



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON FRIDAY 08 DECEMBER 2017
AT THE GUILDHALL, HIGH STREET, WINCHESTER, HAMPSHIRE, SO23 9GH**

PRESENT:

Authority	Name
Canterbury City Council	Cllr Bernadette Fisher (Vice Chair)
East Hants Borough Council	Robert Saunders
Eastleigh Borough Council	Cllr Keith House
New Forest District Council	Cllr Maureen Holding
Shepway District Council	Cllr Rory Love (Chairman)
Surrey Heath Borough Council	Cllr Chris Pitt
West Sussex County Council	Cllr Richard Burrett

In Attendance:

Jennifer McNeill	Regional Director	South East Employers
Mark Palmer	Development Director	South East Employers
Darren Kennedy	Treasurer	Winchester City Council
Sally Lawrence	Accountant	Winchester City Council

1.0 APOLOGIES

Apologies for absence were received from:

Authority	Name
Guildford Borough Council	Cllr Murray Grubb Jnr
Rushmoor Borough Council	Cllr Paul Taylor
Wokingham Borough Council	Cllr Stuart Munro

2.0 MINUTES OF THE PREVIOUS MEETING

- 2.1 To approve the Minutes of the Executive Committee meeting held on 21st September 2017 – copy attached
The minutes of the meeting on the 21st September were agreed as a correct record.
- 2.2 Matters arising
There were no matters arising that were not part of the meeting agenda.

3.0 RISK REGISTER UPDATE

Members received the 2017 updated Risk Register within the Business Plan 2018-21 (Page 18- 24). Following a discussion Members agreed the Risk Register and to take note of the impact of inflation in respect of the costs and expenditure for the organisation.

4.0 SEE Meeting Structure

Members received the Future Meeting and Governance Structure Report (EC 3). The report outlined the recommendations discussed and considered at the Executive Committee Meeting on the 21st September 2017. Following a discussion Members agreed the 5 recommendations within the report and that in accordance with the Rules of the Organisation a consultation with all SEE Representatives should be undertaken in February prior to a final decision been taken at the March 2018 Full Meeting, scheduled to take place as an Electronic Meeting.

Subject to agreement of Member Representatives, the new meeting and governance structure will come in to effect at The AGM scheduled to take place on the 11th July 2018.

To support the change to the meetings and governance structure, Members also wished to see a more personalised and strategic approach to engaging and communicating with SEE Member Representatives. Also, to promote to member Councils the benefits of nominating Member Representatives. Currently 11 of the 50 Member Councils do not nominate member representatives.

5.0 FINANCE REPORT

5.1. Revised Estimate 2017/18. Members agreed the revised estimates for 2017/18 (EC4 Appendix 1)

5.2. Proposed Budget 2018/19 and Forward Plan (EC4 Appendix 2). Members were informed that the budget needed to factor in the impact of a minimum 2% staff salary increase following the NJC Employers recent pay offer and also be aware that consultancy and training income was not wholly predictable due to the continued financial restraints of member Councils. Members agreed the Proposed Budget and Forward Plan.

5.3 Treasury Review. The Treasurer presented the Treasury Review (Presentation attached). Following the presentation Members considered the presentation and in particular the option of utilising Arlingclose for financial advice. Further to discussion Members were of the view that the fee for using Arlingclose, £1,500 to £5,000 would more than likely cost more than the financial benefits derived and Members had confidence in the financial advice provide by the Treasurer.

Members thanked the Treasurer for the presentation.

6.0 SUBSCRIPTIONS FOR 2018/19

Member's considered report EC4 with regard to the impact of different options in respect of subscription levels for 2018/19. After consideration, Members agreed a subscription increase of **1.9%**. This figure was cited as comparable to the likely increase in Council Tax that had been recommended by Member Councils. Members were conscious that the increase was below the current level of inflation, 3% and would therefore mean the organisation would need to continue to seek savings and efficiencies.

Recommendation: That the SEE subscriptions be increased by 1.9% for 2018/19.

7.0 BUSINESS OBJECTIVES 2018/2021

Members received the draft Business Plan and objectives (EC5) for 2018-21, revised on an annual basis. Members agreed the Business Plan and objectives.

8.0 UPDATE OF WORK PROJECTS BY REGIONAL & DEVELOPMENT DIRECTORS

The Development Director highlighted that 7 Charter/Charter Plus assessments will have taken place between December and March 2018 including Kent County Council, Buckinghamshire County Council and Havant Borough and East Hampshire District Council.

Executive Members were informed that 4 Members Allowances reviews had taken place led / chaired by SEE. Members were of the view that we should increase the promotion and marketing of this niche consultancy service via the website and direct communication to member Councils.

Members were informed that the next meeting of the Local Democracy and Accountability Network would take place on the **23rd February 2018** at London Councils and all SEE Councillor Representatives were encouraged to attend this event which is free and available to SEE member councils.

Members were informed that the South East Local Authority Challenge led by Breckland Training Services in partnership with SEE would take place at the Guildhall Winchester on the 8th March. Other regions including the South West, East of England and East Midlands had already successfully facilitated the Local Authority Challenge in partnership with Breckland Training Services.

Members were informed that the NJC had made a pay offer of 2% for 2018/19 and 19/20. The Unions had not yet responded to the pay offer.

The Regional Director is now an approved independent investigator for the LGA and has recently been appointed to undertake investigations in the South West as part of this role.

As part of the new lease agreement with Winchester City Council following the office move, SEE was required clarify its legal status as an organisation. Following legal advice obtained by the Regional Director, the Chairman agreed that the following should be added to Rule 21 of the Organisation. *"The organisation shall indemnify and keep indemnified the Trustees, their respective estates and successors from and against all losses, liabilities, expenses and payments resulting from any liabilities of the organisation (including without limitation any liabilities incurred by the Trustees for or on behalf of the Organisation) save to the extent than any claim arises from the negligent act or default of that Trustee (and such claim is not covered by a insurance policy)".*

The above wording will be included as part of a consultation to all SEE Members in respect of a recommended rule change to Rule 21.

As part of the Invest to save strategy the Regional Director, with the support of Oliver Blackwell (Associate Consultant), has led the development of a Work place Mediation and Conflict Management case study to demonstrate the benefits of work place mediation through SEE. The case study has up to 15 councils within the region contributing and it will assist in leading the promotion and marketing of Workplace mediation.

Finally, Members were informed that from 31st March 2018 Hampshire CC will no longer be hosting the SEE website. This will also allow for SEE, in partnership with the new website development team undertaken by Digital Avocado, to create a more innovative website with an improved customer experience. The website will be hosted by Web Labs, the organisation used to host the Winchester City Council website.

Members agreed to receive the oral report of the Regional and Development Directors.

9.0 GENERAL DATA PROTECTION REGULATIONS

Members received and agreed the Briefing Note (EC 6) relating to the organisational implications of implementing the EU General Data Protection Regulations that come in to effect on the 25th May 2018.

10.0 DATE OF NEXT EXECUTIVE COMMITTEE MEETING

The next meeting of the Executive Committee will take place on Thursday 11th July 2018 commencing at 10:30am to be held at London Councils, London. The meeting will be followed by the AGM commencing at 1.30pm.

Signed:

Date: