



MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE
held on Tuesday 17 September 2019 at the Sandwell Valley Country Park, Sandwell Park Farm,
Salters Lane, West Bromwich, West Midlands, B71 4BG commencing at 9.30 am

Present:

Jim Babbington Retired Member, Vice Chair
Jacqui Brazil London Borough of Southwark
Ruth Darby, Sandwell Council
Sue Dunkley, Erewash Borough Council
Tracy Frisby N E Lincolnshire Council
Penny Harrison Retired Member, Secretary
Paul Millward Nottingham City Council, Chair
Phil O'Brien Erewash Borough Council

Apologies:

Gill Allwright Retired Civic Officer Treasurer
Jane Barlow, Coventry City Council
Jackie Cansick Stevenage Borough Council
Christine Christensen, Ipswich Borough Council
Anita Cund City of Wolverhampton Council
Gary Clift, Cambridge City Council
Deborah Donovan, Peacehaven Town Council
Darren Ellis, Canterbury City Council
Vanessa Etheridge Sevenoaks District Council
Fiona Garth Lewes Town Council
Margret Humphrey, London Borough of Camden
Margaret Lobo London Borough of Bromley
Liz McCarthy, Adur and Worthing Councils
Lynda McElligott, North Norfolk District Council
Alison Orde St Albans City and District Council
Clare Richardson, North Kesteven District Council
Sandra Robinson Belfast City Council
Pat Seager, Epping Forest District Council Vice Chair
Andrea Thwaite, Cheshire West and Chester Council
Derek Scott, London Borough of Havering
Irene Webster Retired Civic Officer
Beverley Wilson Retired Clerk to the Lieutenancy

In Attendance:

Anne Kennedy, Birmingham City Council

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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, 17 January 2019, held in Epping – accuracy and matters arising	
	Accuracy:	
3.1	The minutes were approved.	
	Matters Arising:	
3.2	3.1 The Secretary said NACO now had 2 members from Sheffield. This meant that the cities targeted on the NACO list had all joined	.
3.3	3.2 The Chair said he and Phil had still not yet been able to update the fact sheets but would do so as soon as time allowed. Phil said he had just been able to make a start.	Paul. Phil
3.4	10.3 Pat and Alison had agreed to take photographs of the NACO Executive to go on the website. This still needs to be done and it was hoped they could do take photographs either in Birmingham or London.	Pat. Alison
3.5	11 The Chair said that although the 1 day Special Event was later on the Agenda he wanted to thank those who had been involved in setting this up or providing or trying to provide accommodation and it had been extremely busy as the 1 day Special Event had become 2 x 1 day Special Events. He particularly wanted to thank Anne, Jacqui, Margaret and Penny.	
3.6	15.5 Beverley was not present but it was hoped to hear from her in January with an update on how matters had progressed after the SNACO event.	Beverley
3.7	17.2 Phil reported that he had contacted the Welsh members and had suggested some ways forward for them with the possibility of setting up a WACO group. He would continue to follow this up.	Phil
3.8	19.3 The Chair was reminded that he had to write to the Chair of ADSO regarding a partnership between NACO and ADSO	Paul
4	Chair's Report	
4.1	The Chair reported that he had had a particularly busy few months but that he had been in discussion with several outside bodies concerning joint working on certain matters and had been involved in the decision taken to have two rather than one Special Training Day because of the demand from members. He had been developing the programme for these two one day events.	

5.	Secretary's Report	
5.1	The Secretary reported that membership now stood at around 745, once again an increase, and this was fairly accurate as she had been able to go through the auto replies received when newsletters were circulated.	
5.2	Most of her time since the last meeting had concerned the 2 Special 1 day Training Events, where the response from members had been unprecedented.	
5.3	Several newsletters or newsflashes had been sent to members since the last meeting of the Executive.	
6	Treasurer's Report	
6.1	The Treasurer was not present but sent a financial report which is attached.	
6.2	Fees for the upcoming 2 Special Training Events were now coming in.	
6.3	The forms giving Deputy Chair, Pat, and Deputy Treasurer, Tracy, access to the bank account have not yet been received.	Paul
7	Training Report	
7.1	The Training Officer, Christine, was not present.	
7.2	Phil reported that he had been able to provide coaching for some new authorities.	
7.3	The dates for Councillor Skills courses in 2020 were now available and would be put on the website shortly.	Phil Penny
7.4	Broadland would not be running the course in 2020 because they were about to merge with a neighbouring authority and Warwick were also not going to run it again as the organiser felt it was time someone else in the area did so.	
7.5	Phil said he would try to find replacements for these two and by the end of the meeting had interest from Sandwell.	Phil
7.6	There seemed to be a difference of opinion of the role of the NACO representative at Councillor Skills courses and it was agreed Phil would continue to deal with this and establish that the NACO Executive Member is part of the facilitating team.	Phil
7.7	There were 5 dates in 2020 which Councillor Skills were running and Phil would contact the Exec members to ask for volunteers to attend these.	Phil
8	Website	
8.1	In general the website was running well.	
8.2	The information about significant dates and councillor skills was now due for updating and Phil, Penny and Beverley would do this.	Phil, Penny, Beverley
8.3	The question of a Members Only Area had been raised by Clare but it was agreed it was not required as members do not pay and common sense should prevail – Phil will put a sentence on the message board about sensitive matters.	Phil

