

**MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE**

held at Southwark Council, The Mayor's Office, Civic Suite, Third Floor North,

160 Tooley Street, London SE1 2QH on Tuesday 4 September 2018

commencing at 1000 hours

**Present**:

Gill Allwright Retired Civic Officer Treasurer

Malcolm Bartlett, Retired Civic Services Manager

Jane Barlow Coventry City Council

Jaqui Brazil London Borough of Southwark

Anita Cund City of Wolverhampton Council

Tracy Frisby N E Lincolnshire Council

Penny Harrison Retired Civic Officer Secretary

Margaret Lobo London Borough of Bromley

Paul Mayhew Brentwood Borough Council

Liz McCarthy, Adur and Worthing Councils

Lynda McElligott, North Norfolk District Council

Paul Millward Nottingham City Council Chair

Alison Orde St Albans City and District Council

Clare Richardson North Kesteven District Council

Pat Seager, Epping Forest District Council Vice Chair

**Apologies**:

Jim Babbington RB Kensington & Chelsea Vice Chair

Jackie Cansick Stevenage Borough Council

Christine Christensen Ipswich Borough Council

Sue Dunkley Erewash Borough Council

Fiona Garth Lewes Town Council

Ita Hartzenberg Retired Head of Mayor’s Office

Mike Hollingworth Civic Officer Charnwood Borough Council

Margaret Humphrey London Borough of Camden

Alex Kowalcuk Former Civic Officer

Phil O’Brien, Erewash Borough Council

Sandra Robinson Belfast City Council

Andrea Thwaite Cheshire West & Chester Council

Irene Webster Retired Civic Officer

Beverley Wilson Retired Clerk to the Lieutenancy

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| 1 | **Welcome** |  |
| 1.1 | The Chair thanked all for coming and welcomed, in particular, Margaret Lobo, Liz McCarthy and Paul Mayhew, who were attending their first meeting as members of the Executive and Jane Barlow who had returned to the Executive after an absence of several years. |  |
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| 2 | **Apologies** |  |
| 2.1 | Apologies for absence were as listed above. |  |
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| 3. | **Minutes of last meeting, 11 July 2018, held in Wolverhampton – accuracy and matters arising** |  |
|  | **Accuracy:** |  |
| 3.1 | The minutes were approved subject to two minor amendments |  |
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|  | **Matters Arising:** |  |
|  | 7.7 The Secretary said that Brighton officers had now applied for membership of NACO. Anita and Jane said they would speak to colleagues in the Birmingham Civic Office. Penny said she believed Phil was in touch with Sheffield. | Anita, Jane, Phil |
|  | 7.8 The Secretary said she had passed the names of members from Cardiff to Phil but did not know if he had been able to follow up the possibility of a Wales Group Training Event. | Phil |
|  | 23.1 The Chair said he had not yet received the logocloth and banner from Phil. | Phil, Paul |
|  | 28.2 The Chair said he and Phil had not yet been able to update the fact sheets. | Paul, Phil |
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| 4 | **Chair’s Report** |  |
| 4.1 | The Chair said he had very little to report but that he had continued to respond to members queries when he received them. | Paul |
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| 5 | **Treasurer’s Report** |  |
| 5.1 | The Treasurer’s Report is at Appendix A. The Executive was happy that the amount of money currently at NACO’s disposal was a comfortable amount. |  |
| 5.2 | There were now only 6 outstanding delegate fees from the last Training Event. It was agreed that one should be written off but the Treasurer was confident that the remaining ones would be paid. | Gill |
| 5.3 | She presented a breakdown of expenses at the last 3 Training Events, shown at Appendix B which would help when estimating costs for future events. |  |
| 5.4 | It was agreed that for the sake of resilience the Treasurer would arrange for the Vice Chair, Pat, to have access to the on line banking system. |  |
| 5.5 | The Treasurer said she and the Chair had discussed mileage rates for members of the Executive making car journeys on behalf of NACO and felt a rate of 30p would be appropriate. This was agreed. |  |
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| 6 | **Secretary’s Report** |  |
| 6.1 | The Secretary reported that membership now stood at around 660, an increase of about 20% in the last 12 months. |  |
| 6.2 | During the past few weeks she had principally been involved in distributing the newsletter under a new system. There were some teething problems but she believed that this should work. This has been quite involved but hopefully in the future will make contacting all members simpler. |  |
| 6.3 | She was continuing to reply to members queries and pass them on as appropriate but also directed them to the Message Board. |  |
| 6.4 | She had also started preparation work for the administration of the Training Event to be held in March 2019. |  |
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| 7 | **Training Report** |  |
| 7.1 | The Training Officer, Christine, was not present but had sent her report which is at Appendix C, along with statistics of attendances at Councillor Skills seminars this year and the dates of the forthcoming seminars for 2019. The Secretary said she would put these dates on the website. | Penny |
| 7.2 | A general discussion was held about other training offered by David McGrath and Phil O’Brien and Duncan Bhaskaran Brown. |  |
| 7.3 | Several executive members knew nothing or little about these providers. |  |
| 7.4 | It was agreed to see if Phil could produce any statistics showing the use being made by members of the training on offer. | Phil |
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| 8 | **Website** |  |
| 8.1 | Penny confirmed that James from Purple Spider had given management rights to the website to Anita and Lynda. She believed that James had sent them instructions on how to use this and would confirm this. | Penny, Anita, Lynda |
| 8.2 | The site was being kept up to date. |  |
| 8.3 | Some information about GDPR would need to go on the membership form and Lynda and Penny would discuss this and ask James from Purple Spider to arrange this. | Lynda, Penny |

