



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

held at London Road Fire Station, Nottingham NG2 3EN  
Tuesday 11 October 2016 commencing at 0930

### **Present:**

Jim Babbington RB Kensington & Chelsea Vice Chair  
Malcolm Bartlett, Retired Civic Services Manager  
Penny Harrison Retired Civic Officer Secretary  
Mike Hollingworth Civic Officer Charnwood Borough Council  
Alex Kowalcuk Former Civic Officer  
Alison Orde St Albans City and District Council  
Paul Millward Nottingham City Council Chair  
Phil O'Brien Macebearer, Erewash Borough Council  
Pat Seager, Epping Forest District Council  
Beverley Wilson Retired Clerk to the Lieutenancy

### **Apologies:**

Gill Allwright Retired Civic Officer Treasurer  
Jacqui Brazil London Borough of Southwark  
Jackie Cansick Stevenage Borough Council  
Michael Cleere London Borough of Southwark  
Christine Christensen Ipswich Borough Council  
Fiona Garth Lewes Town Council  
Michelle Beaumont, London Borough of Richmond  
Penny Frost, Chelmsford City Council  
Margaret Humphrey London Borough of Camden  
Hannah Marr Crewe Town Council  
Sandra Robinson Belfast City Council  
Alasdair Ross, Aberdeen City Council  
Charles Talbot Kidderminster Charter Trustees  
Irene Webster Retired Civic Officer

1		<b>Welcome</b>	
1.1		The Chair thanked everyone for attending and apologised for changing the venue but this was entirely due to industrial action on Southern Rail. He also apologised for not having been able to attend the previous meeting.	

2		<b>Apologies</b>	
2.1		Apologies for absence were as listed above.	
3.		<b>Minutes of last meeting held 12 January 2016 in Epping – accuracy and matters arising other than those listed separately on this Agenda</b>	
3.1		The minutes were approved as an accurate record.	
3.2	3.9	The Chair said he had provided inaccurate information as to how many years he had been Chair. 2017 would mark the 20 <sup>th</sup> anniversary of his proposing the formation of NACO	
	5.1	It was agreed that consideration might need to be given to the appointment of different auditors in 2017	
	6.1 - 15.1	Beverley said there had been no further contact with the Scottish Provosts Association	
	10.2	A suggestion had been received in the feedback from the previous Training Event that a future one should be held at Perth & Kinross. It was agreed that this might be difficult in terms of attracting enough delegates because of the location. However, it was agreed to suggest that a Scottish Training Day, possibly in October, be held there which NACO would help organise and support. Beverley said she would make contact with the officers at Perth & Kinross and would also speak to Alasdair.	Beverley
	19.1	Jim said he would remind Bryan that he had been asked to write an article about the “Digital Mayor” for a newsletter	Jim
	19.2	It was agreed that an article on Personal Safety might be included in a newsletter	Jim
	25.3	Phil reported that as a result of discussions with Marsha regarding her Bench Marking Exercise she had reported positively to him	
4		<b>Resignations from the Executive</b>	
4.1		The Chair reported that Michael Cleere had resigned as he was no longer engaged in civics and Michelle Beaumont (Davies) was now a Democratic Services Officer and was not sure what her position was regarding the Executive. The Chair had been in touch with Michelle and she was happy to remain on the Executive for the time being	
5		<b>Chair’s Report</b>	
5.1		The Chair had nothing further to report than shown at 4.1 other than to explain that because of illness the Treasurer was not able to be present.	
6		<b>Treasurer’s General Report</b>	
6.1		There was no report from the Treasurer.	

