



**MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE**  
**held on Wednesday 22 January 2020 at the London Borough of Southwark Offices, 160 Tooley**  
**Street, London SE1 2QH commencing at 9.30 am**

**Present:**

Jim Babbington Retired Member, Vice Chair  
Jacqui Brazil London Borough of Southwark  
Christine Christensen, Ipswich Borough Council  
Deborah Donovan Peacehaven Town Council  
Vanessa Etheridge Sevenoaks District Council  
Tracy Frisby N E Lincolnshire Council  
Penny Harrison Retired Member, Secretary  
Margaret Humphrey London Borough of Camden  
Alison Orde St Albans City and District Council  
Liz McCarthy Adur and Worthing Councils  
Paul Mayhew Brentwood Borough Council  
Paul Millward Nottingham City Council, Chair  
Phil O'Brien Erewash Borough Council  
Clare Richardson North Kesteven District Council  
Pat Seager Epping Forest District Council Vice Chair

**Apologies:**

Gill Allwright Retired Civic Officer Treasurer  
Jackie Cansick Stevenage Borough Council  
Anita Cund City of Wolverhampton Council  
Gary Clift, Cambridge City Council  
Ruth Darby Sandwell Council  
Sue Dunkley, Erewash Borough Council  
Darren Ellis, Canterbury City Council  
Fiona Garth Lewes Town Council  
Alex Kowalczyk Former Civic Officer  
Margaret Lobo London Borough of Bromley  
Lynda McElligott, North Norfolk District Council  
Derek Scott, London Borough of Havering  
Irene Webster Retired Civic Officer  
Beverley Wilson Retired Clerk to the Lieutenancy

Before the meeting the Chair paid tribute to Charles Talbot, a founder member, of the Executive, who had recently died. The Executive held a minute's silence in his memory.

1	<b>Welcome</b>	
1.1	The Chair thanked all for coming – and welcomed, in particular, Deborah Donovan and Vannessa Etheridge who were attending their first meeting of the Executive.	
2	<b>Apologies</b>	
2.1	Apologies for absence were as listed above.	
3.	<b>Minutes of last meeting, 17 September 2019, held in Sandwell – accuracy and matters arising</b>	
	<b>Accuracy:</b>	
3.1	The minutes were approved.	
	<b>Matters Arising:</b>	
3.2	3.3 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 thought he would be better able to do some of this after the workshop he was facilitating in March	Paul. Phil
3.3	3.4 Pat and Alison had agreed to take photographs of the NACO Executive to go on the website. It had been difficult to get this done but members of the Executive were asked to send photographs to Alison so she could collate them. It would also be possible to take photographs at the Training Event in March when the new Executive would be elected.	Pat. Alison All
3.4	3.6 Beverley was not present but it was hoped to hear from her in March with an update on how matters had progressed after the SNACO event.	Beverley
3.5	3.8 The Chair was reminded that he had to write to the Chair of ADSO regarding a partnership between NACO and ADSO. The Chair said he handed this over to Phil who had contacted ADSO. He reported on this at item 15.	
4	<b>Chair's Report</b>	
4.1	Chair wished all a Happy New Year and said that his time since the last meeting was spent heavily on preparations and attendance at the 2 special one-day events held in November which also involved work and attendance by 2 of the members of his Emergency Planning Team. He was having on going discussions with the Cabinet Office and also the LGA, British Rail and Royal Train Operators.	
5.	<b>Secretary's Report</b>	
5.1	The Secretary reported that membership now stood at around 820, and always after a newsletter goes out several new members join.	
5.2	She said she felt our protocols for setting up Training Events were working well and that the system had been tested 4 times in the last 12 months and there had been minor improvements each time.	

