

## Minutes of the ADSO Board Meeting

Friday 6 December 2019 at 11 am

London Councils, 59 ½ Southwark Street, SE1

### In attendance

Name	Position	Present(P) Apologies(A)
John Austin (JA)	Chair	P
Peter Sass (PSa)	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	A
Colin Copus (CC)	Non-executive Director	A
Rebecca Owen (RO)	East Midlands representative	P
Andy Spragg (AS)	London representative	A
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	P
Debbie Janes (DJ)	East of England representative	A
Sarah Selway (SS)	South West representative	P
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	A
Trudy Bedford (TB)	North West representative	A
Vacancy	Wales region	-

Item No.	Subject	Action
1.	<b>Welcome, introductions and apologies:</b> The Chair welcomed the return of Peter Sass to the Board in his new role as Vice Chair	
2.	<b>Minutes of the meeting held on 20 September 2019.</b> The Minutes were agreed as a correct record subject to the correction of “developing the nature of councils” to “the developing nature of councils” in the first paragraph of minute 3 (role profiles)	PS
<b>DECISION ITEMS</b>		
3.	<b>Director of Training report: SPECIFICATION FOR THE ADMINISTRATION OF THE ADSO OPEN TRAINING PROGRAMME</b>	

	<p>Company Secretary to update the aim in paragraph 1.1 and advise Director of Training accordingly. Specification agreed subject to the above correction. Director of Training to be delegated with authority to tender the work subject to consultation with the Chair and Director of Finance. Qualifications Manager to be kept informed.</p> <p><b>Interim arrangements</b> Agreed that it would not be possible to run open programme courses in January-March 2020. Ad hoc courses might be possible although this would be dependent on the outcome of negotiations with Sarah Hawkins and/or a replacement.</p>	<p>PS SB/JA JL SB SB JL</p>
4.	<p><b>Directors' objectives 2019-20</b> Directors gave brief updates. Agreed that Director of Training's second objective should be replaced with "Negotiating new contractor for open course training programme". Final review of all objectives to be considered at March 2020 Board meeting.</p>	<p>SB PS</p>
5.	<p><b>Chair's report</b> <i>Not Westminster</i> Agreed to participate as a gold sponsor at a cost of £500 <i>Membership survey</i> Agreed the survey as amended and shown in the annex to these minutes. Agreed to include covering letter, use automatic reminders and thanks and offer incentive of gift card and/or membership to randomly selected responder. Outcome to be well publicised.</p>	<p>JA JA/PS</p>
<b>INFORMATION REPORTS</b>		
6.	<p><b>Qualification report</b> Report noted. Letter agreed and to be signed by Chair</p>	<p>SK JA</p>
7.	<p><b>Director of Finance report</b> Agreed that conference had been very successful with only minor improvements needed. JL was negotiating improvements for 2020, including alternative arrangements for the PA. JL would be seeking suggestions early in 2020 and he was suggesting that he lead a working party to spread the load in 2020. The feedback from delegates was reviewed by the Board. The Board noted that ADSO was projected to make a profit of c£57,000 for 2019.</p>	<p>JL JL</p>
8.	<p><b>Regional updates</b> RO advised that her co-representative had left to join a different region. ET reported that the meeting scheduled for 24 October 2019 had been cancelled and that the next meeting was scheduled for 20 January 2020. The planned agenda would include feedback from the conference and follow up on member induction. LJ reported that the south west region would meet in January 2020</p>	

	<p>to discuss new access requirements, the role of ADSO.  NH advised that the last meeting had been postponed because of the general election but the East South East sub-region would meet in Maidstone on 24 January 2020 to discuss standards and member/officer relations.  TB had advised JA that the north west region had met on 27 September 2019 to discuss the ADSO training offer, a workshop on the CfPS and had a presentation from Wigan on new members.  SJ had advised PS that the West Midlands region had met on 28 October 2019 to discuss webcasting, local member grant schemes and routes for petitioning.</p>	
9.	<p><b>Working with others</b>  Nothing to report</p>	
10.	<p><b>Consultations</b>  Nothing to report</p>	
11.	<p><b>Any other business</b>  None</p>	
12.	<p><b>Dates of future meetings</b>  27 March 2020  3 July 2020  18 September 2020  4 December 2020</p> <p>All meetings to be held at London Councils.</p>	<p>All</p> <p>PS</p>