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| 8.4 | It was agreed that more photographs should go on the website. |  |
| 8.5 | It was generally agreed that it would be a good idea to have a head and shoulders photograph of each member of the Executive against their biography. |  |
| 8.6 | Pat, Jacqui and Lynda agreed to discuss the possibilities for both 8.4 and 8.5 and arrange for photographs to be on the website. | Pat, Jacqui, Lynda |
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| 9 | **NACO Training Event and AGM 2019** |  |
| 9.1 | It was confirmed that this would be held on 7 and 8 March 2019 in the offices of the City Council of Wolverhampton. The Chair would email Anita confirming the arrangements. | Paul |
| 9.2 | Penny said she had already heard from 6 people who said they wanted to reserve a place. |  |
| 9.3 | Penny had prepared a first draft of the brochure and it was agreed that the final version, including photographs, would be drawn up between Paul, Phil, Penny and Anita | Phil, Paul, Anita, Penny |
| 9.4 | Anita would provide information regarding transport links and accommodation for inclusion in the brochure. | Anita |
| 9.5 | It was agreed to use the NACO logo in the same format as on the website and as shown at the top of these minutes. |  |
| 9.6 | Anita had discussed the cost of the catering for the day with her supplier and the Executive was happy with the proposed figure. Information about this is at Appendix D. |  |
| 9.7 | It was agreed that the Delegate Rate for this event would be £175 |  |
| 9.8 | The brochure should be ready for launch by 1 November to coincide with the Autumn Newsletter which would be sent out at this time. | Penny, Phil |
| 9.9 | Following the launch of the Training Event brochure at the beginning of November, a reminder would be sent out at the beginning of December, followed by a further one during mid-January if required. | Penny |
| 9.10 | It was agreed that NACO would guarantee any losses but that the profits would be shared 50/50 between Wolverhampton and NACO. |  |
| 9.11 | The Secretary would be responsible, in conjunction with Anita, for the administration prior to event. | Penny, Anita |
| 9.12 | Alex had sent a message to say she had investigated the question of an App where delegates could find all necessary information but it had proved to be too costly. |  |
| 9.13 | The programme timing would be subject to when keynote speakers could attend and would be drawn up by Paul, Jim, Pat, Penny and Anita. | Paul, Jim, Pat, Penny and Anita |
| 9.14 | It was hoped to have 2 Keynote speakers with a choice of 4 workshops from at least 6 on offer. |  |