5.3	The system for sending out newsletters was now much better; however, she thought it necessary to make arrangements for urgent newsletters to be sent out in her absence. It was agreed that Phil and Paul Mayhew would be available to help. Penny said she would speak to James at Purple Spider so that Phil and Paul had the necessary access to use the distribution method.	Penny Paul Mayhew Phil Penny
6	<b>Treasurer's Report</b>	
6.1	The Treasurer was not present, having suffered an injury which meant she had not been living in her own home and unable to access much of her information but she was confident that the finances were healthy. She hoped to be able to obtain more information shortly.	Gill
6.2	Fees for the upcoming Training Event were now coming in	
6.3	Paul said he would ask Gill to ensure the forms giving the Deputy Treasurer access to the accounts were completed.	Paul Gill
7	<b>Insurance</b>	
7.1	Following the meeting in Sandwell the Executive Officers had agreed that it was necessary for the Association to have its own public liability insurance.	
7.2	Phil had spoken to ADSO and as a result had been able within 24 hours to get a very competitive quote which had been accepted and the Association now has its own insurance.	
7.3	The question of cyber insurance had been raised and it was agreed that Phil would speak to James to see whether or not this was thought necessary. Phil was given authority to make an informed executive decision.	Phil
8	<b>Training Report</b>	
8.1	The Training Officer, Christine, said that Councillor Skills training events were listed on the website.	
8.2	It was agreed to continue the system of having an Executive Member attend each event. Phil was reminded that any expenses incurred by an Executive Member attending in this capacity would be covered by NACO.	
8.3	It was also agreed that feedback forms from each of the Executive Members attending would be required in future and Christine and Tracy agreed to put a specimen form together.	Christine Tracy
8.4	Clare said she had attended one event last year and was asked to send on her feedback to Christine.	Clare
8.5	It was agreed that Christine would ask Ronnie and Marilyn to share their own feedback forms with NACO.	Christine
8.6	The following officers would attend one of the courses, Tracy (Newcastle), Irene, (Bradford), Paul (Melton), Tracy (Blackburn), Pat (Welwyn Hatfield) and Jacqui (Solihull).	Tracy Irene Paul Pat Jacqui
8.7	It was agreed that the documented feedback from these events would be discussed at the Autumn meeting of the Executive.	
8.8	Phil said he was still trying to find other authorities to host one of these training events.	

9	<b>Report on Special 1 Day Training Events held November 2019</b>	
9.1	Everyone said they felt that both days went extremely well. Those who attended both said there were parts of the each day which worked better in one venue than the other but this was inevitable.	
9.2	Much positive feedback had been received and some of this had been reported to members in a recent newsletter.	
9.3	The days had led to further engagement with the Cabinet Office and a survey to all NACO members would be sent out very shortly. Penny said she would see if Purple Spider could arrange for replies to be collated through the website and sent as one email to the Cabinet Office.	Penny
9.4	As a result of these 2 days Network Rail appears to be working much more closely with Emergency Planners throughout the country.	
9.5	Jim said he would be updating his Guidance Notes after the next Training Event	Jim
9.6	The Chair commented that over recent months it was clear that Government Departments are now approaching NACO for help.	
10	<b>Website</b>	
10.1	In general the website was running well.	
10.2	It was necessary to have a new home page prepared which would be needed in the future and it was agreed that Jim, Penny and Phil would prepare this and, if necessary, discuss it with James.	Jim, Penny Phil
10.3	Penny said she had spoken with Beverley about updating the significant dates on the web site and would speak to her again. It was agreed that if anyone on the Executive came across a potentially significant date or anniversary they should pass the information on.	Penny Beverley All
10.4	Penny said that the use of hidden pages on the web site was working well and she could now set these up herself.	
11	<b>Local Training Events</b>	
	Phil said he was still trying to encourage Welsh members to set up a WACO group	Phil
11.1	He was hoping that one council might run a Councillor Skills course.	
11.2	A request had been made by one Scottish Council for a 1 day event similar to those run in November be run in Scotland.	
11.3	It was agreed Penny would contact all Scottish members to see whether or not this would be feasible.	Penny
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12	<b>NACO Training Event – 17 March 2020</b>	
12.1	The Secretary reported that delegate numbers were now 127, some 35 higher than the total who attended in Wolverhampton	
12.2	Jacqui said the maximum that could be accommodated was 150. It was agreed that there no further specific publicity was required.	

