



**EXECUTIVE OVERSIGHT COMMITTEE
MINUTES
1100 hours – Tuesday 18 September 2018
Stevenage Borough Council**

Present:

Cllr Sharon Taylor (Stevenage Borough Council) – Chair; Cllr Paul Stewart (Sunderland City Council); Cllr Habib Rahman (Newcastle City Council); Cllr Chris Penberthy - Independent Chair V & P Board (Plymouth City Council); Simon Parkinson - EOC Advisor (Co-operative College)

In attendance:

Jonathan Downs (Oldham Council); Charlotte Burnham (Sunderland City Council); Rob Gregory (Stevenage Borough Council); Giles Perritt (Plymouth City Council); Rob Gregory (Stevenage Borough Council); Nicola Huckerby (CCIN) – Minutes

Apologies: Cllr Tony Newman (Croydon Council); Cllr Sean Fielding (Oldham Council); Stephen Brown (Bassetlaw); Cllr Kevin Dukes (Bassetlaw) Cllr Liam O'Rourke (Rochdale Borough Council); Cllr Peter Bradbury (Cardiff Council); Cllr Jayne Aston (Knowsley Council)

1. Welcome and introductions

Councillor Taylor welcomed everyone to the meeting. She began by congratulating those councils that had signed the Co-operative Party's Modern Slavery Charter and those in the process of doing so. Rob Gregory gave an update on the Borough's project to kickstart social action in communities for which Stevenage and York Councils had received DCMS funding. Those present introduced themselves and new Council representatives were welcomed.

2. Minutes of last meeting and Matters arising

These were agreed as an accurate record.

C/f Actions:

- a) Updated Terms of reference of EOC to reflect changes in structures and approach were circulated by Jonathan Downs. Action: JD to amend and NH to upload to the website
- b) Cllr Taylor reported that Cllr Alice Perry at Islington Council was on maternity leave and contact would be made on her return to work
- c) Cllr Taylor reported back on the very successful meeting with Andy Burnham and mentioned the Co-operative Commission that had been launched by the GMCA with the support of the Co-operative Party
- d) Cllr Bradbury had contacted Cllrs Debbie Wilcox at Newport Council, Cllr Andrew Morgan at Rhondda Cynon Taff Council and Cllr Rob Stewart at Swansea Council. It was agreed to invite all three councils to visit the CCIN stand at the Labour Party Conference. Action: NH

3. Budget report

The budget report for August 2017 – July 18 and August 2018 – July 19 was presented by Jonathan Downs on behalf of Oldham Council as the Accountable Body. It was noted that the budget did not include any expenditure for Policy Labs and Prototype activity to be undertaken by Members in the current year.

Cllr Sharon Taylor commented that 2017/8 had been a hugely successful year for the Network and that it was right that the focus had been on promoting the Network's 'co-operative difference' by attending events and producing publications. Cllr Taylor thanked Nicola Huckerby for delivering this activity and managing the Network. Cllr Penberthy commented that the Network had been able to benefit from Nicola's huge network of contacts within the co-operative movement.

Nicola Huckerby was asked to leave the meeting so that members could consider the Network's expenditure on Communications, Membership and Events.

Nicola re-joined the meeting after ten minutes. Cllr Sharon Taylor reported that the EOC had agreed that Nicola continue in her role managing communications, membership and events for the Network and that they would revisit the role in 12 months.

It was agreed that:

- a) the NALC Conference be added to the budget
- b) Rob Gregory and Jonathan Downs prepare a Forward Budget Plan for the next two/three years for ongoing review and consideration by the EOC

4. Membership report

The membership report was presented by Nicola Huckerby. There had been a marked increase in the number of Associate and Affiliate Members to the Network. There was also a general discussion about progress with prospective members and the work that was being done to encourage more Councils to join. The latest membership figures for the Network are:

- Full Members – 22 members
- Associate Members – 10 members
- Affiliate Members – 16 members
- Supporters - 1

Since the last meeting three new applications had been received for Full Council Membership, these were approved:

- Plymouth City Council
- Preston City Council
- Telford & Wrekin Council

Eight new applications had been received for Associate Membership, these were approved:

