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

held at The Mayor's Office, City Suite, Third Floor, City of Wolverhampton Council,  
St. Peter's Square, Wolverhampton, WV1 1SH on Wednesday 11 July 2018  
commencing at 0945 hours

### **Present:**

Jim Babbington RB Kensington & Chelsea Vice Chair  
Jaqui Brazil London Borough of Southwark  
Anita Cund City of Wolverhampton Council  
Penny Harrison Retired Civic Officer Secretary  
Margaret Humphrey London Borough of Camden  
Alex Kowalczyk Former Civic Officer  
Bryan Magan Warrington Borough Council  
Lynda McElligott North Norfolk District Council  
Paul Millward Nottingham City Council Chair  
Phil O'Brien Macebearer, Erewash Borough Council  
Pat Seager, Epping Forest District Council Vice Chair

### **Apologies:**

Gill Allwright Retired Civic Officer Treasurer  
Malcolm Bartlett, Retired Civic Services Manager  
Jane Barlow Coventry City Council  
Jackie Cansick Stevenage Borough Council  
Christine Christensen Ipswich Borough Council  
Sue Dunkley Erewash Borough Council  
Tracy Frisby N E Lincolnshire Council  
Fiona Garth Lewes Town Council  
Ita Hartzenberg Retired Head of Mayor's Office  
Mike Hollingworth Charnwood Borough Council  
Liz McCarthy Adur & Worthing Councils  
Paul Mayhew Brentwood Borough Council  
Alison Orde St Albans City and District Council  
Clare Richardson North Kesteven District Council  
Andrea Thwaite Cheshire West & Chester Council  
Irene Webster Retired Civic Officer  
Beverley Wilson Retired Clerk to the Lieutenancy

**Prior to the commencement of the meeting the Chair asked all Executive Members to remember Michael Cleere who had until recently been on the Executive and who had recently died. Members stood in silent tribute.**

1	<b>Welcome</b>	
1.1	The Chair thanked all for coming and welcomed, in particular, Lynda McElligott, who was attending her first meeting as a member of the Executive	
2	<b>Apologies</b>	
2.1	Apologies for absence were as listed above.	
3	<b>Resignation of Executive Member and Co-option of Members to Committee</b>	
3.1	The Chair reported that Marsha Whiteway had left her post as Civic Manager at Canterbury and as a result had resigned from the Executive. The Chair said he had written to Marsha to thank her for the contribution she had made whilst a member.	
3.1	The Chair said that he would like to propose that the following three people be co-opted, Liz McCarthy from Adur & Worthing, Ita Hartzenberg, who had recently retired as the Head of Mayor's Office at the London Borough of Hammersmith & Fulham, and Bryan Magan from Warrington Borough Council be co-opted on to the Committee. This proposal was seconded by the Secretary and carried unanimously.	Penny
3.2	The Secretary said she would contact all three and confirm their appointment.	Penny
4	<b>Election of Officers</b>	
4.1	The Chair asked for nominations for the posts of Chair, Vice Chair, Secretary and Treasurer.	
4.2	Paul Millward was nominated by Penny Harrison as the Chair and this was seconded by Phil O'Brien. This nomination was carried unanimously.	
4.3	The Chair said that before he asked for nominations for Vice Chair he wished to propose that the Executive Committee reverted to having two Vice Chairs, which used to happen in the early days of the Association. This proposition was seconded by the Secretary and agreed by all.	
4.4	The following nominations were received: Vice Chair, Jim Babbington, nominated by Paul Millward and seconded by Margaret Humphrey Vice Chair, Pat Seager, nominated by Paul Millward and seconded by Penny Harrison Secretary, Penny Harrison, nominated by Paul Millward and seconded by Jim Babbington Treasurer, Gill Allwright, nominated by Margaret Humphrey and seconded by Paul Millward.	
4.5	All the above nominations were carried unanimously.	

