

MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE

held at the offices of the London Borough of Richmond 29 September 2015,

commencing at 1000

**Present**:

Jim Babbington RB Kensington & Chelsea Vice Chair

Malcolm Bartlett Retired Civic Services Manager

Jackie Cansick Stevenage Borough Council

Christine Christensen Ipswich Borough Council

Michelle Davies, London Borough of Brent

Fiona Garth Lewes Town Council

Penny Harrison Retired Civic Officer Secretary

Paul Millward Nottingham City Council Chair

Phil O’Brien Macebearer, Erewash Borough Council

Marsha Whiteway Civic Manager City of Canterbury Counci*l*

Beverley Wilson Retired Clerk to the Lieutenancy

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**Apologies**:

Gill Allwright Retired Civic Officer Treasurer

Michael Cleere London Borough of Southwark

Kate Foxton Guildford Borough Council

Margaret Humphrey London Borough of Camden

Alex Kowalczuk Former Civic Support Manager

Bryan Magan Warrington Borough Council

Alison Orde St Albans City and District Council

Sandra Robinson Belfast City Council

Pat Seager Epping Forest District Council

Charles Talbot Kidderminster Charter Trustees

Irene Webster Scarborough Borough Council

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**For Action by:**

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| 1 |  | **Welcome** |  |
| 1.1 |  | The Chair welcomed all to the meeting and extended a particularly warm welcome to Fiona who was attending her first meeting of the Executive. . |  |

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| 2 |  | **Apologies** |  |
| 2.1 |  | Apologies for absence as listed above |  |
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| 3. |  | **Minutes of last meeting held 9 June 2015 in Southwark – accuracy and matters arising other than those listed separately on this Agenda** |  |
| 3.1 |  | It was agreed that the minutes were accurate |  |
|  | 7.1.15.1 | Beverley said she had made contact with the representative of the Scottish Provosts Association and they were planning to meet soon. | Beverley |
|  | 7.1.17.1 | Paul and Penny had discussed again inviting Bruno Peek to attend the meeting in Richmond to discuss his Battle’s Over initiative along with his talk at the next Training Day and had decided that there would not be time. It was agreed that Penny would organise a meeting between Paul and Bruno and possible some other representatives of the Executive during the winter. | Penny, Paul |
|  | 12.3 | Christine confirmed that she was happy to take on the role of Training Officer |  |
|  | 18.2 | Christine said she would have another look for the NACO badges and Paul said that he believed NACO had a banner and he would search for this. | Christine, Paul |
|  | 21.1.iii | Michelle confirmed she had made contact with Ann Baldwin from the Women’s Local Government Society |  |
|  | 21.4.ii | Phil confirmed that the wording concerning his offer of training had been approved by Paul and Jim |  |
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| 4 |  | **Treasurer’s Report including update on outstanding delegate fees** |  |
| 4.1 |  | The Treasurer was not present but she had forwarded her report which read as follows:  Just been to the bank and the balance today is £8,860.57. The deposit to Purple Spider for £980 has already been debited from this amount. There are 7 outstanding payments from the 2015 Conference (all are on the way) totalling £945 plus 4 from 2014 totalling £380. I have been in contact with all concerned and they are chasing/paying |  |
| 4.2 |  | The Executive believed that after the outstanding payments were received and the balance paid to Purple Spider NACO would still have in the region of £8,800 in the bank |  |

