towards these costs. During the discussion, members considered this allocation should be increased to £500. As there was not a full attendance at this meeting, all ADSO Board members and regional representatives would be contacted by JA to seek expressions of interests in attending.

Resolved: That,

- (1) £500 be allocated from ADSO funding towards the cost of an ADSO Board member attending the IIMC Conference 2011; and
- (2) as there was not a full attendance at this meeting, all ADSO Board members, including regional representatives, be contacted by JA to seek expressions of interests in attending.

61. Future Developments

(a) Responding to Legislation

JQ had circulated an email regarding responding to consultations on new legislation for consideration by the Board.

He had formulated a response to the consultation on the Localism Bill, which was posted on the ADSO website awaiting comment from ADSO members. Having undertaken this task, JQ was concerned whether this approach to responding to consultations was appropriate. The following issues had been identified by JQ:-

- (a) in order for ADSO to build its profile, it was important to respond to some consultations on new legislation, however, it should be ascertained which recent consultations were relevant and appropriate for ADSO to submit a response; and
- (b) ADSO members should be encouraged to comment and 'quality check' the proposed consultation response.

The Board suggested whether deadlines should be included with the draft response indicating when comments should be submitted by ADSO members. This may encourage more comments, and this suggestion should be implemented by JQ. In addition, the Board considered a working group of 3 to 4 ADSO members should be asked by JQ to help him formulate future consultation responses.

A discussion was then held on identifying which consultations should be responded to and the Board considered the consultation relating to permitting the use of live, text-based communications such as 'blogging' and 'Tweeting' in court should be responded to.

Resolved: That,

- (1) deadlines indicating when comments should be submitted by ADSO members to draft consultation responses posted on the ADSO website be implemented by JQ;
- (2) a working group of 3 to 4 ADSO members should be asked by JQ to help him formulate future consultation responses; and
- (3) a response be made to the public consultation relating to permitting the use of live, text-based communications such as 'blogging' and 'Tweeting' in court.

(Becky Owen left the meeting during the consideration of this item.)

(b) Skills4Justice

This item was considered under Minute 57 above.

(c) Interim Managers

SK reported that she had sourced an administrator to facilitate the process for appointing interim managers to local authorities, where ADSO would act as the intermediary contact. Those wishing to put themselves forward as interim managers would be required to be ADSO members and would be asked to submit their contact details and CV to the administrator. It was then the prerogative of the relevant authority wishing to appoint interim managers as to whether they appointed one of these ADSO members.

62. Any Other Business

JA reported that correspondence had been received from Kris Hibbert, which had asked whether ADSO wished to offer a course as part of its training portfolio aimed at Civic Heads, i.e. for Mayors, Deputy Mayors and mayoralty officers. The Board considered this course may be better placed being offered by the National Association of Civic Officers (NACO) and JA would contact Kris informing her of the Board's decision.

In addition, as Kris Hibbert and Fiona Turton were both shortly leaving their posts at their respective authorities, the Board considered it appropriate to acknowledge their valued support to ADSO with a small token of the Board's appreciation. JA agreed to ascertain their home addresses and organise the purchase of a bottle of wine for each or something similar.

Resolved: That,

- (1) Kris Hibbert be contacted by JA to inform that the Board did not wish to offer the Civic Heads Course as part of the ADSO training portfolio; and
- (2) as both Kris Hibbert and Fiona Turton were shortly leaving their posts at their respective authorities and had both been a tremendous

support to ADSO, a bottle of wine for each or something similar, be organised by JA.

63. Future Meetings

The Board confirmed that the next meetings would be held on:-

Monday 4 July 2011 at London Councils' Offices; and
Thursday 29 September 2011 at a yet to be confirmed venue.

Start times for the meetings were also to be confirmed.

A discussion was held on whether the meetings should be held at regional venues, in terms of whether it was reasonable to expect some Board members to travel a considerable distance to attend the meetings. This item would be discussed in further detail at the next meeting.