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| 9.15 | The following were discussed as possible keynote speakers:  A Lord Lieutenant possibly with a High Sheriff on the role of the Lieutenancy and Shrievalty and its links with the Civic Office  Lord Mayor of Sheffield – relevance to the 21st Century  Andy Cope – The Art of Being Brilliant |  |
| 9.16 | The following items were proposed as possible workshops:  Mayoral Attendants - to be run by Paul Mayhew  Care of civic insignia – Perhaps jointly run by Michael Moore from Fattorini or a representative of Vaughtons and a representative from Michaels of Bristol. Pat had spoken to Fattorini but Malcolm would speak with Vaughtons and Jane would speak to Michaels  I was new in civic office and how to survive it – this might be run by more than one person to whom this had happened and Margaret said she had found herself in this position  Media and speech writing – David McGrath  London Bridge update, and forwards to the Coronation and beyond - Jim  VE and VJ Day 75th anniversary – Phil might be able to find a speaker  Open Mic  GDPR – Lynda | Paul M, Pat, Jane, Malcolm, Margaret, Jim, Phil, Lynda |
| 9.17 | This was not an exclusive list and if anyone had any other suggestions they should be made as soon as possible to the Chair and Secretary. | All |
| 9.18 | It was agreed that the confirmation of keynote speakers and workshops on offer was very urgent and the Chair would co-ordinate these with the Vice Chairs and the Secretary and the rest of the Executive would be consulted electronically. | All |
| 9.19 | As the brochure about the Training Event was due to be launched in early November the Secretary would need detailed information about each workshop no later than the 3rd week in October so a shortened version could be included in the brochure and the more detailed information available to send out to anyone who books as soon as the brochure is available. |  |
| 9.20 | It was agreed that the detailed menus for the two days could be agreed at the January meeting of the Executive. |  |
| 9.21 | The Secretary would send out all the necessary information about the AGM arrangements. | Penny |
| 9.22 | It was agreed that as far as possible the Executive took note of the feedback on the running of the events from last few years. |  |
| 9.23 | There would be room for some Exhibitors and Malcolm agreed to look into this. | Malcolm |
| 9.24 | It was agreed that the details of the Awards Dinner would be agreed at the meeting in January. |  |
| 9.25 | The possibility of a gift for each delegate was left for further discussion with Malcolm reporting to the January meeting with both Pat and Jane saying they had information they could provide to him. | Malcolm, Pat, Jane |
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| 10 | **Civic Office of the Year Awards 2018** |  |
| 10.1 | The Criteria would be the same as for 2017. | Christine |
| 10.2 | The Award would be launched in the November newsletter and a reminder in early January. The closing date would be 18 January 2018. | Phil, Penny, Christine |
| 10.3 | The prizes would be £500 from NACO, and it was hoped that the Vaughtons and Logocloth would sponsor their trophies as before. |  |
| 10.4 | Malcolm said he had been in touch with Christine and was proposing to hand over the links to the sponsors and the co-ordination of the running of event to her. He would support her for the 2018 Awards. | Christine, Malcolm |
| 10.5 | The judges would be Christine, Pat and Paul Mayhew along with the representative of the winners from 2017, Vanessa Etheridge. It was hoped that Christine would approach Vanessa to confirm that she was happy to be a judge. | Christine, Pat, Paul M |
| 10.6 | It was agreed that consideration would be given to running this every other year, commencing in 2021 for the 2019/2020 award, to coincide with the 2 day event for the award to be presented at the dinner on the first night of the Training Event. This would be discussed during the 2019 Summer meeting. |  |
| 10.7 | Any changes to the criteria, the way the award is run and the incorporation of the logo as on the website would be discussed at the same meeting. |  |
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| 11 | **Newsletter** |  |
| 11.1 | A Newsletter containing information about the following would be sent out in early November  Suffragettes (Alison to write)  Civic Office of the Year (Christine)  The Training Event  An article on “How did you survive GDPR” (Lynda) | Phil, Alison, Lynda |
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| 12 | **Business Plan** |  |
| 12.1 | This had been updated at the previous meeting. | All |
| 1.2 | It was agreed that something about GDPR needed to go into it. |  |
|  | Penny would add this and send it to the Chair, and Vice Chairs and remind Phil he was putting it on the website. | Penny, Paul, Jim, Pat, Phil |
|  | It was agreed to look at the Business Plan again at the summer meeting. |  |