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| 5 |  | **Secretary’s Report on Membership and appointment of new Membership Secretary** |  |
| 5.1 |  | Penny reported that she had made considerable progress in updating the membership records. There were now 367 members on the data base. This was a considerable improvement on those who had been listed at the renewal in October 2014. The Committee expressed its gratitude for all the work Penny had taken on to update membership records. |  |
| 5.2 |  | She said that the list she had circulated with the names of those who had not renewed their membership in October 2014 had not brought forth much information. It was agreed that this list be circulated among the Executive again and any member who knew someone on the list would be asked to contact them direct. | Penny, All |
| 5.3 |  | She had, when circulating all members recently, asked them to let her know of any retirements or departures from civic office and this had brought in some information. |  |
| 5.4 |  | She felt that the system where members were asked to complete a membership form each year did not work and considered that a better system whereby members were sent their details and simply asked to confirm they were still correct might be better. She hoped this might be possible under a new IT system |  |
| 5.5 |  | It was agreed that the new Membership Secretary should be Penny who said she would hold the post until the AGM when the matter would be reviewed. | Penny |
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| 6 |  | **Training Report** |  |
| 6.1 |  | Christine said she and Phil had met and discussed the role of the Training Officer |  |
| 6.2 |  | Christine said she planned to meet the training partners and would review the programme for 2015 and 2016 so that information could be circulated to members. | Christine |
| 6.3 |  | Jackie had attended one of Ronnie and Marilyn’s Training Sessions and had made some observations. The most important point was that there appeared to be no facilitator for officers during the afternoon. It was agreed that this was necessary and that at least once a year an observer from NACO must attend one of the sessions. Christine would discuss this with Ronnie and Marilyn | Christine |

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| 6.4 |  | Diane Dorrell from Shropshire County Council had run a successful training event with the National Association of Local Councils, much along the same lines as Ronnie and Marilyn’s, but aimed principally at small towns. It was felt this could be copied by other County Associations. Fiona said East Sussex might run one and the initiative could be publicised through the NACO newsletter. | Fiona |
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| 7 |  | **Website and related IT issues** |  |
|  |  | Paul set out the background and Phil explained the process whereby different firms had been asked to quote for operating a new website. As a result the Working Party had recommended Purple Spider, a firm with which Beverley had already had dealings, be used. The quote of £1,960 was considerably less than the others and did not attract VAT as Purple Spider was not registered. |  |
| 7.1 |  | In accordance with the authority given at the last Executive Meeting Paul had signed a contract with Purple Spider on behalf of NACO. James Cocker from Purple Spider had now commenced work on designing the website. |  |
| 7.2 |  | Beverley went on to say that she had also approached James about the ability for mass emails to be sent through the website, the membership form to be available for completion on the website and for the simplification of the various systems currently being used in administering NACO. |  |
| 7.3 |  | Penny said that, at Beverley’s request, she had spoken to James at length and explained the current situation to him. She was very happy with all he had suggested. |  |
| 7.4 |  | She went on to explain this would mean that it would be easy to send out mass emails both to members and to all councils. It was agreed that Beverley would enquire of James if the site would limit mass emails to only 2 groups or whether there could be more. | Beverley |
| 7.5 |  | Penny said that James was redesigning the membership form so that it was always completed on line and the Membership Secretary would easily retrieve information through the website. |  |
| 7.6 |  | James could also arrange for all emails sent either on the webmail.daily site or the membership.naco site to come into a normal outlook email and when responding the emails be from a NACO address. It would be possible for other people to have access to these emails. |  |