4.6	Consideration was given to the future administration of NACO and it was decided that "job descriptions" for the roles of Chair, Vice Chair, Secretary and Treasurer should be available.	
4.7	Paul, Jim, Penny and Gill were all asked to write descriptions of their roles within the Association for presentation to the next Executive Committee Meeting.	Paul, Jim, Penny, Gill
5	<b>Appointment of Other Officers</b>	
5.1	The following nominations were received:  Press Officer/Newsletter Editor, Phil O'Brien, nominated by Margaret Humphrey and seconded by Jim Babbington.  Training Officer, Christine Christensen, nominated by Penny Harrison and seconded by Phil O'Brien.	
5.2	It was agreed that the Web Support Group would consist of Penny Harrison, Phil O'Brien, Linda McElligott and Anita Cund.	
5.3	It was agreed that following new legislation it was necessary to appoint a Data Protection Compliance Officer. The Chair proposed, and Pat Seager seconded, Lynda McElligott.	
5.4	All these proposals were agreed by the Executive.	
5.5	It was noted that Phil would not be in a position to send out newsletters during the first part of 2018 and Jim said he would take responsibility for these.	Phil, Jim
6	<b>Appointment of Auditors</b>	
6.1	It was proposed by the Chair, and seconded by Phil, that Craig Muttitt, BA, CGMA, AMCT be re-appointed as Auditor. This was agreed and Gill would be asked to contact him to confirm this.	Gill
7.	<b>Minutes of last meeting, 10 January 2018 held in Lewes – accuracy and matters arising</b>	
	<b>Accuracy</b>	
7.1	The minutes were approved as an accurate record	
	<b>Matters Arising</b>	
7.2	5.4 The Secretary had not received the necessary authorisation for the bank account which had been agreed at the previous meeting for resilience purposes.	
7.3	6.2 The Secretary said she had not yet commenced a trial of a new system of distribution as she wanted to ensure that she had time to check on its success rate when she first used it. It was possible that when she sends out the next newsletter she would use it. She had been in contact with James Cocker from Purple Spider about the system.	Penny
7.4	8.1 Phil confirmed that the advertising logos on the home page of the website had now been removed.	
7.5	8.2 It was also confirmed that information about Civic Ceremonial was now shown above the Message Board.	

7.6	10.20 It was agreed that an App providing all the “paperwork” and information for Training Events be investigated. Alex Kowalczyk agreed to look at the options available and report to the next meeting.	Alex
7.7	21.3 Approaches had been made to some of the 20 largest Cities outside of London and as a result the only ones of these not now members of NACO are Birmingham (and it is understood they are likely to join very shortly), Glasgow, Sheffield, Newcastle upon Tyne and Brighton and Hove.	
7.8	21.6 Phil said he was still trying to arrange a meeting in Wales with the SLCC. The Secretary said that 2 members from Cardiff had attended the Training Event in March and were very keen. She believed they would welcome an approach about a possible Welsh area meeting. She agreed to pass their details to Phil.	Phil, Penny
8	<b>Chair’s Report</b>	
8.1	The Chair said he had very little to report but that he had continued to respond to members queries when he received them.	
9	<b>Secretary’s Report</b>	
9.1	The Secretary reported that membership now stood at an all time high of around 635 plus.	
9.2	Much of her work since the last Committee meeting had been in connection with the very successful Training Event held in March. Over the last couple of months she had mainly been concerned with membership, GDPR and answering questions from members or pointing them in the right direction to obtain answers or put the question on the Message Board, along with co-ordinating the current meeting.	
10	<b>Treasurer’s General Report</b>	
10.1	The Treasurer was not present but had sent her report which is attached at Appendix 1.	
10.2	It was agreed that the Association was in a sound financial position.	
10.3	The Executive agreed it would like to see the break down of expenses over the past 3 Training Events under the following headings: Speakers and Facilitators, Catering, Printing.	Gill
10.4	It was hoped that the outstanding fees for the Training Event would shortly be paid but if they had not been paid by the next Committee Meeting the Executive could have a list of the unpaid ones.	Gill
10.5	The Chair recorded his thanks to the Treasurer.	
11	<b>Review of Training Event held in Camden on 6 March 2018</b>	
11.1	Warm thanks were extended to Margaret and the team at Camden for all they did to make the event such a success.	.
11.2	Alison was not present but had forwarded a report which was attached at Appendix 2.	