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| 13 | **Bids to host future Training Events** |  |
| 13.1 | The Secretary said the following councils had expressed interest in hosting events in future years:  London Borough of Bromley, London Borough of Hackney, London Borough of Southwark, Chester West and Cheshire Council, Coventry City Council, Leeds City Council and Reigate and Banstead Borough Council |  |
| 13.2 | The Secretary said she would pass the contact names to Pat who would approach these authorities telling them of NACO’s requirements and asking what they could offer. | Penny, Pat |
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| 14 | **Update on Operation London Bridge and transitional arrangements** |  |
| 14.1 | There was nothing to report on this as Jim was not present |  |
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| 15 | **GDPR** |  |
| 15.1 | Lynda said there were some adjustments to be made to make the policy simpler to read and she would get the amendments made on the website. | Lynda |
| 15.2 | Lynda would write an article about GDPR for the next newsletter, particularly explaining about assets. | Lynda |
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| 16 | **Suffragettes Project 2018** |  |
| 16.1 | Alison said she was sitting on the committee and trying to help with contacting civic offices who might be able to host events being promoted. |  |
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| 16.2 | **“Job Descriptions” for Chair, Vice Chair, Secretary and Treasurer** |  |
| 16.3 | The Chair, Secretary and Treasurer had all prepared theirs but it was not known if the Vice Chair, Jim, had written his. |  |
| 16.4 | All the job descriptions would include details of what information the postholders have on behalf of NACO and where it is stored. |  |
| 16.5 | Copies of “job descriptions” would be sent to the Chair so he could co-ordinate them and then copies would be maintained by the Chair, Vice Chairs, Secretary and Treasurer. |  |
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| 17 | **Date and Venue of next meeting** |  |
| 17.1 | The next meeting would be at North Weald Airfield, Epping on 17 January 2018 commencing at approximately 9.45 am – Penny and Pat will co-ordinate the details to be sent out to all members of the Executive. |  |

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| 18 | **Thanks to Host** |  |
| 18.1 | The Chair thanked Jacqui very much for hosting the meeting |  |
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| 19 | **Any Other Business** |  |
| 19.1 | The Executive discussed the request to promote a 999 Emergency Services Day but felt the request had come at far too short notice and was also impractical in many ways for local authorities. |  |

The meeting concluded at 1530

Penny Harrison,

Secretary,

NACO

September 2018

**APPENDIX A**

Treasurer’s Report

The Treasurer informed the Committee that the balance in hand at present was £20,203.58 which included the profit from the 2018 Training Event of £11,977.50 to be shared equally between Camden and NACO.

**APPENDIX B**

Training Event Speakers & Facilitators Catering Printing

2016 – Southwark 1 day 967.59 2,653.30 \*Note

2017 – Makeney Hall, Derby 2 day 2411.25 5512.00 \*Note

2018 – Camden – 1 day 1344.00 5178.50 \*Note

\*Note Printing is covered in various ways – Training Brochures printed by Margaret at Camden, included in Secretary’s expenses, hosting authority, facilitators bringing their own copies, etc.

**APPENDIX C**

**Training report for NACO Executive Meeting on Tuesday, 4th September 2018**

Verbal report received from Ronnie and Marilyn on training events that took place in 2018. Over all it was felt that coverage was good with a total of 45 councils taking part in the training.

The Broadlands training event however, didn’t take place. They only had 5 booked and so the decision was taken to cancel it. The North East Regional Employers’ Organisation (NEREO) did run, although they just broke even! There is no cost to NACO.