12.3	Admin prior to the Training Day was mostly down to the Secretary who would put workshop lists and delegate lists on the website in an area to which only those attending had access	Penny												
12.4	The state of play at present, with each workshop being run twice was  <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">London Bridge</td> <td style="width: 25%;">Remembrance</td> <td style="width: 25%;">Performance</td> <td style="width: 25%;">Relationship</td> </tr> <tr> <td style="text-align: center;">45</td> <td style="text-align: center;">32</td> <td style="text-align: center;">20</td> <td style="text-align: center;">17</td> </tr> <tr> <td style="text-align: center;">46</td> <td style="text-align: center;">33</td> <td style="text-align: center;">17</td> <td style="text-align: center;">21</td> </tr> </table>	London Bridge	Remembrance	Performance	Relationship	45	32	20	17	46	33	17	21	
London Bridge	Remembrance	Performance	Relationship											
45	32	20	17											
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12.5	Jacqui said she was in contact with two outside caterers and she and Penny would discuss what they could provide. It was agreed that Jacqui and Penny would make a decision about the catering	Penny Jacqui												
12.6	Jacqui had to leave the meeting for a short while and Penny said she would check with her by which date any power point slides needed to be sent to Southwark so they may be used on Southwark's IT system	Penny												
12.7	Penny would organise the Registration Desk with the help of Beverley, Pat and Alison	Penny												
12.8	There would be no delegates' packs as the information would be on the website but some extra nomination forms for the Executive would be available on the registration table. Penny would organise these.	Penny												
12.9	Hosting – it was agreed that Bob Gamble and Cheryl Ribbitt would be hosted by Tracy and Catherine Rose by Christine	Tracy Christine												
12.10	It was agreed that Survey Monkey should be used again but that some of the questions would be omitted as they were not necessary. Alison would organise this immediately after the event and Penny would supply her with the email addresses of delegates.	Alison Penny												
12.13	For GDPR purposes it was probably necessary to have notices about photography displayed and possibly on the hidden page of the website. Lynda would be asked to advise on this and draft any appropriate wording which should be forwarded to Penny.	Lynda Penny												
12.14	It was agreed that as this was a one day event there would be no exhibitors.													
12.15	Phil said that there was a possibility of including a link to advertisers through a newsletter and he would discuss this with them.	Phil												
12.16	It was agreed to use the staging in Atrium but Jacqui said as it was theatre style delegates would be facing a different way which she thought would work better.													
12.17	It was agreed that as this was a 1 day event no gift would be offered.													
12.18	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 Southwark's existing arrangements for similar events in their building. NACO has its own insurance which lessens the risks.													
12.19	Delegation to make urgent decisions was given to the Chair, Vice Chairs, Secretary, and Jacqui.	Paul Jim Pat Penny Jacqui												
12.20	A secure space for delegates to leave coats and bags would be required and Jacqui said she would organise this in a similar way to the 1 day event.	Jacqui												
12.21	An informal Executive Pre-meeting would be held at 6.30 pm on 16 March and Jacqui said she would organise a room in 160 Tooley Street for this. The meeting would be chaired by Jim if Paul could not arrive in time.	Penny												

