

**EXECUTIVE OVERSIGHT COMMITTEE
MINUTES
1030 - 1230 hours – Thursday 16 January 2020
Stevenage Borough Council**

Present:

CLlr Sharon Taylor OBE	Stevenage Borough Council (Chair)
CLlr Martin Judd	Oldham Council
CLlr Chris Penberthy	Plymouth City Council
CLlr Paul Stewart	Sunderland City Council
CLlr Clive Fraser	Croydon Council
Jonathan Bland	SBI/E3M

In Attendance:

Fiona Gibson	Cardiff Council (representing CLlr Bradbury)
Dr Cilla Ross	Co-operative College
Jonathan Downs	Oldham Council (Accountable Body)
Giles Perritt	Plymouth City Council
Charlotte Burnham	Sunderland City Council
Rob Gregory	Stevenage Borough Council
Nicola Huckerby	CCIN (minutes)

Apologies:

Simon Parkinson	WEA (Advisor)
CLlr Peter Bradbury	Cardiff Council
CLlr Clare Penny-Evans	Newcastle City Council
CLlr Dave Jones	Staffordshire Labour Group

Absent

CLlr Liam O'Rourke	Rochdale Metropolitan Borough Council (Vice Chair)
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1. Welcome, introductions and apologies

CLlr Taylor welcomed attendees to the meeting and to Stevenage. Everyone introduced themselves.

Cilla Ross was congratulated on her recent appointment as Principal of the Co-operative College and welcomed her to the meeting.

CLlr Clive Fraser was welcomed as the new representative from Croydon Council.

It was noted that CLlr Liam O'Rourke had stood down as Rochdale's representative, and that Rochdale MB Council was seeking to identify a replacement.

2. Minutes of last meeting and Matters arising

The minutes of the meeting held in Rochdale on 2nd October were agreed as an accurate record. Everyone agreed that that the meeting and Annual Conference had been very well received by Members and the Chair was particularly appreciative of the welcome from the Rochdale Mayor, CLlr Billy Sheerin. There were no matters arising that were not on the agenda.

3. Budget report

The Budget report was presented by Jonathan Downs, Oldham Council as the Accountable Body. The reported income for 2019/20 was £184k:

- £159k – Member Fees
- £9,600 – Associate and Affiliate Fees
- £15.5k – c/f

It was acknowledged that the budget reserve for Legacy and Development Work currently stood at £25k. It was noted that one of the projects identified for spend was the CCIN Induction programme, which appeared later on the agenda.

4. CCIN Strategy Action Plan 2019 – 2020

Cllr Taylor explained that the Strategy was central to our ambition to ensure that cooperative ideas are at the forefront of policy making and policy thinking.

It was agreed to arrange another all Member Strategy Session to look at the Action Plan.

Action: NH to organise.

The following updates were agreed/noted:

Induction Programme

- 4.1. Cilla Ross introduced a proposal by the Co-operative College to deliver an Induction Programme for the CCIN and its Members. The proposal had been reported in outline to the V&P in September and was before the EOC for consideration.
- 4.2. Cilla explained that in 2019 the College coordinated and sat upon the Commission for Adult Education 100 which enabled the College to reposition co-operative adult education as critical for future wellbeing, democracy and economic and social prosperity for individuals, communities and organisations alike. In 2020 they will pilot their co-constructed module on becoming a co-operator and becoming a co-operative learner in at least one CCIN member council.
<https://www.centenarycommission.org/>
- 4.3. The College was proposing an Induction Programme that would be implementing over three phases:
 - Phase 1 – Welcome to the CCIN – comprising introductory level online training available on the College’s Moodle Platform. This Phase would be sponsored by the Co-operative College
 - Phase 2 – Becoming a Co-operative Council – comprising a more in-depth training programme exploring what it means to be a Co-operative Council in practice. The cost of implementing Phase 2 would be £9,250 + VAT.
 - Phase 3 – Commissioned training programmes tailored specifically to a Council. These would be bespoke commissions for interested Members.
- 4.4. Agreed: The proposal to implement Phases 1 and 2 were approved unanimously. It was agreed to seek media coverage for the decision. Action: NH and Cilla Ross.
- 4.5. Cllr Taylor said she was delighted that the College would be delivering the Network’s Induction Programme as it gave the Network’s work programme academic rigour.

Engagement Plan - Action Plan item 2.1

- 4.6. Engagement with Co-op Party – Cllr Taylor had requested a meeting with Joe Fortune, General Secretary, to discuss how the Coop Party and the Network could work better together. This meeting was planned for March.
- 4.7. Engagement with Co-operatives UK – Cllr Taylor requested a meeting be organised with Co-operatives UK to discuss how CUK and the Network could work better together.
Action: NH to arrange.
- 4.8. Cllr Penberthy suggested that the Worker Cooperative sector might be allocated a place on V&P.
Action: NH for V&P agenda.