A copy of the venues and attendance numbers for 2018 is attached for information.

Training venues and dates for next year 2019 is also attached.

We have agreed with Ronnie and Marilyn that NACO will look to publish Organisers letters on our website for next year’s training events when we receive them. A word of caution though - the training venues have differing fee structures ranging from £125 to £175/person (East Midlands Councils charge the most!)

**LIST OF VENUES AND ATTENDANCES FOR THE ROLE OF THE CIVIC HEAD AND TEAM 2018**

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| **AUTHORITY** | **MEMBERS** | **“PARTNERS”** | **OFFICERS** | **TOTAL** | **COUNCILS** |
| **BRADFORD** | **11** | **4** | **2** | **17** | **7** |
| **BLACKBURN** | **11** | **3** | **5** | **19** | **12** |
| **EAST MIDLANDS COUNCILS** | **14** | **--** | **4** | **18** | **10** |
| **BROADLAND Cancelled** |  |  |  |  |  |
| **WARWICK** | **6** | **2** | **4** | **12** | **6** |
| **NORTH EAST REGIONAL EMPLOYERS ORG.** | **6** | **2** | **2** | **10** | **4** |
| **WELWYN HATFIELD** | **9** | **2** | **3** | **14** | **6** |
| **TOTAL** | **57** | **13** | **20** | **90** | **45** |

**Dates and venues set currently for 2019 are as follows:**

**BRADFORD – Thursday 14 March**

Contact: Richard Lee-Van den Daele

The Lord Mayor’s Diary Secretary

City of Bradford Metropolitan District Council, City Hall, Bradford BD1 1HY

Tel: 01274 432283, E-mail: richard.daele@bradford.gov.uk

**BLACKBURN WITH DARWEN – Friday 22 March**

Contact: Andrew Thomson, Mayoral & Civic Officer

Blackburn with Darwen Borough Council, Town Hall, Blackburn BB1 7DY

Tel: 01254 585229, E-mail: andrewthomson@blackburn.gov.uk

**EAST MIDLANDS COUNCILS - Wednesday 22 May**

Contact: Kirsty Lowe, Learning & Development Advisor

East Midlands Councils, First Floor Office, South Annexe

Pera Business Park, Nottingham Road, Melton Mowbray, Leics LE13 OPB

Tel: 01664 502637, E-mail: kirsty.lowe[@emcouncils.gov.uk](mailto:kirsty.lowe@emcouncils.gov.uk)

**WARWICK – Tuesday 4 June**

Contact: Dawn Mardle, Deputy Clerk to Lieutenancy & Chairman’s PA

Warwickshire County Council, Shire Hall, Market Place, Warwick CV34 4RL

Tel: 01926 476878, E-mail: dawnmardle@warwickshire.gov.uk

**BROADLAND – Friday 7 June**

Contact: Sara Utting, Senior Committee Officer

Broadland District Council, Thorpe Lodge, Yarmouth Road

Thorpe St Andrew, Norwich NR7 0DU

Tel: 01603 430428, E-mail: sara.utting@broadland.gov.uk

**NORTH EAST REGIONAL EMPLOYERS’ ORGANISATION - Monday 10 June**

Contact: Maureen O’Keefe, Secretary

North East Regional Employers’ Organisation

The Guildhall, Quayside, Newcastle upon Tyne NE1 3AF

Tel: 01912 613970, E-mail: [mokeefe@nereo.gov.uk](mailto:mokeefe@nereo.gov.uk)

**WELWYN HATFIELD – Wednesday 12 June**

Contact: Sally Houghton, Mayor & Members Support Officer

Welwyn Hatfield Borough Council, Council Offices,

Welwyn Garden City AL8 6AE

Tel: 01707 357419, E-mail: mayors.office@welhat.gov.uk

**APPENDIX D**

Anita said she had discussed the catering requirements with the Wolverhampton Inhouse Caterers and for coffee and tea and light lunches on both days and a 3 course Awards Dinner on the first night the estimate was around £50 per head.