



Association of
Democratic Services
Officers

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION OF DEMOCRATIC SERVICES OFFICERS HELD ON THURSDAY 22ND NOVEMBER 2012 AT 1.40 PM AT BIRMINGHAM CITY FOOTBALL CLUB, ST ANDREWS STADIUM, BIRMINGHAM

1. PRESENT:

| | | |
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| Helen Abraham | ADSO | West Midlands Representative |
| Helen Gee | ADSO | North West Representative |
| Jo Morrison | ADSO | South West Representative |
| John Austin | ADSO | Chairman |
| John Lynch | ADSO | Director |
| John Quinton | ADSO | Vice Chairman |
| Mark Towers | ADSO | Director |
| Rebecca Owen | ADSO | East Midlands Representative |
| Tim Revell | ADSO | London Representative |
| Tom van der Hoven | ADSO | Director |
| Laura Latham | ADSO | Director |
| Sue Keogh | ADSO | Director |
| Matt Kane | ADSO | East Midlands Representative |
| Simon Oldham | Ashfield District Council | Democratic Services Manager |
| Bill Ashton | Aylesbury Vale District Council | Democratic Services Manager |
| Craig Saunders | Aylesbury Vale District Council | Senior Scrutiny and Democratic Services Officer |
| Catherine Jones | Blackpool Council | Member Services Officer |
| Sally Baxter | Blackpool Council | Democratic Services Adviser |

Association of Democratic Services Officers

Registered Office: Steele Robertson Goddard, 28 Ely Place, London EC1N 6AA

Registration Number: 7068088

Place of Registration: England and Wales

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| Sharon Davis | Blackpool Council | Senior Democratic Services Adviser |
| Alastair Peace | Braintree District Council | Member Services Manager |
| Mark Wall | Brighton and Hove Council | Head of Democratic Services |
| Sheena Jones | Bromsgrove and Redditch | Democratic Services Manager |
| Maureen Keyworth | Buckinghamshire County Council | Democratic Services Officer |
| Sharon Griffin | Buckinghamshire County Council | Democratic Services Assistant |
| Glenn Burgess | Cambridge City Council | Committee Manager |
| Matthew Archer | Canterbury City Council | Deputy Head of Democratic Services |
| Rosalind Reeves | Cheltenham Borough Council | Democratic Services Manager |
| Natasha Clark | Cherwell & South Northants Councils | Team Leader, Democratic and Elections |
| James Doble | Cherwell & South Northants DC | Democratic and Elections Manager |
| Mandy Ramsden | Cheshire West and Chester | Senior Manager - Democratic Services |
| Charlotte Gordon | Chiltern Council | Democratic Services Officer |
| Mathew Bloxham | Chiltern Council | Democratic Services Officer |
| Richard Harris | Chiltern Council | Democratic Services Manager |
| Claire Sherer | City of London Corporation | Committee and Member Services Officer |
| Lorraine Brook | City of London Corporation | Committee and Member Services Manager |
| Anita Searby | Cornwall Council | Democratic Services Manager and Scrutiny Officer |
| Jacque Rapier | Cornwall Council | Assistant Democratic Services Manager |
| Hugh Peacock | Coventry City Council | Governance Services Manager |
| Nick Evans | Cumbria County Council | Senior Manager - Democratic Services |
| Tracey Couper | East Cambridgeshire Council | Principal Democratic Services Officer |
| James McLaughlin | East Northants Council | Democratic and Electoral Services Manager |
| Julie Jones | Forest of Dean Council | Democratic Services Manager |
| Linda Bowdler | Forest of Dean Council | Democratic Services Officer |

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| Tracy Morrison | Fylde Borough Council | Director of Resources |
| Tanya Davies | Gloucester City Council | Democratic and Electoral Services Manager |
| Donna Parker | Greater Manchester Fire Authority | Democratic Services Manager |
| John Armstrong | Guildford Council | Senior Administrative Officer |
| Debbie Vaughan | Hampshire County Council | Head of Member Services |
| Graham Russell | Independent Adviser | Independent |
| Jess Dool | Ipswich Borough Council | Senior Committee Services Officer |
| Trisha Sutton | Ipswich Borough Council | Committee Services Officer |
| Peter Sass | Kent County Council | Head of Democratic Services |
| Roy Jones | Lancashire County Council | Assistant County Secretary |
| Chris Owens | LB Barking and Dagenham | Scrutiny Officer |
| Glen Oldfield | LB Barking and Dagenham | Scrutiny Officer |
| Peter Goss | LB Brent | Democratic Services Manager |
| Toby Howes | LB Brent | Democratic Services Officer |
| Alistair Round | LB Camden | Senior Principal Committee Officer |
| Asha Paul | LB Camden | Head of Democratic Services |
| Caroline Bartram | LB Camden | Democratic Services Project Officer |
| Lesley Blue | LB Camden | Committee Services Manager |
| Vicky Wemyss-Cooke | LB Camden | Principal Committee Officer |
| Vinothan Sangarapillai | LB Camden | Senior Committee Officer |
| Wayne Chandai | LB Camden | Democratic Services Officer |
| Craig Bowdery | LB Croydon | Member Services Manager - Scrutiny |
| Jim Simpson | LB Croydon | Democratic Services Manager |
| June Haynes | LB Croydon | Member Services Manager - Scrutiny |
| Alison Philips | LB Ealing | Democratic Services Officer |
| Hitaishi Vaghela | LB Ealing | Democratic Services Officer |
| Karen Widdowson | LB Ealing | Member Services |

