

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

held at The Control Tower, North Weald 7 July 2016,

commencing at 0945

**Present**:

Jim Babbington RB Kensington & Chelsea Vice Chair

Jacqui Brazil London Borough of Southwark

Jackie Cansick Stevenage Borough Council

Christine Christensen Ipswich Borough Council

Michael Cleere London Borough of Southwark

Michelle Davies, London Borough of Richmond

Penny Frost, Chelmsford City Council

Alex Kowalcuk Former Civic Officer

Penny Harrison Retired Civic Officer Secretary

Mike Hollingworth, Charnwood Borough Council

Alison Orde St Albans City and District Council

Phil O’Brien Macebearer, Erewash Borough Council

Pat Seager, Epping Forest District Council

Irene Webster Retired Civic Officer

Marsha Whiteway City of Canterbury Council

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**Apologies**:

Gill Allwright Retired Civic Officer Treasurer

Malcolm Bartlett, Retired Civic Services Manager

Fiona Garth Lewes Town Council

Margaret Humphrey London Borough of Camden

Hannah Marr Crewe Town Council

Paul Millward Nottingham City Council Chair

Sandra Robinson Belfast City Council

Alasdair Ross, Aberdeen City Council

Charles Talbot Kidderminster Charter Trustees

Martin Warren Brighton& Hove City Council

Beverley Wilson Retired Clerk to the Lieutenancy

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Before the meeting commenced the outgoing Vice Chair, Jim Babbington, explained that the outgoing Chair, Paul Millward, was not able to attend and had asked Jim to open the meeting.

*(Please note that to avoid confusion henceforward Penny Harrison is referred to as the Secretary and Penny Frost as Penny)*

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| 1 |  | **Welcome** |  |
| 1.1 |  | The Vice Chair welcomed all to the meeting and extended a particularly warm welcome to Penny Frost who was attending her first meeting of the Executive. Unfortunately the other new members had been unable to attend on this occasion but they had been playing an active role in answering queries. |  |
| 2 |  | **Apologies** |  |
| 2.1 |  | Apologies for absence were as listed above. |  |
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| 3. |  | **Election of Officers** |  |
| 3.1 |  | The Vice Chair asked the Secretary to chair the meeting for the next item. |  |
| 3.2 |  | The Secretary said that she was pleased to nominate Paul Millward as Chair for the next year and Jim said that he was happy to second the nomination. |  |
| 3.3 |  | The Secretary also nominated Jim as Vice Chair and this nomination was seconded by Irene. |  |
| 3.4 |  | Finally, the Secretary asked for nominations for Treasurer and Jim proposed Gill which nomination was seconded by Phil. |  |
| 3.5 |  | At this point the Vice Chair resumed chairing the meeting. |  |
| 3.6 |  | He pointed out that the role of Secretary, Membership Secretary and Enforcement Officer had been merged over the past 12 months and he proposed that in future the post of Secretary would include all three roles. This was agreed. |  |
| 3.7 |  | Jim proposed Penny Harrison as Secretary and this was seconded by Irene. |  |
| 3.8 |  | All the above nominations were unanimously agreed by those present. |  |
| 3.9 |  | It was noted that the Chair had indicated when saying he was happy to be nominated as Chair for a further year that he would consider this year to be his last one in the post as he would have completed 20 years. |  |
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| 4. |  | **Appointment of Other Officers** |  |
| 4.1 |  | Jim was nominated as Press Officer by the Secretary and Alex seconded the nomination. Jim will be assisted in this role by Michelle. |  |
| 4.2 |  | Phil nominated Christine as Training Officer and this was seconded by Phil. |  |
| 4.3 |  | The above nominations were also approved unanimously. |  |
| 4.4 |  | The position of Webmaster had not been filled since the new website had been launched and neither had the Web Support Group. |  |
| 4.5 |  | It was agreed that these two positions be merged into one Web Support Group (WSG) consisting of the Secretary, Phil and Alison. |  |
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| 5. |  | **Appointment of Auditors** |  |
| 5.1 |  | It was proposed by Jim and seconded by Michael that the London Borough of Southwark be reappointed as Auditors. This was agreed. |  |
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| 6. |  | **Minutes of last meeting held 12 January 2016 in Stevenage – accuracy and matters arising other than those listed separately on this Agenda** |  |
| 6.1 |  | The minutes were approved as an accurate record. |  |
|  | 15.1 | Beverley was not at the meeting but it was agreed to ask her to see if any progress had been made with the Scottish Provosts Association. | Beverley |
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| 7 |  | **Chair’s Report** |  |
| 7.1 |  | The Chair was not present but had sent notes to the Vice Chair who would use them throughout the meeting. |  |
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| 8 |  | **Treasurer’s General Report** |  |
| 8.1 |  | Gill was not present but had forwarded her report. |  |
| 8.2 |  | The Balance in hand as at 5 July 2016 was £15,179.19 |  |
| 8.3 |  | Over the past 12 months the sum of £1,270 in fees owing in respect of the Training Event held in Camden in March 2015 had been collected and she would be forwarding half of this sum to Camden as their share of the remainder of the profit. | Gill |
| 8.4 |  | After payment of the above sum and the sum due to Southwark as their share of the profit there would be a balance in hand of £12,184.69. | Gill |
| 8.5 |  | Gill said that the account remains healthy and she will continue to chase authorities who are yet to pay the fees owing. |  |

