



MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE
held on Thursday 17 January 2019 at The Control Tower, North Weald Airfield, Merlin Way,
North Weald, Essex, CM16 6HR

Present:

Jim Babbington RB Kensington & Chelsea Vice Chair
Jane Barlow Coventry City Council
Jaqui Brazil London Borough of Southwark
Christine Christensen, Ipswich Borough Council
Anita Cund City of Wolverhampton Council
Tracy Frisby N E Lincolnshire Council
Penny Harrison Retired Civic Officer Secretary
Margret Humphrey, London Borough of Camden
Margaret Lobo London Borough of Bromley
Lynda McElligott, North Norfolk District Council
Paul Mayhew Brentwood Borough Council
Paul Millward Nottingham City Council Chair
Phil O'Brien, Erewash Borough Council
Alison Orde St Albans City and District Council
Clare Richardson North Kesteven District Council
Pat Seager, Epping Forest District Council Vice Chair
Irene Webster Retired Civic Officer
Beverley Wilson Retired Clerk to the Lieutenancy

Apologies:

Gill Allwright Retired Civic Officer Treasurer
Malcolm Bartlett, Retired Civic Services Manager
Jackie Cansick Stevenage Borough Council
Sue Dunkley Erewash Borough Council
Fiona Garth Lewes Town Council
Ita Hartzenberg Retired Head of Mayor's Office
Alex Kowalcuk Former Civic Officer
Liz McCarthy, Adur and Worthing Councils
Sandra Robinson Belfast City Council

1	Welcome	
1.1	The Chair thanked all for coming	
2	Apologies	
2.1	Apologies for absence were as listed above.	
3.	Minutes of last meeting, 4 September 2018, held in Southwark – accuracy and matters arising	
	Accuracy:	
3.1	The minutes were approved	
	Matters Arising:	
	3.2 7.7 The Secretary said she had still not received applications from Birmingham or Sheffield. Both Jane and Anita said they were sure that Birmingham would be joining but would follow this up. Phil said he was still to make contact with officers in Sheffield. .	Jane, Anita, Phil
	3.2 28.2 The Chair said he and Phil had still not yet been able to update the fact sheets.	.
4.	Action List from meeting in Southwark – attached as Appendix 1 to these Minutes	
4.1	This was updated	
5.	Resignation of Members from the Executive	
5.1	The Chair reported that Mike Hollingsworth had retired from the Executive as he was now about to retire from his post at Charnwood. He had been in touch with Mike to acknowledge the work he had done.	
5.2	The Chair also reported that Malcolm Bartlett, who had been a founder member of the Association and on the Executive Committee since its inception, had decided to retire at this year's AGM. The Chair said he wanted to put on record the invaluable contribution and advice the Executive had received from Malcolm over some 20 years.	
6	Chair's Report	
6.1	The Chair said he had little to report other than was included in other items in this Agenda. The main topic of this meeting would be the detailed organisation of the Training Event in March.	

7	Treasurer's Report	
7.1	The Treasurer, Gill Allwright, had sent her apologies but her Report is at Appendix 2.	
7.2	There are now no outstanding fees from the previous Training Events.	
7.3	The Treasurer had sent the necessary authority for signature to enable Pat Seager to be an online user of the NACO Account. These forms were signed and given to the Secretary to return to the Treasurer.	Penny
8	Secretary's Report	
8.1	The Secretary reported that membership now stood at around 685 (16 January), an increase of about 25 since the last meeting. (By the end of the meeting this had risen to 687.) Whenever she got a response from a member which suggested they may have left an authority she tried to follow it up and, if necessary, remove their records from the membership database	
8.2	The new method of distributing information appears to be working well but she would try and check this with those attending the Training Event.	
8.3	She was continuing to reply to members queries and pass them on as appropriate but also directed them, when appropriate, to the Message Board.	
8.4	Much of the work over the past few months since the previous meeting had been involved with the preparation, distribution and administration of the Training Event to be held in March 2019.	
9	Training Report	
9.1	The Training Officer, Christine, gave her report and asked for volunteers to attend Councillor Skills training sessions. .	
9.2	Christine would co-ordinate attendance by representatives of the NACO Executive at these training sessions.	
10	Website	
10.1	This was still working well and was being kept up to date	
10.2	The necessary information about GDPR was now on the membership form.	
10.3	Pat and Alison said they would take photographs of members of the Executive during the Training Event to go on the website.	Pat, Alison
10.4	There was no time to discuss any outstanding queries on the members' board but the members board would again be an item on the Agenda at the next meeting.	Penny