9	Insurance Matters including Public Liability	
9.1	The question of whether or not Public Liability held by the authorities/venues in which NACO hosts events covered NACO was discussed and it was agreed to take advice.	
9.2	Phil said he would look into the question of costs and Jacqui said she would see if it was possible if NACO was not covered for a supplement be paid to cover an event. Later during the meeting when Anne Kennedy joined she said she would also take up the point.	Jacqui Phil Anne
9.3	It was agreed that if NACO takes out its own insurance it should be done by 13 November 2019.	
9.4	If it was agreed that cover was sufficient from a hosting authority then this will be recorded.	
	Anne Kennedy from Birmingham City Council joined the meeting at this point.	
10	NACO 1-day Training Events 13 (Southwark) and 19 (Birmingham) November 2019	
10.1	Delegate numbers in Southwark were 110 with approximately 10 facilitators and in Birmingham 152 with approximately 10 facilitators.	
10.2	It was agreed that both days would run from 1000 to 1545, commencing with the usual housekeeping remarks from the Chair, followed by an official opening, in Southwark, by the Mayor or a Director and, in Birmingham, by the Chief Executive, Clive Heaphy. Jacqui would confirm to the Secretary who would be performing the opening.	Jacqui Penny
10.3	The Chair said ideally there would be a raised top table and a lectern with a PA system and at least one, but preferably two, roving mikes. A projector and screen would be required. Jacqui and Anne agreed to check on this.	Jacqui Anne
10.4	The Chair said he hoped there would be a lot of interaction between delegates and the facilitators and wifi would be required so that emails could be sent, though it was agreed that many people would be able to do this via 4g. Jacqui said in Southwark there was no problem but Anne said she would discuss it with her IT department.	Anne
10.5	It would be necessary to have floor walkers available and both Penny and Phil volunteered to be these.	Penny Phil
10.6	It was agreed that delegates should be grouped as far as possible in their areas and the Secretary said she would do this.	Penny
10.7	The Chair and Jim spoke about various people who would be attending and speaking and both said they were still in discussion with other possible attendees.	Paul Jim
10.8	The Chair said he imagined there would be about 45 minutes of introduction and the exercise would then run for the remainder of the day with a break for lunch.	
10.9	He explained that the aims of the event were variable depending on where the delegates were in their planning but included: Testing a plan, Writing a Plan, Improving a Plan, Gathering Best Practice and Assuming the person in charge is away. A suggested plan would be on each table as an example.	

10.10	Following the events information drawn from the Trainings Events will be circulated to delegates	
10.11	An estimate of income and expenditure for both days is at Appendix 2	
10.12	The Secretary would prepare badges for Delegates, Facilitators and Executive Members.	Penny
10.13	It was agreed that no delegate packs would be required but it was hoped that it would be possible to organise a page on the website which could only be accessed by a link given to Delegates which could provide any advance information.	
10.14	It was hoped that very little photocopying would be required but it could be organised via Penny, Jacqui and Anne	Penny Jacqui Anne
10.15	A secure room would be required at each venue to enable Delegates to leave coats and bags. Jacqui and Anne said they could organise this.	Jacqui Anne
10.16	The Secretary would organise a reception table to check Delegates in and distribute badges. She would organise at least one other member of the Executive to assist with this.	Penny
10.17	Hosting of any Speakers that was required would be organised nearer the time.	
10.18	Other members of the Executive attending would be asked to act as Meeters and Greeters during the networking sessions, particularly prior to the start of the day.	
10.19	It was agreed that because of the logistics of moving the banner and the logocloth these would not be used.	
10.20	It was agreed that Delegates would help themselves from a buffet table at lunch time and return to their seats to eat.	
10.21	The menus would be organised by Penny, Jacqui and Anne.	Penny Jacqui Anne
10.22	A Risk Assessment was discussed and reference was made to item 9.	
10.23	Delegation to make urgent decisions at both venues was given to the Chair, the 2 Vice Chairs and Secretary	
10.24	The Secretary would arrange for Executive Members to meet up on the evenings prior to the Events.	Penny
11	NACO Training Event and AGM 2020	
11.1	It was confirmed that this would take place in Southwark on 17 March 2020.	
11.2	It was agreed that the contents of the Brochure should be available by 13 November and it would be launched very shortly after the 19 November.	
11.3	Phil and Penny agreed to prepare the Brochure along the lines of the previous couple.	Phil Penny
11.4	It was agreed that if possible a simple flyer outlining the contents of the brochure should be printed and placed on the tables Delegates are using at the 2 special 1-day events. It was hoped Jacqui and Anne could print these and Phil and Penny would prepare.	Phil Penny Jacqui Anne
11.5	Phil said he would speak to Purple Spider regarding a hidden page on the website where information previously contained in delegate packs could be uploaded.	Phil