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| 9 |  | **Secretary’s Report** |  |
| 9.1 |  | The Secretary said she had little to report since the last meeting. The first few weeks after that meeting had been extremely busy preparing for the Training Event in March and then the work following. |  |
| 9.2 |  | Membership now stood at 475 though she suspected that some names were due to be removed through natural movement of officers and she would be sending out a questionnaire to all members shortly about this. |  |
| 9.3 |  | She asked for permission to destroy hard copies of earlier membership application forms as these were now held electronically and this was agreed. | Secretary |
| 9.4 |  | She had continued to receive many queries to NACO and she had arranged for replies to be sent. |  |
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| 10 |  | **Review of Training Event held in Southwark 17 March 2016** |  |
| 10.1 |  | There was general agreement that it had been a very successful meeting. |  |
| 10.2 |  | Alison produced the information provided through Survey Monkey which generally was very positive. The feedback would be distributed to all members of the Executive who would bear in mind what was said when planning future Training Events. |  |
| 10.3 |  | The income and expenditure account for the Training Event had been distributed to the Executive. |  |
| 10.4 |  | It was agreed that it would be useful for the Executive when planning for future events if Gill could provide for the next meeting a spread sheet showing the breakdown of the various expenses, such as speaker and workshop expenses, accommodation charges, photocopying and stationary over the past 4 training events. | Gill |
| 10.5 |  | The Executive expressed its thanks to Michael and Jacqui for all that they did hosting such a successful event. |  |
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| 11 |  | **NACO Training Event 2017** |  |
| 11.1 |  | It was agreed that the event should be held in the Midlands because of the excellent links to all parts of the country both by road and rail and be a two day event run on roughly the same lines as in 2015 and 2013. |  |
| 11.2 |  | There had been no offers to host the event by any local authority but Phil had been in contact with a hotel in Belper, Derbyshire (Makeney Hall) which was offering very favourable terms. |  |

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| 11.3 |  | A proposal from Makeney Hall (makeneyhallhotel.com) was put forward and is being distributed to all members of the Executive. The hotel had all the facilities required including sufficient breakout rooms which were equipped with the necessary IT. |  |
| 11.4 |  | The hotel had 46 bedrooms which if the Training Event was held these could be booked at £53 each for bed and breakfast and a further 22 more rooms were available at the Lion Pub in Belper. There was also plenty of accommodation in Derby though it might be necessary to organise a shuttle service for delegates. |  |
| 11.5 |  | The hotel would also provide the venue for the networking dinner on the first night of the Training Event again at a very competitive price. |  |
| 11.6 |  | As a comparison Penny Frost said she had made enquiries at Chelmsford who would have been prepared to host the event but the room hire alone was £2,300. In any event for personal reasons she would not be able to host such an event in March 2017. |  |
| 11.7 |  | The advantage of holding the Event not in local authority premises was that any profit would all come to the Association and not have to be shared nor would any loss to the authority underwritten. |  |
| 11.8 |  | The Executive felt that this was an excellent venue and were very happy to agree to the Training Event being held at Makeney Hall. It was agreed, however, that the Chair should be given the opportunity of looking at the proposal and possibly visiting the hotel before a final decision was made. Phil said he would speak to the Chair but pointed out that the facilities at Makeney Hall could not be held indefinitely. It was agreed the Chair shoud be authorised to confirm a booking at Makeney Hall by the end of July if he had not secured any better offers by then. | Paul, Phil |
| 11.9 |  | It was agreed that of the dates offered by the hotel the Executive would wish to proceed with 30 and 31 March. |  |
| 11.10 |  | The cost of the networking dinner would come from the delegates fee. |  |
| 11.11 |  | It was agreed that there should not be a guest speaker at the dinner but that it would be appropriate for Paul to reflect on his 20 years chairing NACO. | Paul |
| 11.12 |  | Phil said he would talk both to Amber Valley Borough Council and Erewash Borough Council to see whether they might be prepared to sponsor the Event in some way and invite the Mayor of Amber Valley to attend the opening of the Event. Both of these authorities had staff who are members of NACO. | Phil |