Resolved:

That, consideration be given at the next meeting arranged for 4 July 2011, as to whether ADSO Board Interim Council meetings should be held at regional venues.

The meeting concluded at 3.35 pm.

ACTION	WHO
Follow up pursuance of sourcing a regional representative from the Welsh region.	SK
Speak to John O'Brien regarding London Councils attendance.	JA
Continue to provide opportunities for Councillor Richard Kemp to promote the Association and draft information for the website	JA
Liaise with Clive Mentzel regarding sharing places at the CfPS and ADSO conferences.	JA
Provide detailed proposals to a future meeting of the Board regarding the provision of future administrative support for LL and JL.	JA/LL/JL
Draft an item for the Bulletin asking authorities to ensure their payments could be easily identifiable	JL/JA
Possibly approach the persons identified in Minute 53 (b) above to speak at the Conference, together with any other potential speakers.	JA
Use the website for bookings for both the Conference itself and the Conference's workshop choices.	LL
Issue invoices for both delegates and sponsors to the Conference.	
Approach SEE about designing and printing publicity material for the Conference, including obtaining costs for consideration by the Board.	JL
When amending the Constitution, officers to the Board will not be required to retire after the prescribed period of office.	SK
Delete the positions of President and Vice-President from the Constitution and replace with Chairman and Vice-Chairman;	TvdH
Define suitable titles for additional officers for inclusion in the Constitution.	TvdH
From 2012, nominations for the positions of Chairman and Vice-Chairman need a proposer and seconder, and eight other ADSO members (10 ADSO members in total).	TvdH/JA
Email proposed updates to the ADSO Business Plan to Board members for comment.	TvdH
Produce an article for the Bulletin outlining that elections to the ADSO Board have been deferred from 2011 to 2012.	SK
Upload the draft final accounts for the period 1 January 2010 to 31 December 2010.	JA
Circulate an update on the Skills4Justice LMI survey.	JL
Take up the basic membership to Skills4Justice commencing from 1 April 2011.	MT

Extend the Training Programme to offer two further courses, as detailed in Minute 57 above.	MT
Seek expressions of interest from practitioners interested in delivering training, based on the items listed in Minute 57 above.	MT
Present to the next meeting, a full evaluation report on the pilot training programme; a proposed 12 month training programme; and options for administering the scheme in the long term.	MT
The ADSO stand at SEE's Conference be supported by JA and CP.	MT
Produce further copies of the ADSO leaflet upon request	JA/CP
Obtain quotes for producing a glossy brochure similar to the one recently produced for SEE.	JA
Ask Weightmans if they wished to take 5 places allocated on the ADSO table at the MJ Awards ceremony.	SK
Contact ADSO Board members asking for interest in attending the MJ Awards ceremony.	JA
Contact Nick Evans about him winning the sponsorship to the IIMC Conference 2011 (reiterating that the £1,500 is max. funding available), together with the unsuccessful entrants.	TvdH
Once informed, circulate a follow-up email to the persons concerned above, together with an article in the Bulletin.	SK/TvdH
Contact all ADSO Board members, including regional representatives, to seek expressions of interests in attending and that £500 had been allocated to meet costs incurred.	JA
Put deadlines indicating when comments should be submitted by ADSO members to draft consultation responses posted on the website.	JA
Set up a working group of 3 to 4 ADSO members to help JQ formulate future consultation responses;	JQ
Formulate a response to the public consultation relating to permitting the use of 'blogging' and 'Tweeting' in court.	JQ
Contact administrator for Interim Managers	SK
Contact Kris Hibbert to inform her that ADSO did not wish to offer the Civic Heads Course.	JA
Organise a 'thank you' gift for both Kris Hibbert and Fiona Turton.	JA
Consider at the next meeting as to whether ADSO Board meetings should be held at regional venues.	ALL