11	Local Training Events	
11.1	The possibility of a local Training Event in Wales was discussed and Phil said he had yet to make contact with members in Wales regarding this.	Phil
11.2	Beverley said she would try and speak with Scottish representatives at the Training Event to see if they had had any follow up meetings.	Beverley
12	NACO Training Event March 2019	
12.1	The Secretary said there were 64 delegates to date	
12.2	The Secretary would send out a further mailing within a few days reminding members that there were limited spaces available.	Penny
12.3	After some discussion it was agreed, because of the extreme popularity of David McGrath's speechwriting workshop, that he be asked to make this a keynote address for all delegates.	
12.4	The Secretary said she would revise the workshop spread in view of this and let people know as soon possible when each workshop would be held.	Penny
12.5	The Secretary would make a slight amendment to the timetable for the day allowing for a break at a different time.	Penny
12.6	Penny would continue with the administration prior to the event in conjunction with Anita.	Penny, Anita
12.7	It was agreed that Jane Barlow would host the Lord Lieutenant and Pat, Alison and Christine would look after the representatives from Vaughtons' and Michael's.	Jane, Pat, Alison, Christine
12.8	It was understood that the representative from Michael's would be Michael Stopford and Christine and Phil agreed to make sure that the name of the Vaughtons' representative was available shortly.	Christine, Phil
12.9	Paul Mayhew would look after Derek Scott who would be working with him on the Civic Attendant workshop.	Paul Mayhew
12.10	Lynda McElligott would look after Jake Currier who would be working with her on GDPR.	Lynda
12.11	Penny reported that the system of asking people to make their workshop choices on their booking form was working excellently and she would not have to chase people for their choices as had previously been the case.	
12.12	Anita reported on the catering and her report is at Appendix 3. The Committee was very happy with this.	
12.13	Anita was asked to make enquiries about the possibility of a pay bar being available.	Anita
12.14	The Registration Desk would be in main foyer of the Civic Centre and all delegates and facilitators would need a City of Wolverhampton badge as well as a NACO badge. The Secretary and Anita would liaise over this.	Penny, Anita

12.15	The Secretary would provide all the information about those attending for the Council to enable them to provide their security passes.	Penny
12.16	The Secretary would prepare the NACO delegates badges.	Penny
12.17	The Secretary, Beverley and Irene would be responsible for greeting members at the Registration Desk and ensuring they are registered correctly.	Penny, Beverley, Irene
12.18	The NACO pull up banners would be displayed near the Registration Desk. These would be supplied by the Chair who would bring them with him on 6 March. The Secretary would remind the Chair in advance.	Paul, Penny
12.19	Several members of the Committee would be needed to direct delegates both into the building and then up to the Civic Floor. Others would be available to host delegates after they have arrived. These posts would be allocated at an informal meeting on the evening of 6 March.	
12.20	Anita would organise coat rails and a room for suitcases to be stored along with a small room to be available for NACO Executives in case urgent discussions are needed – the control room	
12.21	Although the programme says that Registration is from 1130 in practical terms this means people will start arriving from around 1015 so those involved in Reception and Meeting and Greeting need to be available from around 1000.	
12.22	It had been agreed that Delegates Packs should be issued to all. A list of the contents is at Appendix 4.	
12.23	All the information for the packs must be sent to Anita by Friday 1 March. A list of those responsible for the items is shown on the list of contents.	
12.24	The Secretary and Anita would discuss in advance how much preparation time would be required to set up the Registration Point and prepare the packs and the Secretary would contact helpers as required.	Penny, Anita
12.25	Anita would arrange the photocopying of the documents for the delegates packs and have them put into a spiral bound folder	Anita
12.27	It was anticipated that all the speakers would require IT facilities as they would probably be using power point presentations. Flip Charts and water should be available for all speakers and workshop facilitators. Anita would organise this.	Anita
12.28	The Secretary and Anita would liaise over the production of the purple folders.	Penny, Anita
12.29	Penny had a sufficient stock of badges holders both for delegates and Executive members and she would prepare these.	Penny
12.30	Pat and Alison would both take photographs of the event.	Pat, Alison

