

Minutes of the ADSO Board Meeting

Friday 20 September 2019 at 11 am

London Councils, 59 ½ Southwark Street, SE1

In attendance

Name	Position	Present(P) Apologies(A)
John Austin (JA)	Chair	P
Dave Burn (DB)	Vice-Chair	P
John Lynch (JL)	Director of Finance	P
Susan Biddle (SB)	Director of Training	P
Peter Savage (PS)	Company Secretary	P
Wayne Chandai (WC)	Director for Communication	P
Rebecca Owen (RO)	East Midlands representative	P
Martin Elliott (MT)	East Midlands representative	A
Andy Spragg (AS)	London representative	P
James McLaughlin (JM)	North-East and Yorkshire and Humberside representative	A
Paul Wickenden (PW)	South East representative	A
Nick Hughes (NH)	South East representative	P
Emma Tombs (ET)	East of England representative	A
Debbie Janes (DJ)	East of England representative	P
Sarah Selway (SS)	South West representative	A
Libby Johnstone (LJ)	South West representative	P
Jess Bayley (JB)	West Midlands representative	A
Amanda Scarce (AS)	West Midlands representative	A
Sheena Jones (SJ)	West Midlands representative	A
Alex Murray (AM)	North West representative	P
Trudy Bedford (TB)	North West representative	A
Vacancy	Wales region	-

Item No.	Subject	Action
1.	<p>Welcome, introductions and apologies: The Chair welcomed a number of new faces and was especially pleased to see shared responsibilities amongst regional representatives. The Board noted that the south east region was splitting into two sub-regions and that Nick Hughes would be representing the eastern side.</p>	
2.	<p>Minutes of the meeting held on 12 July 2019. The Minutes were agreed as a correct record. Noted (1) that in the Director of Training's report (paragraph (c)) the reduced fee would be £50 per member for up to two members;</p>	SB/JL

	(2) the Director of Finance had attended one of the Cabinet Office events and had found it interesting and that AM would be attending the event in Wigan.	
DECISION ITEMS		
3.	<p>Role profiles</p> <p>Noted that the mission statement and aims section was the same for all directors and would be amended in the light of outcomes arising from the strategic review of the Board. That review should include inserting paragraphs in respect of the corporate and legal responsibilities of directors; and developing the nature of councils. All references to Director of Development to be amended to Director of Training or Qualifications Manager as appropriate. All directors should have a clause relating to assisting in annual conference tasks. Consideration to be given as to whether responsibilities should be ranked or grouped in order of importance.</p> <p>Directors' specific responsibilities agreed subject to the following comments:</p> <p><i>Chair</i> Delete "determining" in first bullet point Insert "professionally" in fifth bullet point Delete "annual" in seventh bullet point Insert new bullet point to deal with the management/supervision in terms of prioritising or conflict resolution for paid assistants</p> <p><i>Vice Chair</i> Insert "professionally" in third bullet point Fourth bullet point to relate to developing links and working relationships "within the sector"</p> <p><i>Company Secretary</i> Delete last two bullet points and replace with "Corporate oversight of membership"</p> <p><i>Director of Communications</i> Amend section relating to website to be more strategic and less operational</p> <p>Arising from the discussion of this item it was agreed that commentary on the forum ought to be included in directors' contribution to the weekly newsletter.</p> <p><i>Director of Training</i> Based on Director of Development role profile but all references to qualifications to be deleted. Add "training offer and materials are relevant to the sector and meet quality standards" to first bullet point"</p>	<p>All directors</p> <p>JA/PS</p> <p>DB/PS</p> <p>PS</p> <p>WC/PS</p> <p>All directors</p> <p>SB/PS</p>

