

NOTES OF ADSO INTERIM BOARD MEETING

Held at London Councils 15/1/10

Attended: John Austin – Chair, Sue Keogh – Director, Mark Towers – Director, Clive Parker – South East, Laura Latham - Director, John Lynch – Director, John Quinton – Director, David Smith West Midlands

Apologies: Tom van der Hoven – Secretary, Daniel Cooper – East Midlands, Sue Crosland – South West , Gemma Duckworth – East Midlands, Graham Russell – South West, Michael Robson – North East, Nano Hill – West Midlands, Colin Sweeney – East of England, Margaret Yates – West Midlands

1. Welcome and introductions and apologies

(as above)

2. Election of Treasurer and Vice Chair

John Lynch was elected as Treasurer of the Association having been proposed by John Quinton and seconded by Clive Parker. Clive Parker was elected as Vice Chair having been nominated by John Lynch and seconded by Sue Keogh.

3. Notes of last meetings (2nd November and 3rd December)

These were agreed together with the actions set out. It was noted that, although the meeting of 3rd December was not quorate, wider views had been sought in advance of the meeting. Most of the action points from both meetings were on the agenda or had been completed. The outstanding action points are as follows:

- ◆ David to check the Regional representative and alternate for the West Midlands
- ◆ Sue Crosland to confirm the Regional representative and alternate for the South West
- ◆ John Lynch to speak to Gordon Frith re Scottish representation
- ◆ John Austin to pursue Northern Irish representation
- ◆ Laura to circulate ADSO e-mail and letterhead and put on the website
- ◆ Daniel to write article for website

4. Association website

Laura provided an update on the new website which was now up and running including member only pages and the interactive forums. It was agreed that agendas for and notes of Board meetings would be available to members but other papers would remain confidential in the Directors forum. John A will contact Board members who have not yet joined the Association requesting that they do so. Laura will set up a rota of Board members to moderate the Forum content and will follow up contacts from John L and Clive to help with website management. It was agreed that a letter should be sent out to members promoting the relaunched website and encouraging them to participate in the forums. Work is underway to set up ADSO e-mails for Directors and once these are done, it was agreed the payment can be made to Barsbank. The next key development is to set up an on-line payment facility and it is hoped that this can be achieved for the conference and the next payment of subscriptions in October. A vote of thanks was made to Laura for all her work on the website.

5. Conference

It was confirmed that the conference would be a two day event in Birmingham in October with the AGM and key speakers on Day 1 and workshops and development activities on Day 2. Carol Wheeler will be asked to co-ordinate sponsorship for the event. A number of suggestions were made for speakers and workshop facilitators. Those present agreed to send details to Sue and she will pull together an outline programme which she will circulate to members of the conference sub-

committee. Sue will collect information on venues including from the AEA and from Birmingham City and prepare a shortlist with the sub-committee to visit in April during the next Board meeting.

6. Governance

Expenses: The report was discussed and it was agreed that 'authorised Board business' would cover four Board meetings a year and sub-committee meetings, anything else needs to be checked with John L. Sue will amend the claim form and guidelines and re-circulate. Details of expenses claimed will be reported at each Board meeting and published as part of the annual accounts.

Roles and responsibilities: These were discussed and agreed with the following amendments: a role profile is required for Vice Chair, Code of Ethics and managing allegations to be added to the Secretary's, provision of website content to be added to the Regional representative's profile. Laura will put the updated profiles on the website and they will be reviewed annually.

The provision of newsletter updates to members was then discussed: John A will talk to Weightmans, Clive to Bevan Brittan and Eversheds, Tom to ACSes to see if they would be happy to 'joint badge' a regular update.

Delegated decisions: It was agreed that a scheme of delegation was needed so John A will draft one for the next meeting. Decisions taken outside of meetings can be done through the Directors Forum, Laura will check if there is a facility to send out an alert to inform Board members.

Code of Ethics: It was agreed that this was needed but felt the proposed one was a bit more complex than required. Clive will look at the AEA code and discuss with Tom to see if the ADSO one can be simplified.

Record keeping: The proposed filing system will be used initially but the aim is to use the website database for record keeping in the future.

Policies: Sue will check with Tom which policies (such as Equal Opps, Data Protection) we are required to have as a Limited Company.

7. Business Plan

Updated Business Plan: Mark presented the Plan and asked for feedback, particularly on the external influences and the finance section. More actions are required for Years 2 & 3. He requested that lead Directors feedback to him by 22nd January and then members will be consulted through the website. It was agreed that we need to work hard to achieve the proposed membership targets so all Board members need to encourage new members. Laura will talk to Robert about a flyer to publicise the Association.