12.31	Jacqui said she would let Anita have a draft of the necessary notice about photography which requires to be displayed.	Jacqui, Anita
12.32	After discussion as to a gift for delegates it was decided that a reusable water bottle would be both useful and in keeping with environmental policies	
12.33	Anita and Phil both had suggestions over what should be purchased and it was agreed that they would report to the Chair and Pat concerning this and a final decision as to what would be purchased would be made by these four.	Anita, Phil, Pat, Paul, Penny
12.34	Marker pens for people to put their initials on the base would be available and Anita would provide these.	Anita, Pat
12.35	It was agreed that the only Exhibitors would be David McGrath, Vaughtons and Michaels who were participating in the event.	
12.36	Risk Assessment - The various risks around cancellation were discussed and it was agreed that NACO could cover these. The risk assessment for the day itself would be Wolverhampton's existing arrangements for its annual meeting and other similar events at the Civic Centre	
12.37	Delegation to make urgent decisions was given to the Chair, Vice Chairs, Secretary, Treasurer and Anita.	
12.38	There would be an informal Executive Pre-Meeting in Wolverhampton Council Offices at 1800 for any member of the Executive who was already in Wolverhampton. Anita would organise a room.	Anita
12.39	The Executive Committee discussed the potential income and expenditure and agreed that it was satisfactory.	
12.40	Anita was asked to provide a ballot box which would be used for nominations for the Executive.	Anita
12.41	It was agreed that webcasting was too expensive but Anita was asked to look into the question of videoing for later inclusion on the website.	Anita
12.42	It was agreed to invite Malcolm to attend the Training Event so that all members who have known him over the years may say farewell.	Paul
12.43	Anita was given authority to make the final choice of menus and she would liaise with the Secretary over the production of the menu cards for the tables.	Anita, Penny
13.	AGM	
13.1	The Top Table would consist of the Chair, Vice Chairs, Treasurer and Secretary.	
13.2	The Secretary said she had prepared the necessary Notice of AGM to members and the AGM Agenda which she would be circulating shortly and placing on the website along with a Nomination Form for the Executive.	Penny
13.3	The Chair, Treasurer and Secretary's Report would be in the delegates packs so little need actually be said.	

13.4	The Secretary would maintain a record of all those nominated for the Executive.	Penny
13.5	It was agreed that the Secretary would speak to Purple Spider to see if the nomination form could be revised so it could be completed on line and forwarded direct to the Secretary in the same way as membership forms and the booking form for the Training Event.	Penny
13.6	It was agreed that the Treasurer should be asked to make a recommendation that the annual membership fee continue to be zero.	Gill
14	Civic Office of the Year Awards 2018	
	One member of the Committee left the room at this point after having declared an interest.	
14.1	Christine reported that there had been little interest this year and it was agreed to extend the closing date to 28 January.	.
	It was agreed that if the entries did not reach the minimum number agreed by the Executive then no award would be made this year	
14.2	The Award for 2018 would be presented immediately after the Training Event Dinner with Christine giving the report of the Judges.	Christine
14.3	Malcolm had confirmed that Vaughtons and Logocloth were happy to continue	
14.4	Malcolm had now resigned but Christine had agreed to take over as co-ordinator of the Award from him	Christine
14.5	The prizes would be £500 from NACO, the trophies sponsored by Vaughtons and Logocloth as before. Both of these organisations had confirmed they were happy to continue to do sponsor the Award.	
14.6	The Executive was reminded that consideration would be given at the summer meeting of 2019 to running this in alternate years to coincide with 2 day Training Events to allow the Award to be presented at a dinner rather than just after an AGM. This would be an item on the Agenda for the summer meeting.	Penny
14.7	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.	
14.8	An enquiry had been raised about the possibility of a County Award and it was agreed that such an entry could be made.	
14.9	The Secretary was asked to send out an urgent notice to all members telling them of the extension of the last date for entries for the 2018 Award.	Penny

15	Newsletter	
15.1	A Newsletter would be sent out as soon as possible with information about the Training Event, the AGM, information on being an Executive Member and the "Buddy Scheme" mentioned at 22.3	.Penny
16	Business Plan	
16.1	Phil said this was on the website and he agreed to check that this was the latest version as prepared by the Secretary.	Phil, Penny
16.2	It was agreed to look at the Business Plan again at the summer meeting so would need to go on the Agenda.	Penny
17	Bids to host future Training Events	
17.1	Pat said she would have information available for the summer meeting so that consideration could be given then as to the venue for March 2020.	Pat
18	Update on Operation London Bridge and transitional arrangements	
	There was little to report but Jim said he would be updating everything with the latest information available and also with anything which came about as a result of the Training Event. This would then be circulated to all members, hopefully in late March or early April.	Jim, Penny
19	ADSO Report	
19.1	Phil reported that he had attended the ADSO annual conference. ADSO now has around 1000 members which, considering our much smaller potential recruitment pool, makes NACO's almost 700 very encouraging.	
19.2	ADSO run successful conferences for their members and have great commercial success, through sponsorship and advertising Democratic Services vacancies on their website - something NACO could perhaps emulate.	
19.3	The Chair of ADSO is keen to work in partnership with similar organisations and would welcome an approach from the NACO chair to be included in that partnership. NACO worked with ADSO at its inception and was, in part, responsible for the civic pathway element of the ADSO Diploma	Paul
20	Date and Venue of next meeting	
20.1	The next meeting which would be in June or July would be in Grimsby and it was hoped that the Autumn meeting could be in Cromer. The venue for the January meeting would depend on where the 2020 Training Event was to be held.	