12.22	Jacqui and Penny would organise somewhere for those attending the pre-meeting to have dinner. If any of the Executive had colleagues with them they would be welcome also. Names of those staying overnight and likely to attend the meeting and/or dinner should let Penny know as soon as possible.	Penny Jacqui All
12.23	The draft budget to date was discussed – see note at Appendix 2	
12.24	It was agreed that the NACO logocloth and the pull up banner should be sent down to Southwark by carrier. Paul and Penny would organise this.	Paul Penny
13	<b>AGM 2020</b>	
13.1	The Top Table would consist of Paul, Penny and Gill	Paul Penny Gill
13.2	It was agreed that the Chair and Secretary's Report and the Treasurer's Report and Accounts for 2019-2020 should go on the hidden page of the website at least 7 days before the date of the AGM, ie by 10 March and should be sent to the Secretary by Friday 6 March.	Paul Penny Gill
13.3	Penny said that the formal Notices in connection with the AGM were ready and she would put them on the website very shortly.	Penny
13.4	Jacqui said she would provide a ballot box for members to place any nomination forms in on the day of the AGM	Jacqui
13.5	It was agreed that nomination forms whether electronic or paper should be delivered by 1330 on Tuesday 17 March 2020	
13.6	It was agreed that the recommendation on the annual fee would once again be that there should be no fee.	
14	<b>Civic Office of the Year Awards 2020</b>	
14.1	Christine and Pat had not yet been able to meet to bring forward a recommendation on the way forward for the Award scheme which would next be awarded at the Training Event in 2021 along with a revised criteria and perhaps a different way of asking for the information required for judging. It was possible that a template was required for entrants which would also making judging easier. The possibility of groups of councils entering would also be considered.	
14.2	Christine and Pat said they would definitely bring such a report to the next meeting and it was agreed that the date of that meeting would be on a date which they could attend.	Christine Pat
14.3	The question of whether or not a new shield was required would be looked at at the same time and Vanessa said she would contact the current holders to see how much space was left on it.	Vanessa
14.4	The decision on the way forward would be made at the June meeting.	
15	<b>Report on ADSO Conference</b>	
15.1	Phil reported he had attended the ADSO conference and had spoken with the Chairman, John Austin, about collaboration between ADSO and NACO. John Austin saw merit in the two Associations working together and NACO would be welcome to promote itself at an ADSO conference and it was thought it might be appropriate for ADSO to provide a workshop, say at the 2021 NACO Training Event when they could talk about the ADSO Training which provided a civic pathway.	

16	<b>Newsletter</b>	
16.1	The next newsletter would include information on cadets, share good ideas about being green, significant dates, how to organise a successful handing over between civic officers and an article by Jim on The Big Lunch	Phil Jim
17	<b>Business Plan</b>	
17.1	The Business Plan had been updated and was on the website but it was agreed it would be updated again by Penny and Phil and then at the Autumn meeting a new plan for 2021-24 would be prepared.	Penny Phil
18	<b>Bids for 2021 and 2022 Training Event</b>	
18.1	Birmingham had expressed an interest in hosting a 2 day event and Pat said she would contact Anne Kennedy to discuss the possibility with the aim, if terms were agreed, of announcing the date at the 2020 Training Event.	Pat
19	<b>General Update on Operation London Bridge and transitional arrangements</b>	
19.1	Jim said he would contact NALC to ask them to contact their members and remind them of the importance of not putting anything on the web concerning the details and plans around OLB	Jim
20	<b>Date and Venue of next meeting</b>	
20.1	Paul Mayhew offered to host the summer meeting in Brentwood and Christine offered to host the Autumn meeting in Ipswich.	
20.2	Both said they would send suggested dates to Penny who would liaise with various members to select the best dates.	Paul Christine Penny
21	<b>Thanks to Host</b>	
21.1	The Chair expressed his thanks to Jacqui for her hospitality which was endorsed by all present.	
22	<b>AOB</b>	
22.1	It was agreed that in line with GDPR any personal data held through returns on Survey Monkey would be deleted either after 6 months or after the first meeting of the Executive held after a Training Event when the returns were evaluated.	
22.2	It was thought a possible future workshop might be about how to run a green civic office workshop,	

22.3	Penny said that New Executive Badges were needed and the quote received from Impamark was as shown at Appendix 1. Penny said she would send the information to Phil who said he would discuss this with them in connection with their information being on the NACO site.	Penny
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The meeting concluded at 1545

Penny Harrison,  
Secretary,  
NACO

January 2020