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| | | Manager |
| Linda Zimmerman | LB Ealing | Committee Team Manager |
| Marlene Messam | LB Ealing | Democratic Services Officer |
| Mike Ahuja | LB Enfield | Head of Corporate Scrutiny |
| Jane Juby | LB Enfield | Corporate Scrutiny Officer |
| James Kinsella | London Borough of Enfield | Governance Manager |
| Penelope Williams | London Borough of Enfield | Democratic Services Secretary |
| Katia Richardson | LB Hammersmith & Fulham | Assistant Committee Coordinator |
| Kayode Adewumi | LB Hammersmith & Fulham | Head of Governance and Scrutiny |
| Elaine Mceachron | LB Harrow | Acting Democratic Services and Electoral Services Manager |
| Heather Scowby | LB Islington | Democratic Services Officer |
| Zoe Crane | LB Islington | Democratic Services Officer |
| Dave Burn | LB Lambeth | Head of Democratic Services and Scrutiny |
| Nigel Harvey | LB Lambeth | Democratic Services Officer |
| Gary Lelliott | LB Richmond | Senior Democratic Services Officer |
| Jessica Vine | LB Richmond | Senior Democratic Services Officer |
| Jo Straw | LB Richmond | Democratic Services Officer |
| Joanne Tutt | LB Richmond | Member Support Officer |
| Ian Millichap | LB Southwark | Constitutional Services Manager |
| Gerald Gohler | LB Southwark | Constitutional Officer |
| Beverley McKenzie | LB Tower Hamlets | Member Support Manager |
| John Williams | LB Tower Hamlets | Service Head, Democratic Services |
| Matthew Mannion | LB Tower Hamlets | Committee Services Manager |
| Zoe Folley | LB Tower Hamlets | Committee Officer |
| Frankie Belloli | LB Wandsworth | Head of Executive and Committee Services |
| Holly Adams | LB Waltham Forest | Committee and Councillor Services Manager |
| Suzanne Wicks | London Borough of Merton | Democratic Services Officer |
| Deb Garner | Luton Council | Democratic and Scrutiny |

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| | | Team Leader |
| Lisa Jerome | Luton Council | Democratic and Scrutiny Team Leader |
| Helen Peek | Merseyside Fire and Rescue | Democratic Services Manager |
| Kelly Johnson | Merseyside Fire and Rescue | Democratic Services Officer |
| June Allen | Milton Keynes Council | Democratic Services Support Manager |
| Linda Scott | Newcastle City Council | Head of Democratic Services |
| Paul Windley | North East Lincolnshire Council | Senior Democratic Services Officer |
| Jennifer Gibson | North Kesteven Council | Democratic Services Officer |
| Karon Stubbs | Northumberland County Council | Committee Services Manager |
| Paul Davies | Nottinghamshire County Council | Democratic Services Officer |
| Keith Ford | Nottinghamshire CC | Senior Democratic Services Officer |
| Chris Holmes | Nottinghamshire CC | Team Manager |
| Gemma George | Peterborough City Council | Senior Governance Officer |
| Paulina Ford | Peterborough City Council | Senior Governance Officer |
| Robert Sheppard | RB Kensington & Chelsea | Head of Governance Services |
| James Geech | RB Kingston Upon Thames | Democratic Support Officer |
| Marian Morrison | RB Kingston Upon Thames | Democratic Support Officer |
| Rebecca Whelton | RB Kingston Upon Thames | Democratic Support Officer |
| Wendy Newton May | RB Tunbridge Wells | Democratic Services Officer |
| Olwen Heap | Ribble Valley BC | Adminiistration Officer |
| Peter Savage | Shepway District Council | Democratic Services Officer |
| Elly Cook | South Buckinghamshire Council | Democratic and Electoral Services Officer |
| Chris Woods | South Lakeland Council | Democratic and Electoral Services Manager |
| Ann Best | South Tyneside Council | Service Lead Democratic Services |
| Michelle Bennett | St Albans Council | Democratic Services Officer |
| Paul Warne | St Albans Council | Democratic Services Officer |
| Joanne Griffiths | St Helens MBC | Democratic Services Manager |