20.2	Tracy would liaise with the Chair and Secretary over the date of the summer meeting.	Tracy, Penny, Paul
21	Thanks to Host	
21.1	The Chair thanked Pat very much for hosting the meeting and for her hospitality.	
22	Any Other Business	
22.1	It was agreed that there was little support for the 999 Flag Day	
22.2	Little information was available about the Fly the Flag for the Commonwealth Scheme. Jim agreed to try to obtain the message which is normally available for reading out.	Jim
22.3	The Secretary suggested a "Buddy Scheme" whereby those officers new in civic life could ask the Secretary to put them in touch with another member in their locality who would be prepared to share their experience. This was agreed and as well as adding it to the welcome letter the Secretary would circulate this information in the forthcoming newsletter.	Penny
22.4	Andrew Grove from the Local Authority Events Organisers Group had written asking if NACO could speak about the Civic Officers involvement in Remembrance Day events at their AGM	
22.5	Unfortunately, as this is the day before NACO's Training Event it would not be possible but it was felt that there was merit in sharing ideas and it was hoped that someone from the LAEOG would attend the 2020 NACO Training Day.	
22.6	It was believed that this way would be much more beneficial as Civic Officers' involvement is so very varied.	
22.7	The Secretary was asked to contact Andrew Grove and explain.	Penny
22.8	Alison said she had been asked by the Women in Local Government to thank NACO very much for all the support they had received in celebrating the centenary of the granting of the vote to women. They really appreciated NACO'S input.	
22.9	The meeting also thanked Alison and Christine for all that they did on behalf of NACO in this respect.	

The meeting concluded at 1450

Penny Harrison,
Secretary,
NACO

January 2019

APPENDIX 1

NACO ACTION LIST as at 10 September 2018

Notes are taken from outstanding matters commencing with review of minutes discussed in Southwark in September 2018 from July 2018 meeting in Wolverhampton and followed up at Epping

Item	Notes	Outstanding or Completed
Possible Wales Training Event	This was being undertaken by Phil but he was not present at the meeting in Southwark so it was not known if any progress had been made.	Outstanding
Instructions for working website for Lynda and Anita	Following the meeting Penny checked and found that these had been sent to them on 17 July	Completed but would like a little more
Suppliers Payments for advertising on NACO website	Gill said she did not believe anything had been received. Invoices for this were sent out by Phil and Penny believes that the way the system works they will all be sent out in January.	Phil has sent out some bills Need to make a decision about Impamark Phil would follow this up but if they did not pay they would be removed.
Delivery and collection of logcloth and pull up banner from Camden	Neither Margaret nor Phil were present so it was not known what the situation was. Paul had not received these.	The Chair said he now had this and would bring it to Wolverhampton
Business Plan to go on website.	Amendments following previous meeting had not been confirmed but after the update from the Southwark meeting they will be put on	Phil said it was on the website but would check it was the latest version.
Revision of fact sheets	Paul and Phil had not had the opportunity to discuss these	Outstanding
Update on London Bridge	Jim to update following March Training Event	

APPENDIX 4

Contents of Delegates' Packs		Executive Member Responsible
A	Welcome letter from Chair	Paul/Penny
B	Delegates Pack Contents List	Penny/Anita
C	Timetable	Penny
D	List of Delegates	Penny
E	Map of Civic Floor	Anita
F	Workshop Lists including venues for each workshop	Penny
G	Nomination for Exec	Penny
H	2019 AGM Agenda	Penny
I	2018 AGM Minutes	Penny
J	Chair's Report	Paul
K	Treasurer's Report and Accounts	Gill
L	Secretary's Report	Penny.
M	List showing venues for Councillor Skills training events	Christine/Penny
N	Criteria for running a NACO event	Penny
R	Index of Contents	Penny
S	Blank pages	Anita
T	Any agreed advertising literature	Phil/Pat
U	Gift	Anita/Phil

Please note all required information must be sent to Anita by 1 March at the very latest for copying