The meeting ended at 1.42 pm

The ADSO Member Survey 2020

**Q1: About you. Please tell us about yourself and your ADSO membership**

<p>Areas in which you work:</p> <ul style="list-style-type: none"> <li>○ Meetings support</li> <li>○ Overview and scrutiny support</li> <li>○ Member support</li> <li>○ Community Governance</li> <li>○ Civic support</li> </ul>	
Years in role	
Type of authority	
Which ADSO region are you in?	
Level in organisation	<p>Manager <input type="checkbox"/></p> <p>Team leader <input type="checkbox"/></p> <p>Officer <input type="checkbox"/></p> <p>Graduate/trainee <input type="checkbox"/></p>
Employment type (Full time / part time)	
Years a member of ADSO	
Membership funding (e.g individual, local authority)	
Gender	
<p><b>Qualification</b></p> <p>Certificate in Democratic Services Knowledge / Diploma in Local Democracy Other qualification</p>	
What has changed in your area of work over the last 12 months?	

**Q2. People choose to be members of ADSO for a variety of reasons, please tell us why you belong to ADSO. Please select five from the list below in order of importance to you (ranked 1-5).**

<b>Reasons</b>	<b>Score</b>
Access to training, education and development resources	
Up-to-date communication on information of relevance within local authorities	
Ability to earn a relevant qualification	
Peer to peer meetings with like minded people	
Opportunity to build a network	
Distinction, prestige, and/or added credibility in the workplace	
Access to practical tools to use in the workplace	
Improved job opportunities	
Volunteering opportunities or project work	
Leadership and career development	
Opportunity to attend regional meetings	
Sharing best practice via the forums	
Option to be a future board member	
Other reasons	

**Q3. How would you rate the overall value of your ADSO membership on a scale of 1 (poor) to 10 (excellent)?**

1 Poor	2	3	4	5	6	7	8	9	10 Excellent

**Q4. Please rate the overall quality of each of the following ADSO member benefits.**

<b>Benefit</b>	<b>Have you used this service? Y/N</b>	<b>If not, why not?</b>	<b>Rating 1 (poor) to 10 (excellent)</b>
Professional qualification			
Annual Training Programme			
Annual Conference			
ADSO newsletter			
Regional meetings			
Website			
Members' forum			
Free financial advice			
Other (please specify)			

**Q5a How would you improve ADSOs annual training program?**

	<b>Y/N</b>	<b>Comment – if so, what?</b>
Wider choice of courses		
New themes for training		
Introduction to democratic services		
Other methods of training delivery eg. Webinars, E-learning		
Offer training to elected members		
Other suggestions		

**Q5b. How do you rate ADSO's website?**

	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
Navigation and ease of finding information				
Visual appearance				
Ability to connect with other members through social media				
Forum				
Anything else – please comment				

**Q5c ADSO's regional meetings?**

How often do you attend regional meetings?	
What stops you from attending regional meetings?	
What could be done to encourage you to attend regional meetings?	

**Q6a. Would you like to volunteer to be more active within ADSO? Y/N**

**Q6b. Are you interested in joining the ADSO board at some point in the future?  
Y/N – if yes what role?**

**Q7. ADSO is keen to speak passionately on your behalf about issues of interest to you, with a view to influencing policy both nationally and locally Please rank the list below in order of importance to you (ranked 1-5).**

<b>Issue</b>	<b>Points</b>
Championing the role of the DSO	
The importance of upholding Standards and the code of conduct	
Championing democracy	
Lobbying on constitutional and governance matters	
Modernising the delivery of decision making	

**Q8. Have you experienced any problems with ADSO during the past six months? Y/ N**

**Q8a. What was the nature of your problem?**

**Q8b. Did you report the problem to anyone at ADSO? Y/ N**

**Q8c Was the problem resolved to your satisfaction? Y/ N**