7		<b>Secretary's Report</b>	
7.1		The Secretary said that she had continued keeping the membership records but had delayed sending out the renewal notice. She was pleased to say the number now on the database of members was 501 which information was received warmly.	
7.2		She had destroyed earlier membership forms as agreed.	
8		<b>Training Report</b>	
8.1		Christine was not present but she had spoken with the Secretary a few days prior to the meeting.	
8.2		Christine had not yet been able to get feedback from all the Councils who had run Training sessions with Councillor Skills.	
8.3		Despite, as was reported to the last meeting, Broadland making a loss of £70 which was covered by NACO, they wished to run the event again in 2017. Christine would like to know what the meeting felt about this. It was agreed to underwrite a future event in Broadland.	
8.4		After the previous meeting Christine had circulated some statistics regarding Councillor Skills training events which are attached to these minutes.	
8.5		It was hoped that Cornwall and the London Borough of Richmond would hold Councillor Skills Training Events in 2017 and Christine was asked to contact both these authorities.	Christine
8.6		At the meeting in January Executive members would be assigned to each of the Training Events and would be asked to give their feedback to Christine.	
8.7		Alison said she would try to get some feedback from people who had been to the Welwyn Hatfield event this year.	Alison
9		<b>Website and related IT issues</b>	
9.1		Members of the WSG were becoming more familiar with the site and kept it up to date.	
9.2		Some photographs were on the site but it was not always easy to find places to put them. Phil said he would have another look.	Phil
9.3		Alison said she would send him a copy of the photograph taken of the Executive at Epping.	Alison
9.4		Beverley read out a quotation from Purple Spider for the formation of a message board on the website. The price for this would be £450.	
9.5		It was agreed that this should go ahead and Beverley was authorised to instruct Purple Spider but to see if it could be simpler which might reduce the price.	Beverley
9.6		Phil said he was happy to monitor the messages along with the Chair and Vice Chair.	Phil, Paul, Jim

9.7		A front page in the event of the Death of a National Figure had been prepared but it was agreed that at no time should the procedure be published on the website. Jim would let the WSG also have this.	Jim
9.8		In order to establish the Suppliers' Page, Phil agreed to draft a letter which could be sent out to any suppliers known to members of the Executive asking if they wished to be listed on the NACO website with a link to their own site.	Phil
9.9		Reference to the Suppliers' Page would be in the next newsletter and members would have the opportunity to pass suggested names to the Secretary.	Jim
9.10		The Vacancies Page was now active.	
10		<b>NACO Training Event 2017</b>	
10.1		Paul confirmed he had signed a contract with Makeney Hall Hotel, Belper for the Training Event to be held on 30 and 31 March 2017.	
10.2		NACO had guaranteed a minimum number of delegates of 60 and all 46 bedrooms had to be taken to have exclusive use of the hotel.	
10.3		Some members of the Executive had already booked their rooms but anyone else booking should quote MAKE36171.	
10.4		Rooms could also be booked at the Lion Hotel nearby and Phil would give further details to Jim for the newsletter	Phil, Jim
10.5		The contact at Makeney Hall is Katie O'Brien.	
10.6		Phil and Penny would draft the Training Event brochure which it was hoped to send out by the beginning of November.	Phil, Penny
10.7		Further publicity for the event would follow in a newsletter and in newflashes which would go out in mid-December and mid-January and as required.	
10.8		It was agreed that the delegate rate to attend the event would be £150.	
10.9		Information about accommodation and transport would be provided by Phil to be included in the brochure.	Phil
10.10		Administration prior to event would principally be organised by Penny.	Penny
10.11		Penny and Beverley along with any other Executive members who were at Makeney Hall would organise the preparation of the delegates' packs on the afternoon of 29 January.	Penny, Beverley
10.12		Penny would send as much of the information for the delegates' packs to Paul in advance for photocopying and Phil said he would organise the delivery to Makeney Hall.	Penny, Paul, Phil
10.13		Phil would enquire about the photocopying costs at Makeney Hall since some of the information could not be provided for copying until the last minute.	Phil