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| 11.13 |  | The following were suggested as keynote speakers:  Manuel Head, Private Secretary to the Duke of Cambridge  The Director General of the National War Museum  A representative of the Holocaust Memorial Trust  Deborah Searle  The Lord Lieutenant of Derbyshire  Gus O’Donnell  Benita Norris, Cabinet Office |  |
| 11.14 |  | It was agreed that Paul and Jim should co-ordinate approaches to keynote speakers. | Paul, Jim |
| 11.15 |  | Various workshops were suggested  Graham Bartram  The Civic Coach  Speed Networking  Preparations for marking deaths of senior national figures  New in Post  Sponsorship  Value of Engagements in times of hardship  Operating on a shoestring  Induction  Protocol  Unity in the Community and the role of the Civic Office |  |
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| 12 |  | **Website** |  |
| 12.1 |  | The new website was being favourably received. |  |
| 12.2 |  | It was agreed that a page should be included which would be a directory of suppliers to civic offices. |  |
| 12.3 |  | There would be a disclaimer as to any recommendation by NACO. |  |
| 12.4 |  | Michelle and Mike would draw up simple guide lines for suppliers. | Michelle, Mike |
| 12.5 |  | The fee would be £100 per year but anyone joining in 2016 would be listed until 31 December 2017. Thereafter it would be £100 for the year. Anyone joining after 30 June in any year £50 for the current year and then £100 a year. |  |
| 12.6 |  | Alex committed a company she represents to being listed and would provide the necessary information to Michelle and Mike. | Alex, Michelle, Mike |
| 12.7 |  | Initially the Secretary would send out invoices which would have their own numbering system to separate payments for this from the Training Event fees. | Secretary |
| 12.8 |  | Once all the information was available the WSG would set up a page to be included on the Website. | WSG |
| 12.9 |  | The Secretary said she, along with Beverley, would update the list of significant dates. | Secretary, Beverley |
| 12.10 |  | It was agreed to add a vacancies page to the website which the Secretary would do. She would also send out a newsflash that this is happening along with information about a vacancy in Chelmsford which Penny would provide for her. | Secretary, Penny |
| 12.11 |  | It was agreed that Linkedin was not being used by members to raise points of discussion and similarly twitter was not either. |  |
| 12.12 |  | It was agreed that a Members Forum would be the best place for questions to be raised and Beverley would be asked to obtain a quote from Purple Spider as to including this on the website. | Beverley |
| 12.13 |  | Phil offered to monitor the questions. | Phil |
| 12.14 |  | It was agreed that Jim and the Secretary would prepare a front page for the website which would be published immediately on the death of a senior national figure and that it would include the Guidance Notes so that people looking at the website would find immediately all they needed to know. | Jim, Secretary |
| 12.15 |  | In the meantime the site should include a line that guidance on civic mourning can be obtained from the Vice-Chairman. | Secretary |
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| 13 |  | **Training Report** |  |
| 13.1 |  | Christine had contacted Councillor Skills, our training partners, who had run 7 events this spring, all of which had been successful, though one had not had quite enough delegates so £70 was due to Broadland as NACO underwrites any losses. |  |
| 13.2 |  | Christine said that there had been no events of this type in the South West or in the London Boroughs. It was agreed she should contact Cornwall Council as they had recently won Civic Office of the Year and see if they were prepared to host one of these training events next year. Michelle also said she would probably do so for the London Boroughs. | Christine, Michelle |
| 13.3 |  | Christine said she would ask each of the hosts from the 2016 events if they would let her see their feedback forms. | Christine |
| 13.4 |  | All the 7 who had hosted these events in 2016 would like to do so again in 2017. |  |