11.3	Overall the event was well received but the Executive would look at the comments in detail, when planning the next Training Event in the Spring of 2019.	
11.4	There were some people who had said they might be able to offer accommodation for NACO Training Events. It was agreed that the Secretary would follow this up with Alison to find out who was making the offers. She would then approach them to find out what they could offer.	Penny, Alison
11.5	It was felt that the Executive does not always support those who are facilitating workshops sufficiently by briefing them correctly.	
11.6	The Executive was pleased that the Training Event had had 163 registered delegates which was the largest number since NACO had been formed.	
11.7	Pat suggested that the statistics Penny had produced showing the breakdown of attendees at the Training Event be attached to the minutes. This was agreed and is attached at Appendix 3.	Penny
11.8	Penny said she would send out the whole statistical document again including the updates so that those who had not seen it in the past would have it.	Penny
12	<b>NACO Training Event 2019</b>	
12.1	Bids to host this had been received from Chester Town Hall, Chester Race Course, Nottingham Conference Centre and Wolverhampton City Council.	
	Before these proposals were voted on by the Executive, Anita Cund left the meeting.	
12.2	The relative proposals are shown at Appendix 4.	
12.3	The Executive discussed the various proposals and opted to hold the event in Wolverhampton.	
12.4	Anita then re-joined the meeting and was told that Wolverhampton was the preferred choice.	
12.5	It was agreed that the dates of the Training Event would be 7 and 8 March 2019.	
12.6	Information about these dates would be sent to members in the next newsletter which Phil said he should be able to produce before the end of July for Penny to distribute.	Phil, Penny
12.7	Keynote Speakers – The Executive was asked to come up with ideas for these and Anita said she would see if there were any suggestions locally.	Anita
12.8	Possible Workshops – these were not discussed.	
12.9	The suggested cost was deferred until the next meeting.	
13	<b>Bids for 2020 Training Event</b>	
13.1	This would be the one day event which had frequently been held in Camden. Camden Town Hall, however, would not be available as it was being refurbished over the next few years. It was believed that	

	Chester and Leeds might be prepared to host and Jacqui said Southwark might again be prepared to offer their facilities.	
13.2	There were a couple of responses through Survey Monkey where delegates had said they might be able to facilitate one day events. Penny would be following these up via Alison.	Penny, Alison
13.3	It was noted that Coventry might be interested in hosting the 2 day event in 2021 to coincide with their City of Culture status that year. Penny said she would contact Jane Barlow to confirm this was still the case.	Penny, Jane
14	<b>Website</b>	
14.1	Generally speaking the website was working well.	
14.2	The website is generally amended by either Penny or Phil.	
14.3	Penny said she would speak to James about Anita and Lynda becoming Administrators.	Penny
14.4	When this had been done Phil would talk them through what they need to do to work on the site.	Phil, Anita, Lynda
14.5	There were one or two minor updates to the site required and Phil said he would do this.	Phil
14.6	It had been agreed in the past that all Executive Members should have moderating rights to the Message Board. Penny said she would update James with the latest list of Executive Members but reminded people that they would only receive information which might require moderating if they were registered on the Members Board.	All
14.7	It was agreed that all members of the Executive were to be reminded to register on the Message Board.	All
14.8	The message board was being used more and most queries had had some form of answer.	
14.9	The Vacancies' Page was used sporadically.	
14.10	Phil mentioned the Suppliers Page. A request for a free advertisement was not agreed and if the advertiser did not pay then they would be removed from the page.	
14.11	Phil said he would approach the makers of the bench seen at Wolverhampton to see if they wished to be listed on the Suppliers' Page.	Phil
14.12	It was agreed that the Significant Dates list for 2019 should be available as soon as possible on the Website and Penny said she and Beverley would look at this.	Penny, Beverley
15	<b>Training Report</b>	
15.1	Christine was not present and had not sent a report. Penny said she would ask Christine for one and then distribute it.	Penny, Christine
15.2	Penny said she had had a request for some training for a Mayor's Officer and she had been able to put the relevant authority in touch with a suitable placement. She had tried to find out how it had worked out but so far had not had any information.	
15.3	Phil said no one had shown interest in the Performance Management course.	

16	<b>Effect of GDPR on data retained by NACO</b>	
16.1	The new GDPR Officer, Lynda, would check that the Privacy policy displayed on the website was suitable.	Lynda
16.2	It was agreed that Paul would write a message to be sent to members asking them if they wished to unsubscribe from our data base and Lynda would check this was in order prior to Penny sending it to members.	Paul, Lynda, Penny
17	<b>Business Plan</b>	
17.1	The Business Plan was discussed and then updated. It was agreed that this should be on the website. Phil agreed to do this when the revised document was available from the Secretary.	Phil
18	<b>Newsletters</b>	
18.1	Phil said he would write the next newsletter by the end of the month and forward it to Penny for circulation.	Phil, Penny
18.2	Topics to be included in the newsletter include: Names of those appointed as officers at this meeting The date and venue of the 2019 Training Day Civic Office of the Year Response to questions on Brexit (Phil to agree wording with Paul) Having fall back officers for London Bridge in particular and the use of cards with instructions as to what to do Prince of Wales 70 <sup>th</sup> birthday	
19	<b>Civic Office of the Year 2018</b>	
19.1	It was agreed that the decision as to whether or not this should be held every year or biennially could be deferred for 12 months as the next Award would be presented at a 2 day Training Event.	
19.2	It was agreed that the launch of this year's Award would be in October.	
20	<b>Operation London Bridge and Transitional Arrangements</b>	
20.1	Jim reported he had been to Manchester in the Spring and had attended a table top exercise as an observer during the day and had summed up at the end. This reflected well on the status of NACO and how it was being perceived by various agencies.	
20.2	Jim also said he had spoken to the Guild of Macebearers on London Bridge. Discussions had been held on reversing the Mace.	
21	<b>Possible events marking 70<sup>th</sup> birthday of HRH The Prince of Wales</b>	