4.9. Cllr Fraser suggested now that the Network now had several London Boroughs in Membership, that a meeting be organised to see how they could work together more co-operatively and to encourage more councils to join. Relevant Members were:

- Barking and Dagenham
- Brent
- Croydon
- Greenwich
- Lambeth

Action: NH to liaise with Cllr Clive Fraser to arrange.

Engagement Plan - Action Plan item 2.2

4.10. Cllr Stewart outlined a proposal to organise a regional Workshop to encourage more cross-council work. The event would enable Members in Sunderland, Newcastle and South Tyneside to showcase projects to the whole Network. The idea was to have a day Workshop which would visit different locations with a pre-evening welcome event.

It was suggested that Jamie Driscoll, Metro Mayor for North of Tyne be invited to present.

It was agreed that the Workshop should be held in June.

The proposal was agreed. Action NH and Charlotte Burnham to organise

Engagement Plan - Action Plan item 2.3 and 2.4

4.11. It was agreed that a call for volunteers to lead on these two areas be published in a future Update Newsletter. Cllr Penberthy suggested that V&P scope out what these outputs might look like.

Action: NH for V&P agenda.

Public Relations - Action Plan item 3.1

4.12. Cllr Taylor noted that there had been great feedback and profile raising from the Annual Conference held in Rochdale. It was agreed that more support was required from Policy Lab Leads in generating media profile for projects which had received CCIN funding.

Action: All Leads to note (Oldham, Stevenage, Plymouth)

Action: NH to profile one Policy Lab in each edition of the Update Newsletter.

Public Relations - Action Plan item 3.3

4.13. It was agreed to explore links with the Cooperative Group who are funding work on Place Building through their [Endangered Spaces Campaign](#) and who are planning to create 2000 [Member Pioneers](#) to support their work in local communities where they have retail stores. Although the Network has a good relationship with Cllr Nick Crofts as President of the National Members' Council it doesn't have a formal connection to the Group.

Action: It was agreed that Jonathan Bland and Cilla Ross propose how we might develop a closer relationship with The Co-operative Group.

New Work Programme - Action Plan item 5.1

4.14. It was noted that V&P had already agreed to explore the potential regarding universities as economic anchors. Several universities were already working with Members, and these included:

- Salford University working with Oldham Council
- UCLAN working with Preston City Council
- University of Herts working with Stevenage MB Council
- Cooperative University

Action: NH for V&P agenda.

5. Membership Report

The membership report was presented by Nicola Huckerby. Ten new applications to join the Network had been received since the last meeting.

- 5.1 The latest membership figures for the Network are:
- Full Members – 27 members
 - Associate Members – 17 members
 - Affiliate Members – 21 members
 - Supporters - 3
- 5.2 Since the last meeting one new application had been received for Full Council Membership; this was approved:
- Barking & Dagenham Council
- 5.3 Five new applications had been received for Associate Membership; these were approved:
- Billingham Town Council
 - Burntwood Town Council
 - Renfrewshire Labour Group
 - Seaton Valley Council
 - Winsford Town Council
- 5.4 Two new applications had been received for Affiliate Membership; these were approved:
- [Power to Change](#) - They manage a £150 million endowment from the National Lottery Community Fund to support community businesses and create better places across England.
 - [Social Value Exchange](#) - The Social Value Exchange puts community needs at the heart of public tenders. Community projects are 'auctioned'—organisations competing for government tenders bid resources and can win the auction by offering the most, to get maximum tender points.

One new Supporter Application had been received; this was approved:

- Keith Martin

- 5.5 It was agreed that we would continue to work with Norwich and Liverpool regarding their membership and related financial pressures.
- 5.6 It was agreed to note the withdrawal of Perform Green, PSTA and Sporting Assets from the Affiliate Membership Scheme.
- 5.7 Cllr Penberthy agreed to continue conversations with Oxford City Council about becoming a Full Member.