10.14		Penny mentioned that both Irene and Christine had said they were very happy to have jobs. Irene had expressed an interest in being one of the facilitators at any speed networking workshop.	
10.15		It was agreed to keep the Programme to the same time table as had been used at both Camden and Derby in 2015 and 2013. A copy of the Camden Programme is attached to these minutes for information.	
10.16		Phil had organised the Mayor of Amber Valley to open the Training Event.	
10.17		Paul and Jim would approach various possible keynote speakers as discussed.	Paul, Jim
10.18		It was agreed that one of the Workshop slots would be used by putting delegates from peer authorities together so they could discuss their own issues - one group might be for uniformed staff from any size authority.	
10.19		Each group would have an Executive member with it	
10.20		It was hoped to provide the following workshops from which delegates would choose to attend 3. Some may only be run on one day.	
	1.	Flags and flag flying, run by Graham Bartram; Paul would approach him and if he attends Paul would organise the paragraph for the brochure.	Paul
	2	Speed Networking, managed by the Executive. Information about this would be similar to the last brochure.	
	3	Update on Death of a National Figure which would be organised by Jim and Beverley. Jim and Beverley would write information for the brochure about this.	Jim, Beverley
	4	New In Post including induction and protocol. This would be managed by the Executive and Penny would create the paragraph for the brochure.	Penny
	5	Performance Management in Civic Office. Phil would both deliver this and write the paragraph for the brochure.	Phil
	6.	Unity in the Community & the Role of the Civic Office. Phil would approach Michael Cleere about this.	Phil
	7.	A representative of the Media Department from Warrington Borough Council on the Digital Mayor, possibly with the Mayor of Warrington present. Paul would be responsible for making enquiries about this.	Paul
	8.	Armistice Centenary 2018. Phil said he would contact the RBL to see if there was an appropriate speaker about events planned for November 18.	Phil
10.21		Within the contract Makeney Hall would provide lunch on day 1 from 1230, Teas and Coffees between workshops and dinner. On day 2 coffee and tea would be available from 8.30, teas and coffee between workshops and lunch at 12.45 pm.	
10.22		Finer details of the catering would be arranged nearer the date of the event.	
10.23		Pat said she would bring her camera to record the event.	Pat

10.24		Phil said he was trying to organise sponsorship for the pre-prandial reception on day 1 through Amber Valley.	Phil
10.25		It was agreed to show the Website on a screen in the reception area where people mingle for coffee and this would be an opportunity to launch the new message board. Phil was asked to discuss this with Makeney Hall.	Phil
10.26		Paul agreed to give a speech of about 15 minutes on "My life in NACO" after the dinner.	Paul
10.27		The Civic Office of the Year Award would be made after the Dinner.	
10.28		A ballot box would be required for nominations for the Executive and the Chair said he would organise this.	Paul
10.29		Alison said she would go through the feedback from the last Event again and produce some bullet points to ensure delegates comments are taken on board.	Alison
10.30		There would be no exhibitors but advertisers could put flyers in the delegates' packs. The cost for the one day event at Southwark had been £25.	
10.31		Malcolm agreed to approach Impamark for a suggested gift.	Malcolm
10.32		Expenses would be paid as discussed.	
11		<b>Civic Office of the Year Awards 2016</b>	
11.1		Christine was not present but had told the Secretary that she recommended the status quo in relation to the criteria, timetable and prizes. This was agreed.	
11.2		Malcolm said he was happy to approach Vaughtons and Logocloth as before and make the usual arrangements.	Malcolm
11.3		Some publicity had already been sent out in the most recent newsletter and Christine would like further publicity in the next newsletter and also a separate newsflash to all members in December.	Jim, Penny, Christine
11.4		The Judges would be a representative of the past winners, Cornwall, Mike and Beverley along with Christine. Christine was asked to approach Cornwall.	Christine
12		<b>Newsletter</b>	
		Jim to do one soon,	Jim
13		<b>Business Plan</b>	
13.1		Bryan had drafted a business plan and Malcolm agreed to go through it and revise it. Penny would let Malcolm have copies of previous Agendas to assist with this.	Malcolm, Penny
14		<b>Digital Mayor</b>	
		This had been dealt with at item 10.17.7	