11.6	If the above proves possible a sentence would be added to the on-line booking form stating that no delegate packs would be available but the necessary information could be accessed electronically. It would add that if anyone really wanted paper copies these would be provided.	Penny
11.7	Following the launch in mid-November there would be a follow up announcement in mid-January and, if necessary, about a month later.	Penny
11.8	An estimate of the income and expenditure is at Appendix 3.	
11.9	It was agreed the delegate rate should be £130 per person.	
11.10	Reference could be made in the brochure to the fact that if hotel bookings are made early there might be considerable savings to be made.	Penny Phil
11.11	Secretary and Jacqui would liaise directly over administration prior to the event.	Jacqui Penny
11.12	It was agreed that there would be 1 keynote speaker and a choice of 2 from 4 workshops plus the AGM.	
11.13	The Keynote Speaker would be Bob Gamble OBE, Assistant Director of Commemorative Events for the RBL and who is in charge of VEVJ75 events. He has been asked to speak about what local authorities should do in relation to this at a local level. Phil would confirm the timings with him.	Phil
11.14	The following subjects (working titles) were agreed as workshops: Further Information following the 1 day events and looking towards the Platinum Jubilee and other anniversaries. (Jim Babbington) Remembrance Day going forward. (Jointly run by Cheryl Ribbitt representing the Local Authorities Events Organisers Group (LAEOG), and Tracy Frisby, representing NACO). Performance Management Training and the Points Scoring System (Phil O'Brien) The Relationship between the Civic Head and the Civic Officer (A former Mayor of Southwark and a Civic Officer from a differing Authority)	Jim Tracy Phil Jacqui
11.15	It would be necessary for information about all these workshops and their facilitators to be available by the end of October and Phil said he would co-ordinate these.	Phil
11.16	The Secretary and Jacqui would discuss arrangements for the catering with the information available for the January meeting.	Jacqui Penny
12	Civic Office of the Year Awards 2020	
12.1	Christine was not present but it was hoped that she, along with Sue and Pat would be able to report on the way forward for this at the January meeting	Christine Sue Pat
13	Newsletter	
13.1	The next newsletter would include information on membership, an update on web content, a taster for March, a report on the success of buddying,	Phil
13.2	It was agreed that newsletters might be sent out more frequently but with less information if necessary.	

14	Business Plan	
14.1	The Business Plan had been updated and was on the website but it was agreed it would be looked at in detail during the January meeting and a copy would be circulated with the Agenda for that meeting.	Penny
15	Bids for 2021 Training Event	
15.1	It was believed that Coventry would like to host the event to coincide with its City of Culture status and Birmingham was also happy to host it. The Secretary will approach Jane in the first instance to see if she still wishes Coventry to host the event.	Penny
16	General Update on Operation London Bridge and transitional arrangements	
16.1	Jim reported on some meetings he had had with the LGA who would be contacting Chief Executives.	
16.2	He said that he felt NACO needs to be prepared to field questions on this topic when OLB comes into effect.	
16.3	A page should be prepared for the website providing useful information and links to where it can be found	Paul Jim Penny Phil
17	Date and Venue of next meeting	
17.1	The next meeting will be held at the offices of the London Borough of Southwark on 22 January commencing at about 9.30	
18	Thanks to Host	
18.1	The Chair thanked Ruth warmly for her hospitality. Those present were delighted to have attended a meeting on a farm and to see some of the animals on display.	
19	Any Other Business	
19.1	Phil mentioned a query he had had about Protocol and the general feeling was that Protocol is really good practice.	

The meeting concluded at 1502

Penny Harrison,
Secretary,
NACO

September 2019