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| 7.7 |  | He had said it would be possible for renewal notices to be sent out which sent a member the information NACO held about them and ask them just to confirm whether this is all still correct. Penny said she felt this would work better than asking for a membership form to be completed each year. |  |
| 7.8 |  | James had quoted a further £290 for this work and the Executive was happy with this. Beverley was authorised to accept the second quotation from James | Beverley |
| 7.9 |  | James had requested, if possible, a high definition image of the NACO logo. Paul said he had one and would arrange to let Beverley have it. Malcolm also asked that it be sent to him | Paul |
| 7.10 |  | James had prepared a draft home page for the new website which was distributed amongst the Executive. There was general agreement that it was good. A copy is attached to these Minutes |  |
| 7.11 |  | It was agreed that the content of the website needed reviewing and in many cases updating. It was agreed that the responsibility for the main headings would be as follows:  Executive and Membership Penny  Publications Paul  Training and Civic Office of the Year Christine and Phil  About Us Paul  Help and Advice Paul  Contact Us Penny | Penny, Paul, Christine, Phil |
| 7.12 |  | If any of the above named found items within their sections requiring the attention of others they should contact them directly. |  |
| 7.13 |  | In order to get the website up and running as quickly as possible all the review work mentioned in 7.10 must be completed by 14 October and returned to Beverley | Penny, Paul, Christine, Phil |
| 7.14 |  | Jim raised the point as to whether or not there should be a members’ only section. He was conscious that certain documents should not be on public display. Phil identified some practical issues that would make it difficult to maintain a “members-only” section.. |  |
| 7.15 |  | The matter of a members’ only section would be on the Agenda for discussion at the next meeting | Penny |
| 7.16 |  | Beverley said she would speak to James about the cost of a Members Only section | Beverley |
| 7.17 |  | Jackie mentioned the Message Board and it was agreed that one was needed. It should be a moderated board and Phil agreed to monitor it. | Phil |
| 7.18 |  | Malcolm mentioned that links to our affiliates should be available on the website. Beverley said she would discuss this with James | Beverley |
| 7.19 |  | Penny agreed to obtain a short paragraph about each NACO Executive member for insertion on the website | Penny, All |
| 7.20 |  | Information about the new website would be contained in the next newsletter. | Jim |
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| 8. |  | **NACO Training Event and AGM 2016** |  |
| 8.1 |  | Paul confirmed that this would be held in the offices of the London Borough of Southwark, 160 Tooley Street, London SE1 2QH on Thursday 17 March 2016 commencing at 10.00 am |  |
| 8.2 |  | Paul said he would update the brochure from the last one day event which was in 2014. Beverley said she would liaise with James over this so the event is publicised on the website and bookings can be made through it. Paul would ask Michael for information about hotels for inclusion in the brochure. | Paul, Beverley, Michael |
| 8.3 |  | Paul will send the brochure to Penny for distribution by mid-November and if it was not possible to distribute it through the website by then Penny would arrange the necessary mailings. She would follow this up with another distribution in mid-January and if necessary in mid-February | Paul, Penny |
| 8.4 |  | It was noted that the delegate rate had been agreed at £110 |  |
| 8.5 |  | Paul reminded delegates that Bruno Peek would be the keynote speaker. Bruno had said that he would like to run the event as a series of questions and answers. Paul would discuss some possible questions when they meet during the winter. | Paul |
| 8.6 |  | Paul explained that because of the number of rooms available in Tooley Street there could only be a choice of 3 workshops from 4 for delegates and this would entail using the room upstairs where the Executive met in June. |  |
| 8.7 |  | It was agreed that it was necessary to use the 4 rooms and that members of the Executive should be available to assist in the movement of people to this room. |  |
| 8.8 |  | Paul explained that because of the timing of lunch which was not flexible the timetable for the day would be different from previous one day events. He had some suggestions but agreed to work on the timetable, the principal difficulty being to ensure the AGM was not the last item of the day; it was thought it might be possible for the presentation of the Civic Office of the Year Award to be made during the lunch. It was hoped to conclude the day at 4.30 pm | Paul |
| 8.9 |  | The day would probably start with the keynote speech, followed by the AGM and presentation of the Civic Office of the Year Award (if not presented after lunch) 1 workshop, lunch, and then 2 workshops. |  |
| 8.10 |  | The maximum number of people who could be accommodated in the main room was 110. There were 3 breakout rooms of 35 each and 1 of 20. |  |
| 8.11 |  | It was agreed that the following workshops should be offered:  A Moving Experience – a workshop looking at the various options in the current climate for civic transport. Facilitator Marsha Whiteway. Various names were suggested of other Executive members who might be able to help. In the next newsletter members would be asked to provide information about their systems, such as annualised hours, buying a service or using cabs  Speed Networking – this would entail several small tables each one being hosted by a member of the Executive. The hosts would move from table to table at a given point. They should be experts in different aspects of civic life. Topics which could be covered include Protocol, Youth Mayors, Cadet and Reserve Forces Association,  Social Media and marketing your Civic Event: this would be facilitated by Michelle Davies who is very experienced in promoting her civic head and events through the use of Social Media.  A Century of Suffragettes – Anne Baldwin or a representative from the Women’s Local Government Society would be asked to facilitate a Workshop which would enable civic officers to make plans locally to mark this event. Michelle would contact Anne. | Marsha, Jim, Michelle |
| 8.12 |  | Delegates had asked for more information to be contained in the brochure about the workshops and Phil agreed to co-ordinate this. | Phil |
| 8.13 |  | It was agreed that details of the catering, the hosting of speakers, the Reception set up, and the contents of the packs would be discussed at the January meeting. |  |
| 8.14 |  | Penny said she would send out the notices of the AGM and the election of the Executive. | Penny |
| 8.15 |  | Beverley mentioned that some delegates had said that they would like to know in advance which to which workshops they were allocated. Penny said she would try and do this but obviously the allocation of workshops was not always completed until the very last minute. However, she would see how it worked with the new website but there would have to be a caveat that there could be changes. | Penny |
| 8.16 |  | It was agreed that Survey Monkey should be used again and Alison had said she was happy to undertake this. She was authorised to obtain payment through Gill to pay for this again | Alison, Gill |