- Edinburgh City Council (Labour & Co-op Group)
- Gloucester City Council (Labour Group)
- Greater Manchester Combined Authority
- Halewood Town Council
- Newcastle-under-Lyme Borough Council (Labour & Co-op Group)
- North Hertfordshire District Council (Labour & Co-operative Group)
- Peterborough (Labour Group)
- Woughton Community Council

Ten new applications had been received for Affiliate Membership, these were approved:

- BWB LLP
- Connected Space
- Co-operative College
- Locality
- Oxygen Finance
- PeopleToo
- Perform Green

- Sporting Assets
- The Behaviouralist
- Unlimited Potential

NH reported that a proposal had been received from Co-operatives UK to change CCIN's membership of CUK from "Associate" to "Federal" in recognition of the Network's growing role in representing a sector of the co-operative movement. Members warmly welcomed this proposal and commented that this approach was testament to how the Network was now being perceived as having a key role in the UK co-operative sector.

It was agreed that:

- a) the Values and Principles Board arrange for two/three members of the Board to visit Preston Council as new Members to discuss their approach to co-operative working.
- b) the Values and Principles Board make appropriate appointments to the Value & Principles Board as membership in each category grows.
- c) The Network change its membership of CUK from "Associate" to "Federal" – Action: Nicola Huckerby

5. Event Planning August 2018 – July 2019

A report was presented by NH outlining the events at which the Network would be exhibiting from August 2018 – July 2019:

- 23 – 26 September 2018 - Labour Party Annual Conference, ACC, Liverpool
- 3 & 4 October 2018 - CCIN Annual Conference and Co-operative Showcase, Croydon
- 12 – 14 October 2018 - Co-operative Party Annual Conference, Bristol
- March 2019 - Green Party Spring Conference
- 3 – 5 July 2019 - Local Government Association National Conference & Exhibition, Bournemouth

It was agreed that:

- a) Once dates for the following events are known, that the costs for exhibiting and/or having a fringe are submitted to Oldham Council to confirm that there is budget available before requesting approval from the EOC to attend:
 - i. Welsh Conference (Welsh LGA or Welsh Labour)
 - ii. Convention of Scottish Local Authorities (COSLA) Conference
- b) The officers of the Network begin discussions with Co-operatives UK regarding sponsoring the Co-operative of the Year Awards at Congress in 2019 and that a proposal be submitted to the EOC for consideration. Action: Nicola Huckerby
- c) That a volunteer from the Officer Network be sought to help staff the CCIN Stand at the 2019 LGA Conference. Action: All to consider.
- d) That the NALC Annual Conference be added to the CCIN annual events calendar and that exhibition space be sought at the 2018 conference. Action: Nicola Huckerby
- e) NH to remind members when we are attending events and to invite them to visit our stands.

6. Elections - Executive Oversight Committee

A report outlining the process and a timetable for seeking nominations to the EOC for the period October 2018 – September 2020 was presented by Jonathan Downs on behalf of the Accountable Body. The plan had been to ratify the new Committee at the Annual meeting on 4 October, however, it was agreed that the timetable be moved back allowing more time for the call for nominations, with a view that the new Committee's period of office would be November 2018 – November 2020.

It was agreed that:

- a) Now that the number of Associate and Affiliate Members is growing we would amend the terms of reference of the EOC to include a representative member from both constituencies. Members in each group would nominate one member from that group who would be invited to attend the EOC in a non-voting and advisory capacity. Action: Jonathan Downs

- b) Nominations from membership for the EOC be sought. Action: Jonathan Downs

Composition of the Values and Principles Board

Cllr Chris Penberthy explained that there are no elections for the Values and Principles Board but that members are invited to join the Board and that its membership comprises:

- An independent Chair (who is an ex-officio member of EOC)
- Representatives from up to 5-member councils
- Representatives from up to 5 Associate members
- Representatives from Affiliate membership
- Up to 5 representatives from the Co-operative movement
- A representative of the TUC

It was agreed that:

