



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
HELD ON WEDNESDAY 8 MARCH 2017  
AT LONDON COUNCILS, 59½ SOUTHWARK STREET, LONDON SE1 0AL**

**PRESENT:**

<b>Authority</b>	<b>Name</b>
Guildford Borough Council	Cllr Murray Grubb Jnr
Isle of Wight Council	Cllr R Blezzard
Rushmoor Borough Council	Cllr Paul Taylor
<b>Shepway District Council</b>	<b>Cllr Rory Love (Chairman)</b>
West Sussex County Council	Cllr Richard Burrett
Wokingham Borough Council	Cllr Stuart Munro

**In Attendance:**

Jennifer McNeill	Regional Director	South East Employers
Sally Lawrence	Accountant	South East Employers

**1.0 APOLOGIES**

Apologies for absence were received from:

<b>Authority</b>	<b>Name</b>
Canterbury City Council	Cllr Bernadette Fisher (Vice Chair)
Isle of Wight Council	Cllr Ian Ward
Kent County Council	Cllr P Stockell
Milton Keynes Borough Council	Cllr Jeanette Green
New Forest District Council	Cllr Maureen Holding
Wycombe District Council	Cllr Arif Hussain
Woking Borough Council	Cllr Ayesha Azad

Mark Palmer	Development Director South East Employers
Simon Little	Treasurer South East Employers

**2.0 MINUTES OF THE PREVIOUS MEETING**

2.1 The minutes of the meeting held on 8 December 2016 were confirmed as a correct record and signed by the Chairman.

**2.2 Matters arising**

Cllr Burrett proposed consideration of the structure of SEE meetings due to the difficulties experienced by members in attending the Full meetings and the resulting impact on securing quorate and having to arrange for electronic voting.

This might include removing the Full March meeting and giving delegated powers to the Executive Committee to set and agree the budget, changing the quorum, number of meetings per year. It was agreed that SEE would prepare a written report with recommendations to go to the AGM in July 2017 looking at the options so that a decision can be taken.

Any changes will require amendments to the SEE Constitution.

### **3.0 SUBSCRIPTIONS 2017- 2018**

Members discussed the fact that there had been no subscription increase for SEE since they were frozen in 2010, yet costs are increasing annually and the situation of continued frozen levels was placing financial constraints on SEE. The Executive **agreed** unanimously that a small increase of 1.4% would be appropriate for the membership subscriptions as this would have a low impact on our member councils.

Members asked that SEE raised awareness of the positive benefits of membership of SEE to our councils.

### **4.0 REVISED ESTIMATES 2016-2017 AND INITIAL BUDGET 2017- 2018**

4.1 Members agreed an increase of 1.4% for member subscriptions, to be approved by the Full Committee

4.2 Members discussed the two budget options and cost estimates presented. The first was to pursue the possibility of relocating to smaller premises by December 2017 with the predicted associated costs and savings. The second was to remain at the current office premises at Crown Walk. It was unanimously agreed that SEE should seek to achieve Option One and seek to relocate premises.

4.3 Members **approved** the 2016/17 budget based on Option one and the Approved Minimum Anticipated Level of Reserves. It was agreed that this budget, based on Option One, would go to the Full Meeting for approval.

### **5.0 BUSINESS PLAN AND FINANCIAL STRATEGY**

The new joined-up draft three year Business Plan and Financial Strategy was presented to members. The strategy is based on 54% of income being derived from membership subscriptions, 42% from training and consultancy, 1% from SEGWARP and Epaycheck membership, 2% from Associate membership and 1% from interest.

Members asked for the section 'Some key achievements during 2016 / 2017' to be expanded upon to communicate who has benefited from these achievements and how so this document can be used to promote our services and professional networks to councils in membership of SEE. The document is to be recirculated in due course.

The Regional Director gave an outline on some staffing matters impacting on the budget. The Business Support Manager, Fran Bell, is due to retire in April 2017 and although the post had been advertised and shortlisted applicants interviewed, the post had not been appointed to. The post will remain vacant on the structure until such times as it is re-advertised and filled. Meanwhile, the salary will be used for any particular projects required by SEE on a temporary basis to ensure business continuity is maintained.

The Regional Director referred to a request by a Business Support Assistant for some level of support in undertaking a part-time Masters Degree in Marketing as it was felt this would provide valuable support to SEE in its own business activities and website development. Cllr Grubb suggested that in light of the staffing constraints at SEE with the small team and the relevance of this qualification, that a Level 6 Diploma in Marketing distance learning course at Oxford College of Marketing might be of more direct business benefit to SEE. The Regional Director agreed to explore this option further.

The Regional Director proposed undertaking a marketing project focused on mediation in the workplace as this is an area where councils have benefited significantly from either attending the qualification course and training their own mediators, or asking SEE to provide an experienced independent mediator to assist in a conflict situation at work. The estimated cost of this project quoted by an external consultant was £8,900. The work involved conducting 1-1 discussions with clients from local authorities that have used our services to build case studies of successful outcomes and learning points, creating content for brochures and presentations, and raising SEE profile as expert practitioners in this field.

This was presented as the first example of allocating reserves as an investment in our products and marketing the business. Members **agreed** to this figure being spent and progress will be reported to the next Executive Committee meeting.

#### **6.0 MEMBERS' BRIEFING NOTE**

The Member's Briefing Note was received and noted by the Members

#### **7.0 DATE OF NEXT EXECUTIVE COMMITTEE MEETING**

It was noted that the next Executive Committee is scheduled to take place on **Thursday 13 July 2017** following the AGM at Room 2 at London Councils, London.

Cllr Bob Blezzard announced that he would no longer be a councillor and therefore this would be his last meeting with SEE. Cllr Rory Love, on behalf of all SEE committee members, thanks Cllr Blezzard for the very valued contributions he had made and wished him well for the future.

Signed: .....

Date: .....