	<p>Delete reference to induction of board members, but amend bullet point to read “Work with Chair to develop and induct board members...”</p> <p>Delete reference to conference.</p> <p>Insert clause “To liaise with the qualifications manager”</p> <p>The Chair had also some minor edits.</p> <p><i>Director of Finance</i></p> <p>No changes</p> <p><i>Qualifications manager</i></p> <p>Insert new clause “To liaise with Director of Training”</p> <p>Delete references to “South West Councils (SWC)” and replace with “the contractor”</p> <p>Delete last bullet point</p> <p><i>Regional representatives</i></p> <p>Delete fourth bullet point and replace with “Encourage attendance at regional meetings and promote the annual conference”</p> <p>Third bullet point to be amended to be more proactive</p> <p>Arising from discussion, Company Secretary to ensure first bullet point is consistent with articles of association.</p>	<p>JA</p> <p>SK/PS</p> <p>Reg reps/ PS</p> <p>PS</p>
4.	<p>Director of Training’s report</p> <p>In scenario 1, where courses were run at the request of regions, ADSO would invoice the organisers to recoup fees and catering costs where appropriate</p> <p>There was a general discussion, without conclusion, as to whether to develop a training offer to councillors. SB to consider comments and come back with further proposals in discussion with JA and others as appropriate.</p> <p><i>Open programme 2020</i></p> <p>Sixth element needs determining urgently. It could possibly be something for experienced DSOs or the Company Secretary course (JA to discuss latter with Mark Towers).</p>	<p>SB/JL</p> <p>SB/JA</p> <p>SB/JA</p>
5.	<p>Vice Chair’s report</p> <p><i>Scrutiny guidance</i></p> <p>DB to ask SOLACE what they were doing in relation to the scrutiny guidance.</p> <p>Noted that work had recently been completed with LBWF and case study would be circulated.</p> <p>Consideration to be given to developing scrutiny training but needs to be different to other organisations’ offers.</p> <p><i>Newsletters – items of interest</i></p> <p>Agreed that producing six, strategic items of interest per annum was desirable and could include the options included in the report such as interviews and current national or international issues.</p>	<p>DB</p> <p>AS</p> <p>DB</p> <p>All</p>

6.	<p>Away day actions</p> <p>AM and ET to continue excellent work as this had proven to be a strong foundation to work from.</p> <p>Reference to “bullying” in section 3 was thought to be too specific and should be replaced with “upholding good conduct by supporting and equipping our members to do this within the organisation”.</p> <p>Noted that the outcomes from recommendation 3 (business audit of actions needed to improve operational efficiency) would be the subject of a teleconference on 10 October 2019.</p> <p>Noted that recommendation 5 (championing the offer to DSOs) would be picked up the following week, but that incremental progress was already being made.</p>	<p>AM/ET</p> <p>JA/JL/PS</p> <p>DJ/TB/ PW/JA</p>
INFORMATION REPORTS		
7.	<p>Noted and scrutinised the following reports and made the observations:</p> <p><i>Director of Training’s information report:</i> agreed JL to look at cross subsidy between internal accounts, especially where subsidy appears to occur between training, development and conference budgets.</p> <p>Also agreed that SK review the apprenticeship option possibly in cooperation with De Montfort University via Dr Colin Copus.</p> <p><i>Director of Finance’s information report</i> JL to survey market rates for job adverts.</p> <p><i>Board Secretary’s information report</i> Agreed option to delegate further functions to Sunderland was favoured subject to advantageous rates being negotiated. Directors to complete objectives monitor even where objectives were becoming out of date.</p> <p>Noted that there were no reports from the Chair and Director of Communications on this occasion.</p> <p><i>Regional reports</i> The South East report was noted as circulated RO gave an oral report in relation to the East Midlands indicating that discussions had revolved around training opportunities, information exchange, planning committees and the CfPS survey. AM advised that the next meeting of the North West region was booked for the following week and would include SfPS survey and Wigan’s experience of engaging with candidates before elections. This matter had been undertaken at Thanet and would make an interesting and relevant newsletter article. South West region was due to meet on 4 October and JL would attend. West Midlands region was meeting on 28 October and JA was attending. All meetings should be put in the shared calendar at the earliest</p>	<p>JL</p> <p>SK/CC</p> <p>JL</p> <p>PS JA/DB/JL WC/SB/ PS</p> <p>AM/NH</p> <p>All to note</p>

	opportunity in order to minimise clashes.	
8.	International development Report noted. The programme should continue to be publicised through the newsletter.	
9.	Working with others IIMC: JA continues to work closely with the group including the VVG. JA, PW and Peter Sass would be attending the VVG conference in Holland between 2 – 4 October. SLCC: JA and PS are working with SLCC especially in relation to the joint taskforce on ethical behaviour which was meeting the following week. PS was attending the SLCC conference. LGA: conference attendance had been worthwhile and it had been agreed that ADSO would be part of the extended democracy hub in Harrogate in 2020.	JA JA/PS JA
10.	Consultations Nothing to report	
11.	Any other business None	
12.	Dates of future meetings 6 December 2019 TO FINISH AT 2PM WITH THE BOARD ADJOURNING FOR LUNCH 27 March 2020 3 July 2020 18 September 2020 4 December 2020 All meetings to be held at London Councils.	All PS

The meeting ended at 3.56pm