Finance: John L is due to meet David Skeet next week to finalise costs for VAT registration and for preparing the accounts. He will circulate the Association's VAT registration number once it has been received. The funds held by SEE are being finalised and the balance will be transferred across to the ADSO account shortly. Sue K and John L will hold the chequebooks for the Association. He presented some outline income and expenditure figures - about £15k has been received from subscriptions so far. It was agreed that he would provide an up to date statement of accounts at the next Board meeting and that no financial commitment on behalf of the Company should be made without his consent (or the Chair's or Secretary's in his absence). It was agreed in principle that a higher interest account should be set up.

Charges for jobs and suppliers adverts: John L talked through the proposed charges for website adverts and the following were agreed:

- ◆ Job adverts: £200 for members and £300 for non-members (to include a link to Opportunities – see *Item 11*), £100 for members for an e-mail alert and £150 for non-members
- ◆ Suppliers: £900 for a rolling picture on the front page with links to supplies and services page and £400 for an advert on the conference page

It was also agreed that partner details on the website needs to be a reciprocal link.

8. Regional updates

North West: a further Steering Group meeting is held in March and the aim is to hold a full branch meeting and mini conference at the end of the year. A regional representative for the Board will be nominated at the March meeting

North East: no report

Yorkshire and Humber: no report

West Midlands: no report

East Midlands: no report

South East: there is an SEE / ADSO network meeting on 3rd March. Sue and Clive will contact members to encourage them to attend and non-members to encourage them to join the Association

South West: there has been discussion on the Association at network meetings with a fairly positive response. A survey has just gone out to the region and results will be fed back at the next Board meeting. There is a move to ensure all regional training is linked to the qualifications.

East of England: no report

London: work is still underway to encourage people to join. Discussion at network meeting has resulted in volunteers to help running the branch, working on the website etc

Sue will request regional updates in advance of the next meeting from those who are unable to attend.

9. E-petitions

The consultation on e-petitions had been on the ADSO website and John Q presented an update on views received. There was some discussion on the final version of the response - John Q will update and send to John A so that he can write a covering letter to introduce ADSO to the Dept.

10. Training and qualifications update

Mark presented an update on the qualifications in Democratic Services and the ADSO qualifications and development centre was formally ratified by the Board. There was some discussion on the options for accrediting training courses and it was agreed that the Training sub-committee should accredit course, co-opting Regional Advisers as required.

11. AOB

Meeting with CfPS: John A reported that they were not now planning to launch their own Association or qualification. It was agreed that ADSO would keep communications open with the Centre

Meeting with the Standards Board: John A to try and set up a meeting

Meeting with Opportunities: Sue and John A had met with Graeme Ratten who said that he would welcome content from the Association – Sue K will co-ordinate this. He offered to set up a meeting with other Associations and to provide advice on managing the jobs pages of the website. In return he would like a free stand at the conference and help with an annual refresh of his database – this was agreed in principle.

Working with others: the Association is keen to work with a wide range of partners and criteria for 'joint badging' events will be discussed at the next meeting. In the meantime, Sue, John A and John L will consider requests as they occur.

MJ Award: John A confirmed that the following will be judges for the ADSO sponsored award: Tom, Richard Kemp, Helen Bailey

12. Date of next meeting

12th April in Birmingham – venue to be confirmed

| ACTION | WHO |
|---|----------------|
| Check the Regional representative and alternate for the: West Midlands South West | DS SC |
| Speak to Gordon Frith re Scottish representation | JL |
| Pursue Northern Irish representation | JA |
| Circulate ADSO e-mail and letterhead and put on the website | LL |
| Daniel to write article for website re using new qualifications for career progression | DC |
| Contact Board members who have not yet joined the Association | JA |
| Set up a rota of Board members to moderate the Forum content and follow up contacts from John L and Clive to help with website management | LL |
| Send out a letter to members promoting the relaunched website and encouraging them to participate in the forums | JA |
| Send details to Sue of potential speakers for the conference | ALL |
| Prepare a draft conference programme and circulate to the conference sub-committee | SK |
| Sue will collect information on venues including and prepare a shortlist to visit | SK |
| Amend the claim form and guidelines and re-circulate. | SK |
| Develop a role profile is for Vice Chair and amend other profiles as per notes | MT / TV |
| Put the updated profiles on the website | LL |
| Joint badging of newsletter updates: Contact Weightmans Contact Bevan Brittan and Eversheds Contact ACSeS | JA CP TV |
| Draft a scheme of delegation for the next meeting. | JA |
| Check if there is a facility to send out an alert to inform Board members of new items on Directors Forum | LL |
| Look at the AEA code of ethics and discuss with Tom | CP |
| Check with Tom which policies we are required to have as a Limited Company | SK |
| Feedback to Mark by 22 nd January on Business Plan | All |
| Consulted members on updated Plan through the website | LL |
| Talk to Robert about a flyer to publicise the Association | LL |
| Update response to e-petitions and send to John A so that he can write a covering letter to introduce ADSO to the Dept | JQ / JA |
| Set up a meeting with the Standards Board | JA |