



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
HELD ON THURSDAY 21 SEPTEMBER 2017  
AT LONDON COUNCILS, 59½ SOUTHWARK STREET, LONDON SE1 0AL**

**PRESENT:**

<b>Authority</b>	<b>Name</b>
East Hants Borough Council	Robert Saunders
Guildford Borough Council	Cllr Murray Grubb Jnr
Rushmoor Borough Council	Cllr Paul Taylor
<b>Shepway District Council</b>	<b>Cllr Rory Love (Chairman)</b>
Surrey Heath Borough Council	Cllr Chris Pitt
West Sussex County Council	Cllr Richard Burrett
Wokingham Borough Council	Cllr Stuart Munro

**In Attendance:**

Jennifer McNeill	Regional Director	South East Employers
Mark Palmer	Development Director	South East Employers

**1.0 APOLOGIES**

Apologies for absence were received from:

<b>Authority</b>	<b>Name</b>
<b>Canterbury City Council</b>	<b>Cllr Bernadette Fisher (Vice Chair)</b>
Eastleigh Borough Council	Cllr Keith House
New Forest District Council	Cllr Maureen Holding
Wycombe District Council	Cllr Arif Hussain

  

Sally Lawrence	Accountant	South East Employers
Darren Kennedy	Treasurer	South East Employers

**2.0 MINUTES OF THE PREVIOUS MEETING**

- 2.1 To approve the Minutes of the Executive Committee E-vote meeting scheduled on 13 July 2017 – copy attached  
The minutes of the E vote scheduled to take place on the 13<sup>th</sup> July were agreed as a correct record.
- 2.2 To note the vacancies on the Executive Committee  
The Executive Committee noted the fact that since its appointment in July the Executive Committee had 6 vacancies (4 Conservative and 2 Labour).

### 2.3 Matters arising

There were no matters arising that were not part of the meeting agenda.

## 3.0 UPDATE REPORT BY REGIONAL & DEVELOPMENT DIRECTORS

The Development Director highlighted that 7 Charter/Charter Plus assessments were scheduled to take place between September and December including Kent County Council, Buckinghamshire County Council and Havant Borough and East Hampshire District Council.

Executive Members were informed that 4 Members Allowances reviews were scheduled to take place and be 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 **23<sup>rd</sup> February** at London Councils and all SEE Councillor Representatives were encouraged to attend this free event. 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 8<sup>th</sup> 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.

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 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. Members welcomed the case study and requested that the expenditure and income arising from the project could be highlighted within the financial accounts.

Finally, Members were informed that from 31<sup>st</sup> March 2018 Hampshire CC will no longer be hosting the SEE website. This will also allow for SEE in partnership with the new website host to actively update the website to make it a more interactive user experience and provide SEE Councillor Representatives with the opportunity to contribute to the website content development.

Members agreed to receive the report of the Regional/Development Director.

## 4.0 FINANCIAL STRATEGY 2017- 2019

Members received the updated Business Plan and Financial Strategy (EC4). Members highlighted the following points for amendment/clarification:

- Current Budget projection, CEEP expenditure for 2018/19 should be amended to £1,500 for 2018 and £1,000 for 2019.
- The reduced rent cost for the 2017/18 revised budget is due to the early termination of the lease as a result of relocating to the new office premises.

Members agreed to receive the updated Business Plan and Financial strategy.

## **5.0 INCOME AND EXPENDITURE OUTTURN – COMPARISON TO BUDGET**

Members received the updated Finance Report (EC4). The report highlighted that the Minimum level of reserves had been reviewed and the Working Balance equates to 20% of gross income, approval was provided for a reserve level of £401,000. With Regards to the investments, Members sought clarification that the investments were regularly reviewed and updated to ensure the best investment vehicles have been utilised. The Treasurer responded that the investments were reviewed regularly but SEE is restricted to what counterparties it can utilise due to recognition of its status and the amounts it can deposit. The strategy is to align SEE's investment in align with Winchester City Council and to spread deposits to ensure that funds are not held with just one institution.

The bank yields are diminishing and although SEE should be looking to move out of Banks there are very few alternative investment options. One option available is Pooled funds such as M&G and Schroders, these are long term deposits with an element of risk. This option will be investigated by the Treasurer.

With regard to the CCLA Fund this is was utilised as it was the only money market Investment that would accept SEE funds.

The Treasurer responded that they would look at the viability of peer to peer lending.

Members received and approved the revised budget for 2017/18. Members approved the Minimum Anticipated Level of Reserves at £401,000 and with the above points of clarification noted the current investment position.

## **6.0 PAY BRIEFING UPDATE**

The Regional Director provided an oral update following the well attended Pay Briefing for the South east held on 24<sup>th</sup> July. Further update will be provided to Members as the pay negotiations progress

## **7.0 CEEP MEMBERSHIP**

Member's received paper EC5 that sought early member agreement on whether to extend CEEP Membership for 2018 and 2019 following a negotiation in the reduction of the cost of CEEP UK membership at the meeting of the CEEP UK Executive Committee on the 26<sup>th</sup> May 2017.

Following a discussion SEE Executive Committee Members agreed to extend membership of CEEP UK for 2018 at the reduced rate of £1,500 (previously £3,550) and to serve immediate notice for cessation of membership in 2019 to be reviewed at the September 2018 Executive Committee.

## **8.0 SEE FUTURE MEETINGS STRUCTURE**

Members received the report (E6) that outlined options for changing the structure, frequency and composition of the SEE Meeting Structure. The report and discussion were based on the premise that SEE should continue to be a Member led organisation with a high degree of accountability to respective Member Councils and nominated Councillor Representatives.

Executive Members were of the view that the structure and composition of SEE Meetings did require updating to reflect the change in membership and number of SEE Councillor representatives. The meeting structure also needed to better reflect the requirements of Member Councils many of whom had already streamlined there own governance structures.

Following a detailed discussion Executive Members agreed the following recommendations subject to the approval of the Full Meeting:

- The Full Meeting (March) to be removed from the schedule of meetings
- The Executive Committee to have decision making authority with respect to the Business Plan/Financial Strategy, Financial estimates and determining the annual subscriptions.
- The September Executive Committee to be removed from the schedule of meetings and the Executive Committee at the July AGM to become a more substantive business meeting.
- The Executive Committee membership to be reduced from 17 to 11 Members so that it better reflects the number of Member Councils and SEE Councillor Representatives.
- The criteria for a quorate meeting should be based on the number of Councils who have nominated representatives (currently 39) rather than the number of Councillor representatives (50). Based on the current numbers this will reduce quorate attendance from 13 to 10.
- SEE will actively encourage all Member Councils to nominate SEE Councillor Representatives and will more effectively promote the role of the SEE Councillor Representative.

Members agreed for a further discussion on these recommendations at the December meeting of the Executive Committee prior to the final recommendations been considered for approval by the March 2018 Full Meeting. Subject to approval the proposed changes will come in to effect at the AGM in July 2018.

**9.0 MEMBERS' BRIEFING NOTE**

Members agreed to receive the Briefing Note for information

**10.0 DATE OF NEXT EXECUTIVE COMMITTEE MEETING**

**The next meeting of the Executive Committee will take place on Friday 8<sup>th</sup> December 2017, to be held at The Guildhall, Winchester commencing 10:30am**

Signed: .....

Date: .....