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| 13.5 |  | It was agreed NACO should evaluate the, hopefully, 9 or more events in 2017 and representatives of the Executive would attend each one of them. After each session Christine would report on the Executive representatives’ feedback to Ronnie and Marilyn and it was hoped that it might be possible for an Exec member to go to more than one of the sessions to see whether the feedback was being incorporated into the training. | Christine |
| 13.6 |  | It was agreed that at the end of 2017 it would be timely to carry out a review of training arrangements. |  |
| 13.7 |  | Paul had sent a message to say that he had been contacted by “The Civic Coach” (theciviccoach.com) Duncan Bhaskaran Brown who offered training for Councillors. |  |
| 13.8 |  | Duncan Bhaskaran Brown was a former Mayor of Abingdon who was offering training services for Civic Leaders. Phil said he would make further enquiries. | Phil |
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| 14 |  | **Newsletter** |  |
| 14.1 |  | It was agreed to send out a Summer Newsletter around the end of August or in September. | Jim, Secretary |
| 14.2 |  | Proposed items for this newsletter included  Notice of dates of 2017 Training Event  Information about Civic Office of the Year 2016 including why Cornwall won the 2015 award  Announcement of the Directory of Services page and the Vacancies Page  Evaluation of feedback on the Training Event including the fact that so many people are new to civic life that there is a request for repeat workshops from past years  An item might arise from some of the questions which have been raised via the Secretary  NACO scoring system  Ebook of condolence  Charity protocols  Battles Over  Shroud on badges – local custom |  |
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| 15 |  | **Civic Office of the Year 2016** |  |
| 15.1 |  | It was agreed that this should again be run. |  |
| 15.2 |  | Christine would write an article for the forthcoming newsletter which would include information about why Cornwall was successful. | Christine |
|  |  | The prize money would remain at £500. |  |
| 15.3 |  | It was agreed that information about the scheme when it was launched should be circulated as widely as possibly including if possible directly to Chief Officers of Local Authorities and Jim would see if he could get this list from DCLG | Jim |
| 15.4 |  | It was agreed to suggest to members that when looking for objectives at their annual appraisal that entry into the competition might be an objective. |  |
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| 16 |  | **Operation London Bridge – local events** |  |
| 16.1 |  | The addendum which Jim had agreed with DCLG had been circulated earlier in the week. There is a desire to try to keep people in their local communities if possible as the numbers of people who will converge on London is likely to be very large. |  |
| 16.2 |  | Jim said he had had a call from a representative of the Cabinet Office which showed that NACO was being acknowledged there. |  |
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| 17 |  | **Proclamation of a new Sovereign** |  |
| 17.1 |  | There was little to report here other than the timings of the readings by the High Sheriffs had been brought forward so that readings further down the chain could take place the same day and during daylight hours. |  |
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| 18 |  | **Questions raised by NACO members since previous meeting** |  |
| 18.1 |  | The Secretary had previously circulated these but hopefully when a message board exists there will be no need to have them put on the web site as had previously been suggested. |  |
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| 19 |  | **Digital Mayor** |  |
| 19.1 |  | Bryan Magan had made some suggestions in an email to Paul, in particular about the “Digital Mayor”. This would involve You Tube and it was agreed to ask Bryan to write an article for the newsletter regarding this. | Bryan |
| 19.2 |  | Discussions took place about the security of Civic Heads if too much information about what they were doing was on social media. Jackie said she would circulate information contained in “Personal Safety - A Guide For Local Councillors”. | Jackie |
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| 20 |  | **Charity Support** |  |
| 20.1 |  | Penny said she would circulate a guide for civic officers who are not primarily supporting their Civic Head’s charity work. | Penny |
| 21 |  | **Suffragettes Project 2018** |  |
| 21.1 |  | Christine reported that she had attended a meeting regarding this. She said there were no firm plans yet but felt that possibly NACO would be able to support them locally if there were firms plans in place. |  |
| 21.2 |  | A further meeting was planned for September which either she or Michelle would attend. | Christine, Michelle |
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| 22 |  | **List of NACO’s Assets and their whereabouts** |  |
| 22.1 |  | Logocloth with Jacqui at Southwark |  |
| 22.2 |  | Spare Conference badge holders with the Secretary |  |
| 22.3 |  | Spare Executive badge holders with the Secretary |  |
| 22.4 |  | Spare Purple Folders with Jacqui |  |
| 22.5 |  | Pull Up Banner with Jacqui |  |
| 22.6 |  | Civic Office of the Year Shield with Cornwall Council |  |
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| 23 |  | **Date of Next Meeting** |  |
| 23.1 |  | The next meeting would be held in Lewes and Paul, Jim and the Secretary would liaise with Fiona regarding the date. | Paul, Jim, Secretary, Fiona |
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| 24 |  | **Thanks to Host** |  |
| 24.1 |  | Jim thanked Pat for all she had done and this was thoroughly endorsed by all present. |  |
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| 25 |  | **Any Other Business** |  |
| 25.1 |  | Marsha distributed a Bench Marking Exercise she had been asked to prepare by her authority to be sent out as widely as possible. |  |
| 25.2 |  | It was agreed that a Bench Marking Exercise should only be sent to equivalent authorities of much the same type. |  |
| 25.3 |  | Phil agreed to help Marsha with the drafting of such a document. | Phil, Marsha |

The meeting concluded at 15.45

Penny Harrison

Secretary

NACO

July 2016