- a) Once the EOC elections are completed then representatives from those Member Councils who do not sit on the EOC be invited to join the Values and Principles Board (max 5). Action: Nicola Huckerby
- b) That the Co-operative Press be invited to join the V&P Board *as a representative of the co-operative movement*. Action: Nicola Huckerby
- c) That the Values and Principles Board meet ahead of future EOC meetings to report into the EOC on their activities. Action: Nicola Huckerby

7. Future Projects

There was a general discussion about the range of projects that could be submitted for consideration for funding in 2018/9. There was agreement that bids for Policy Labs should encourage partnership working across several organisations within the Network and that we should be looking two/three years ahead in our planning. Ideas included:

- The role of Local Authorities in doubling the size of the co-operative economy, following the publication of the NEF report. Potential partners: Preston, Plymouth, Greenwich and Co-operatives UK.
- Community engagement and Co-operative Neighbourhood Management. Potential bidders: Stevenage and Sunderland

It was agreed that:

- a) a new call for Policy Lab and Policy prototype activity be announced at the Annual Meeting in Croydon which would be open to all members and led by a Member Council
- b) that the next bidding round for Policy Labs and Prototypes be promoted across the Network. Action: Nicola Huckerby.

8. Annual Review of Network Activity 2017-18

Nicola Huckerby presented the Annual Review report for 2017 - 18 which outlined highlights from activity undertaken during the last twelve months. The Chair thanked everyone for such an exciting year which had seen a continued step-change in Network activity as delivery was undertaken and managed in-house. The report was agreed.

9. CCIN Strategy 2018 – 2020

The Chair introduced the three-year Strategy and Action Plan for the Network, which had involved input from all Member Councils and Associate Members. Members welcomed the progress that had been made in delivering the actions.

It was agreed that:

- a) The Values and Principles Board is asked to oversee the delivery of the Action Plan to ensure that the Values and Principles statement are being upheld
- b) that all member Councils be invited to a further Strategy Session in January 2019 to progress activity. It was agreed that a facilitator be sought for this session. Action: Nicola Huckerby

10. Enabling Social Action

NH reported that the CCIN has been invited to join the Advisory Group for the Enabling Social Action (EAS) programme; a partnership between the DCMS and the Universities of Sheffield and Hull. Stevenage and York Councils have already secured funding from the Programme and the partnership was seeking a greater involvement from the CCIN in the process. The Advisory Group will inform and guide the programme, help to shape and develop its activities, and promote the programme and the evolving peer network to relevant parties. Both Sunderland and Stevenage declared their interest. It was agreed that:

- a) The CCIN did want to participate in the Advisory Group and that Sunderland and Stevenage would agree who should participate.

11. Any Other Business

11.1 Bid to the Economic Social Research Council for their call for innovations in Social Care

NH reported that the CCIN has been invited to participate in a bid being co-ordinated by colleagues at the University of Hull. They are bidding for £1m - £2m and have built a team of researchers based at Hull, Sheffield, Exeter and Leeds universities to develop a bid to the Economic and Social Research Council for their call on innovations in social care. The bid team is seeking 6 – 8 local authorities to work on the project. Everyone agreed that this was a great opportunity for the Network.

It was agreed that:

- a) The invitation is sent to all Member Councils and Affiliate Members seeking interest in the programme. Deadline was 27th September

11.2 Complaints process

The V&P Terms of Reference state that one of the Board's roles is "Raising concerns with the Co-operative Councils' Innovation Network Executive Oversight Committee, if and when they arise, about any activity being undertaken by a member that could be deemed to be in contravention of the agreed Values and Principles Statement and might damage the integrity or reputation of the Co-operative Councils' Innovation Network".

It was agreed that:

- b) before any matter is brought to the attention of the Executive Oversight Committee the V&P Board should ensure that the matter is not one that should be investigated elsewhere. The CCIN is not an Appeals process for investigating local decisions.
- c) Only matters that directly relate to the work of the Network should be considered for investigation, and this should involve two or three members of the V&P Board.
- d) The V&P Board terms of reference be updated to reflect these clarifications.

12 Schedule of future meetings

It was agreed a schedule of meetings be circulated for 2019. Action: Nicola Huckerby