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| Ann-Marie Davidson | Staffordshire County Council | Head of Democracy |
| Craig Ainsworth | Stockport MBC | Democratic Services Manager |
| Damian Eaton | Stockport MBC | Senior Democratic Services Officer |
| Caroline Nash | Stratford District Council | Senior Democratic Services Officer |
| Sue Morgan | Suffolk County Council | Head of Democratic Services |
| Colin Sweeney | Tendring District Council | Democratic Services Manager |
| Caroline Lovelock | Test Valley Council | Senior Democratic Services Officer |
| Peter Forrester | Trafford MBC | Democratic Services Manager |
| Mark Tolson | Wakefield Council | Committee Services Manager |
| Jennie Cordwell | Warrington Borough Council | Democratic Services Assistant |
| Julian Joinson | Warrington Borough Council | Principal Democratic Services Officer |
| Georgina Atkinson-Meynell | Warwickshire County Council | Democratic Services Team Leader |
| Paul Williams | Warwickshire County Council | Democratic Services Team Leader |
| Sandra Hancock | Watford Borough Council | Scrutiny and Committee Officer |
| Andy Cremer | Welwyn Hatfield Council | Head of Governance and Scrutiny |
| Graham Seal | Welwyn Hatfield Council | Governance Services Manager |
| Susan Carne | West Dorset District Council | Head of Democratic Services |
| Christine Charnock Jones | Wigan MBC | Principal Democratic Services Officer |
| Janet Lumley | Wigan MBC | Assistant Democratic Support Officer |
| Kay East | Wigan MBC | Democratic Services Officer |
| Marie Gondlach | Wiltshire Council | Democratic Services Officer |
| Sharon Smith | Wiltshire Council | Democratic Services Officer |
| Sian Clark | Worcestershire County Council | Democratic Governance Manager |
| Mel Harris | Wychavon District Council | Senior Member Support Officer |
| Catherine Mackenzie | Wycombe District Council | Democratic Services Officer |

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| Peter Druce | Wycombe District Council | Democratic Services Officer |
| Peter Foulsham | Wyre Borough Council | Scrutiny officer |

2. APOLOGIES:

The following apologies were received:

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| Rob Hooper | Devon CC | Democratic Services and Scrutiny Manager |
| Karen Strahan | Devon CC | |
| Donna Knights-Old | Kirklees Council | Consultant |
| Joanna Boaler | Essex CC | Members Support Manager |
| Sarah Kyte | Wiltshire Police Authority | Committee Manager |
| Sandra Dipaolo | Hertsmere BC | Democratic Services Officer |
| Councillor Robert Light | | Member Champion |
| Fiona MacLeod | South Downs National Park Authority | |
| Sally Gabriel | Mid Devon Council | Member Services Officer |

3. MINUTES OF PREVIOUS MEETINGS

Resolved:

That the Minutes of the Annual General Meeting of the Association held on 17th November 2011 be approved.

4. ELECTION OF OFFICERS

As agreed at last year's Annual General Meeting, the first election of Officers of the Association (Chairman and Vice-Chairman) took place this year.

The nominations for the positions of Chairman and Vice-Chairman closed on Friday 28 September 2012 at midday. The following nominations were received:

- Chairman - John Austin, Assistant Director of Corporate Governance, London Borough of Enfield
- Vice-Chairman - John Quinton, Head of Democratic Services, Wiltshire Council.

As both positions were uncontested, the next stage was for the Annual General Meeting to confirm their election.

Resolved

That the election of John Austin, Assistant Director of Corporate Governance, London Borough of Enfield as Chairman and John Quinton, Head of Democratic Services, Wiltshire Council as Vice-Chairman be confirmed.

5. ANNUAL REPORT 2011-2012

Resolved:

That the Annual Report be received.

6. ANNUAL ACCOUNTS 2011-2012

Resolved:

- 6.1. That the Finance Report be received.**
- 6.2. That the proposed increase in membership fees by £10 plus VAT with effect from October 2013 be agreed.**
- 6.3. That Steele Robertson Goddard of 28 Ely Place, London EC1N 6AA be re-appointed as accountants/auditors of the Association.**
- 6.4. That the Articles of Association be amended to give the ADSO Board power to appoint the accountants/auditors in the future.**

7. PROPOSED CHANGES TO THE COMPANY ARTICLES OF ASSOCIATION.

Resolved:

That the Director titles of 'Administration and Events' and 'Regulatory Governance' be changed to 'Regional Development and Events' and 'Government Consultation' respectively and the Company Articles of Association be amended accordingly.

(The meeting terminated at 2.00 pm)