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| 8.17 |  | It was agreed it might be useful to see the questions in January to see that everything is covered. It was hoped it might be possible to include a question asking for topics for future workshops. |  |
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| 9 |  | **Civic Office of the Year 2015** |  |
| 9.1 |  | The Criteria would remain the same as last year |  |
| 9.2 |  | Launch of this year’s Award would be through the newsletter, unless the newsletter goes out after the first week in November in which case Christine and Penny would organise a distribution. Information about the competition would be sent out to all councils. A reminder would be sent out in January. | Jim, Christine, Penny |
| 9.3 |  | The prizes would again be a cheque for £500, the Vaughton’s trophy, and the Logocloth banner for the winner with certificates for the runners up. |  |
| 9.4 |  | The Judges would be Christine, Fiona, Phil, Beverley and Malcolm would undertake facilitating the prizes. | Christine, Fiona, Phil, Beverley, Malcolm |
| 9.5 |  | Malcolm mentioned that the timescale for getting the Awards after the judging was completed was tight and asked that the final day for entering be a little earlier. Christine said she would look at this. | Christine |
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| 10 |  | **Newsletter** |  |
| 10.1 |  | Jim said he would write this and the following topics were agreed during the course of the meeting:  Training Event for town councils  New Website  Information request for “A Moving Experience”  Civic Office of the Year launch  Single Commemorative Act  Suppliers of Official Photographs of Royal Persons  Updated Version of Death of a National Figure  Proclamation of a new Sovereign  Ceremony surrounding the laying of a VC slab  Article about training opportunities through Phil | Jim |
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| 11 |  | **Bids for 2017 Training Event** |  |
| 11.1 |  | Penny had drafted a suggested criteria and subject to some minor revisions which she would make it was agreed. | Penny |
| 11.2 |  | It was agreed this should go on the website and be in the pack for the Training Day. | Penny |
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| 12 |  | **Annual Events Calendar** |  |
| 12.1 |  | Bryan Magan had suggested a Calendar of Significant Future Dates which people might want to mark. It was agreed that this should be done but it must be made clear that dates are suggested ones Civic Offices might wish to mark. Paul said he would contact Bryan and Beverley will talk to Purple Spider about including the list on the website. All members of the Executive should send dates they think appropriate to Bryan. | Paul, Bryan, Beverley, All |
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| 13 |  | **Single Commemorative Act** |  |
| 13.1 |  | It was agreed that the information about marking the Centenary of WW1 in a Single Commemorative Act in 2016 should be put in the newsletter. The information should reiterate why Commonwealth Day each year had been chosen. | Jim |
| 13.2 |  | Beverley would speak with James at Purple Spider about this going on the website and including the instructions for the event. | Beverley |
| 13.3 |  | Paul, Jim and Beverley had met with Alex Galloway the Advisor to the Lord Lieutenants Association and put forward Jim’s suggestion about marking the end of WW1 which would involve messages from all civic heads through the Lord Lieutenants being taken to The Queen. |  |
| 13.4 |  | Alex Galloway had spoken to Lord Shuttleworth and discussions were ongoing. Beverley had told him that NACO was still interested in pursuing this idea |  |
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| 14 |  | **Benchmarking Exercise** |  |