21.1	It was agreed that an article should go in the newsletter about this. Members could be asked to share ideas.	Phil, Jim

22	<b>Suffragettes Project 2018</b>	
22.1	Neither Christine nor Alison was present but Alison had sent a message to say she had been to two meetings, the last one being just after the statue of Millicent Fawcett was unveiled in Parliament Square, so very timely.	
22.2	Outside of individual events, geared around local heroines, there will be a National event on 1 <sup>st</sup> December and she had been asked, via her NACO contacts to approach Leeds to see if they will host. They have a draft programme, which she assumed would be firmed up at the next meeting. They will also be logging details of 100 projects, which will act as a historical record, providing inspiration and advise for legacy activity.	
22.3	They will not have a stand this year at the LGA conference in early July, but might have a representative on the platform at one of two plenary sessions focused on the RPA 1918 centenary and promoting women in local government.	
22.4	It was agreed that Penny would contact Alison to get further details of the request to approach Leeds about hosting the national event.	Penny, Alison
23	<b>List of NACO's assets and their whereabouts</b>	
23.1	Logocloth and Pull Up Banner with Margaret in Camden. Phil agreed to transport it from Camden to Nottingham for Paul to store until March 2019	Phil, Margaret, Paul
25.2	Spare Conference badge holders with Secretary (approx. 200) and 200 plus inserts	
25.3	Spare Executive badge holders with Secretary (approx. 40)	
25.4	Spare Purple Folders with Secretary (20)	
25.6	Civic Office of the Year Shield with Sevenoaks District Council	
25.7	Cheque Book with the Treasurer	

26	<b>Date of next meeting</b>	
26.1	Both Pat from Epping and Jacqui from Southwark offered to host one of the next 2 meetings. They would both offer dates for October and/or January and send them to Penny.	Paul, Jim, Pat, Penny, Jacqui
27	<b>Thanks to Organiser</b>	
27.1	The Chair thanked Anita very much for hosting the meeting and for her hospitality.	
28	<b>Any Other Business</b>	
28.1	Jim showed a sample black ribbon for Mayoral and Chairmen's badges which had been produced by Victoria Treasure Designs.	
28.2	It was agreed that the fact sheets on the web page required updating and revising. Paul and Phil agreed to look at these.	Paul, Phi;

The meeting concluded at 1530

Penny Harrison,  
Secretary,  
NACO

## **APPENDIX 2**

I am attaching the results from Survey Monkey for you all to peruse electronically, save Penny any unnecessary printing.

In summary, all good feedback in regard to the administration side of things. Mixed reviews on catering and location, but I think as usual a few that give negative input 😊

### **Workshops :**

Civic Response to Tragedy.... DOSR – Again very well received

Beginners Guide to Protocol – Informative and useful information

Leaders have Vision – generally well received

The Modern Office – Mixed reviews, but we knew we would get that, it's difficult to pitch this one to all as they are varying levels.

### **Keynote Speakers :**

Robert Lee – well received and content was found useful

Jonathan Spencer – very well received and interesting

**Hosting two day training event :** fairly negative responses due to capacity, let me know if you would like to identify potential responses.

**Overall :** We are still giving our clients value for money

**NB The full results are attached as a separate document**

### APPENDIX 3

#### Attendance 2018 by County

Berkshire	2
Buckinghamshire	2
Cambridgeshire	8
Cheshire	3
Cornwall	2
Derbyshire	2
Devon	4
Dorset	3
Essex	8
Hampshire	5
Hertfordshire	5
Kent	15
Lancashire	6
Leicestershire	2
Lincolnshire	4
London Boroughs	23
Norfolk	7
Northamptonshire	3
Northumberland	2
Nottinghamshire	8
Oxfordshire	3
Rutland	1
Somerset	1
Staffordshire	2
Suffolk	6
Surrey	9
Sussex	8
Wales	3
Warwickshire	9
Wiltshire	1
Yorkshire	2

Total 156 NB PH needs to check this as the total is different from the registered delegates by 7 but she does not want to hold up sending out the minutes.