6. Policy Lab Updates 2019-20

Cllr Chris Penberthy reported that we were still to commission an External Researcher to complete the Asset Transfer Policy Lab that Newcastle City Council had begun. Cllr Penberthy then gave an update on current projects:

- 6.1 Co-operative Approaches to Sustainable Food (Lead: Oldham Council) – Jonathan Downes reported that Oldham had commissioned Salford University to co-ordinate the delivery this piece of work. It was estimated that this relationship would bring in an additional £15k to the project, giving an excellent ROI for the CCIN.
- 6.2 Co-operatives Unleashed – as seen from the grassroots (Lead: Plymouth City Council) – Cllr Penberthy reported that they were looking for a March launch.
- 6.3 Co-operative Neighbourhoods – (Lead: Stevenage Borough Council) – This two-year programme was running on schedule.
- 6.4 Promoting cities of service model of social action to CCIN members (Lead: Plymouth City Council). Cllr Penberthy reported that there were still several free tickets available for Members to attend this event in Plymouth on 27th and 28th January. Two places were allocated to Coop News and Coop College.
- 6.5 Achieving Social Outcomes (Lead: Peopletoo) – progress in the update report was noted. Cllr Taylor agreed to speak to Michael Curnow about the project and some work they were seeking to do in Stevenage.

7. Event Planning 2020

The Event Planning report was presented by Nicola Huckerby. It was agreed that:

- 7.1 The CCIN would sponsor the **Co-operative Council of the Year Award** for the 4th year. The event would be held on Friday 19 June at Rochdale Town Hall for £1500 to receive named benefits as per the CUK proposal, to support the proposal the CCIN will:
 - Encourage Member Councils to participate in the Awards, which we hope will lead to 6-8 entries and good attendance at the Gala Dinner
 - Promote the Festival of Co-operation and public debates to CCIN members (entrance is free)
 - Take exhibition space for the two-day event (worth £500)
 - Hold its Values and Principles Board in Rochdale on 19 June and encourage Board Members to attend the Festival of Co-operation. Action: NH
- 7.2 That once the venue in Leeds for the Co-operative Party Annual Conference on 16-18 October is confirmed that we seek the cost of taking an Exhibition Stand and Fringe, and that these are submitted to Oldham Council to confirm budget availability before requesting approval from the EOC to attend.
- 7.3 That once the details of exhibiting at the Welsh LGA Annual Conference are confirmed, and subject to available resources, that we seek the cost of exhibiting, and that these are submitted to Oldham Council to confirm budget availability before requesting approval from the EOC to exhibit.
- 7.4 That once the details of exhibiting at the Scottish National Party Conference are confirmed, and subject to available resources, that we seek the cost of exhibiting, and that these are submitted to Oldham Council to confirm budget availability before requesting approval from the EOC to exhibit.
- 7.5 That once the details of exhibiting at the Co-operative Party Local Government Conference are confirmed, and subject to available resources, that we seek the cost of exhibiting and a Fringe, and that these are submitted to Oldham Council to confirm budget availability before requesting approval from the EOC to exhibit.
- 7.6 That the CCIN encourages Members to attend the Cities of Service Conference in Plymouth on 27 & 28 January to take up their free place.
- 7.7 Jonathan Bland introduced the 'Growing the New Economy Conference' in Oldham on 12 February. It was agreed that the CCIN encourages Members to attend and take up their free place. There was an in-depth discussion about the merits of developing a New Economy Charter. The principles behind the Charter were supported, it was agreed that the content needed further consideration. It was agreed that any Charter would need to engage with other organisations to ensure that it was inclusive. It was agreed that Jonathan Bland prepare a blog post, after the event asking Members to contribute to what might be included in a New Economy Charter. The draft Charter would need to be considered by V&P Board in the first instance. Action: Jonathan Bland & NH
- 7.8 That a Regional Event is organised in Sunderland, hosted by the City Council in partnership with other local authority members, and that this event be held in June 2020.
- 7.9 That Members be invited to submit Expressions of Interest to host the CCIN 2020 Annual Conference which would be held on 8th October.
- 7.10 That we include the date of the launch of the Co-operatives Unleashed Policy Lab in the Event Calendar: Action Chris Penberthy to release date.

8 Dynamic Purchasing System 2020-25

- 8.1 Jonathan Downs reported that the due diligence process overseen by Oldham Council had taken longer than anticipated, as a number of applicants had to be contacted to provide additional information. JD thanked members of the V&P Board for participating in the process. 18 applications had been received and all 18 had been approved for inclusion on the DPS. The next stage was for each of the successful organisations to be contacted.

8.2 It was agreed:

A Guide would be prepared to help councils access the DPS. Members would be advised to check that the organisations from the DPS they ask to quote (in a mini competition) had the required depth of understanding of the Co-operative Values & Principles that they were seeking.

9 Any Other Business

9.1 Members were advised that following Cllr Liam O'Rourke's decision to retire from EOC, that there was now a vacancy for a new Vice Chair. All members were asked to contact Nicola Huckerby if they were interested in applying for the role.

10 Schedule of future meetings

The dates of future meetings were agreed. Volunteers were sought to host the meetings.

- 23 March 2020
- 13, 15 or 17 July 2020
- October 2020 – this will be the same as venue for the National Conference

24.01.20/NH