15		<b>Business Case Model</b>	
		This was deferred until Bryan was present.	
16		<b>NACO Fact Sheets</b>	
16.1		It was thought that these were not necessary once the message board was active.	
16.2		It was thought that the list of pamphlets already on the website might be added to after consideration of what was being discussed on the message board, possibly at the rate of 2 a year.	
17		<b>Bids for 2018 Training Event</b>	
17.1		Jim said that the Royal Borough of Kensington & Chelsea would probably be bidding for the 2018 Training Event.	
17.2		This item would be on the Agenda for the January meeting.	Penny
18		<b>Single Commemorative Act</b>	
18.1		Beverley said she would update the instructions and information would go in a future newsletter.	Beverley, Jim
19		<b>Proclamation of a New Sovereign</b>	
19.1		Jim said there was nothing to add.	
20		<b>Women's Local Government Society</b>	
20.1		Christine was not present but had told the Secretary as she had been unable to attend the most recent meeting of the Society Michelle had attended and a report from her was awaited.	
20.2		Paul suggested that NACO should steer the Society in the direction of history of women in civic offices, which could be celebrated at local levels. He said he would discuss this with Christine.	Paul
21		<b>Team of Specialists</b>	
		This was now overtaken by the Message Board.	
22		<b>Date and Venue of next meeting</b>	
		It was agreed this should, if possible, be at Makeney Hall and those requiring to stay overnight could do so at Lion. Phil said he would try and organise this, ideally for 24 or 31 January.	Phil
23		<b>Thanks to Host</b>	
23.1		A vote of thanks to the Host, the Chair, was proposed by the Vice Chair, and unanimously confirmed by all present.	

24		<b>Any Other Business</b>	
24.1		Beverley and Penny would update the list of significant dates for 2017 by 31 December 2016.	Beverley, Penny
24.2		Malcolm said he had decided that the time had come for him to stand down and he would not be offering himself for re-election in March. The Chair heard that with regret and recorded his thanks to Malcolm. He said he hoped Malcom would attend the Training Event in March.	
24.3		It was agreed that any out of pocket expenses for the aborted meeting in Lewes should be refunded.	

The meeting concluded at 1530

Penny Harrison  
Secretary  
NACO



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## NATIONAL ASSOCIATION OF CIVIC OFFICERS TRAINING EVENT

### Timetable – Tuesday 10 March 2015

1230-1330	Registration and light lunch	Concourse
1330	Conference opened by The Chief Executive of the London Borough of Camden, Mike Cook	Council Chamber
1340 -1425	Keynote Speaker: Jonathan Spencer, Deputy Comptroller of the Lord Chamberlain's Office	Council Chamber
1430-1555	Workshops Session 1	See Workshop Lists
1600-1730	Workshops Session 2	See Workshop lists
1930 for 2000	Awards Dinner and Presentation of 2014 Civic Office of the Year Award	The Crypt Restaurant Bleeding Heart Yard off Greville Street Hatton Garden, EC1N 8SJ

### Timetable – Wednesday 11 March 2015

0830 – 0925	Coffee	Concourse
0930 – 1025	Keynote Speaker: Andy Whittaker from the “Art of Brilliance” – “Motivation”	Council Chamber
1030 – 1155	Workshops Session 3	See Workshop Lists
1200	NACO AGM	Council Chamber
1245	Lunch	Concourse
1400 - 1530	Workshops Session 4	See Workshop Lists

**LIST OF VENUES AND ATTENDANCES  
FOR THE ROLE OF THE CIVIC HEAD AND TEAM 2016**

<b>AUTHORITY</b>	<b>MEMBERS</b>	<b>PARTNERS</b>	<b>OFFICERS</b>	<b>TOTAL</b>	<b>COUNCILS</b>
BRADFORD	9	2	8	19	8
BLACKBURN	9	4	8	21	9
EAST MIDLANDS COUNCILS	10	2	3	15	10
BROADLAND	6	-	5	11	9
WARWICK	6	1	4	11	6
NORTH EAST REGIONAL EMPLOYERS ORG.	8	4	2	14	7
WELWYN HATFIELD	7	2	4	13	7
TOTAL	55	15	34	104	56