| 14.1 |  | Marsha wants to send out a survey to exec members and others as she was having various reviews currently. She was given some advice on this and Phil said he would send her his article on benchmarking. | Marsha, Phil |
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| 15 |  | **Official Photographs for Operation London Bridge** |  |
| 15.1 |  | A note should be included in the newsletter about where photographs can be obtained. | Jim |
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| 16 |  | **Proclamation of a new Sovereign** |  |
| 16.1 |  | Jim said he was constantly updating the NACO publication “Death of a National Figure” and would circulate the updated version, highlighting changes in the newsletter. It was agreed that this should not be on the website but reference should be made to it so that copies can be obtained from Jim. | Jim |
| 16.2 |  | Various members of the Executive commented on the fact that the Lord Lieutenants were using the NACO publication on the Death of a National Figure in discussions with Chief Executives around the country. |  |
| 16.3 |  | Jim referred to a paper produced by the High Sheriffs Association concerning the proclamation of a new Sovereign. He agreed to produce a NACO publication on the subject and information about this would go in the newsletter. Jackie commented that although she had been involved in meetings she did not know what the proclamation would be. Jim said he believed it would be emailed out. Penny said she thought she could find a copy of the one used in 1952 and would forward this to Jim for use in the publication he was writing. | Jim, Penny |
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| 17 |  | **Message of congratulation to The Queen** |  |
| 17.1 |  | Penny confirmed that a telegram sending loyal greetings to Her Majesty from NACO members on the date The Queen became the longest reigning monarch had been sent |  |
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| 18 |  | **Women’s Local Government Society** |  |
| 18.1 |  | This item had been covered during other items on the Agenda |  |
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| 19 |  | **Cadet Force Association** |  |
| 19.1 |  | It had been agreed that information about this organisation would form part of the speed networking workshop at the Training Event and Phil said he would act as co-ordinator with the Association | Phil |
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| 20 |  | **Date and Venue of next meeting** |  |
| 20.1 |  | It was agreed that the January meeting would be in Stevenage and Paul and Penny would liaise with Jackie concerning the date. | Paul, Penny, Jackie |
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| 21 |  | **Thanks to Host** |  |
| 21.1 |  | Paul thanked Michelle for her hospitality which had been much appreciated |  |
| 22 |  | **Any Other Business** |  |
| 22.1 |  | Jackie said she wondered how people know when certain events should be marked but this had now been covered by Significant Dates List which Bryan would be co-ordinating |  |
| 22.2 |  | Christine mentioned the laying of VC slabs marking WW1. Other members of the Executive had also been involved with these and it was agreed that an article in the newsletter might be useful for members as this was ongoing until the end of the centenary marking WW1. Christine said she would write a short article for the newsletter. | Christine, Jim |
| 22.3 |  | Penny said that Alison would like information about all procedures concerning the granting of a Freedom and everyone was asked to send her anything they could. | All |
| 22.4 |  | Phil said he would like to write a piece to promote his training schemes to go in the newsletter but was concerned about any conflict of interests. He was asked to leave the room so that the matter could be discussed. A discussion was held and everyone felt that it would be entirely appropriate for such an article to go in a newsletter. | Phil, Jim |

The meeting concluded at 1520

