

**EXECUTIVE OVERSIGHT COMMITTEE
MINUTES
1100 – 1300 hours – Wednesday, 26 June 2019
Cardiff City Hall**

Present:

CLlr Sharon Taylor OBE	Stevenage Borough Council (Chair)
CLlr Liam O'Rourke	Rochdale Borough Council (Vice Chair)
CLlr Dave Jones	Staffordshire Labour Group
CLlr Martin Judd	Oldham Council
CLlr Chris Penberthy	Plymouth City Council
CLlr Peter Bradbury	Cardiff Council
Simon Parkinson	Co-operative College

In Attendance

Jonathan Downs	Oldham Council
Nicola Huckerby	CCIN (minutes)
Fiona Gibson	Cardiff Council
Darin Halifax	Plymouth City Council

Skype

Jonathan Bland	SBI/E3M
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Apologies

CLlr Clare Penny-Evans	Newcastle City Council
CLlr Paul Stewart	Sunderland City Council
CLlr Tony Newman	Croydon Council

1. Welcome, introductions and apologies

CLlr Taylor welcomed everyone to the meeting, and thanked Cardiff for hosting. She began by congratulating South Tyneside Council who had won the Coop Council of the Year Award at Co-operative Congress in Manchester the previous weekend. Those present introduced themselves.

Apologies had been received from Cllrs Clare Penny Evans, Paul Stewart and Tony Newman.

2. Minutes of last meeting and Matters arising

The minutes of the meeting held in Manchester on 4 March were agreed as an accurate record. There were no matters arising that were not on the agenda.

3. Budget report

The budget August 2018 – July 19 was presented by Jonathan Downs on behalf of Oldham Council as the Accountable Body. The reported income for the current financial year was £185k, a healthy reserve of £25k was being maintained and the balance was £15.5k. The report was welcomed, and CLlr Taylor thanked Oldham for their work in developing and maintaining the budget process.

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. Action: NH to circulate the Action Plan.

Updates:

4.1 Induction Programme

- NH agreed to work with Cllr Taylor and submit a draft Elevator Pitch for consideration ahead of the next meeting; Action: Nicola Huckerby

4.2 CCIN Engagement Plan

- There were a number of relationships for the Network to forge:
 - Anna Turley MP as the new Chair of the Co-operative Party
 - Jim McMahan as Chair, Co-operative Party Parliamentary Group
- Cllr Taylor/Nicola Huckerby to prepare and circulate a draft Engagement Plan before next EOC. Action: Nicola Huckerby

4.3 Public Relations

- Several media contacts were identified:
 - Oliver Bullough Author & Journalist – Guardian Contributor (speaker at Coop Congress 2019) @OliverBullough
 - Aditya Chakraborty - Guardian columnist and senior economics commentator. @chakraborty
 - Coop News

4.4 Member Communications

- NH reported that the online Forum was ready to launch once it had been tested by a Member organisation. Fiona Gibson (Cardiff) agreed to do this. Action: NH/FG
- It was agreed that the Climate Emergency provided the CCIN with an opportunity to share our best practice through Peer Support and to get our messages out to a wider audience. Members from Stevenage, Oldham, Cardiff, Plymouth and Staffordshire shared their approaches and it was agreed that the new online Forum would be a good tool to collate Motions and plans from across the Network. Cllr Penberthy had previously put out a message on the What's App Group to co-ordinate this.
- Cllr Taylor asked all Members to send through all good news and Case Studies so that we could share them. Action: All
- NH reported that Jean-Louis Bancel, President of Cooperatives Europe, was seeking to organise a study visit by Cooperatives Europe to UK coops which had been formed to deliver services that had previously been run by local councils, eg school services and energy. All ideas please to Nicola Huckerby. Action: All

4.5 New work programme

- See item 7.5 below re Health and Social Care Policy Lab.

5. Membership Report

The membership report was presented by Nicola Huckerby. North Hertfordshire Council is in the process of transferring to Full Membership from Associate Membership. They have a report going to Cabinet on Thursday 27th June, that will recommend joining at the full Council Meeting on 11th July.

The latest membership figures for the Network are:

- Full Members – 25 members
- Associate Members – 11 members
- Affiliate Members – 18 members
- Supporters - 1

Since the last meeting a new application had been received for Full Council Membership, this application was ratified:

- Brent Council

There was a general discussion about progress with prospective members and the work that was being done to encourage more Councils to join.

It was agreed that:

- 5.1. A list of Member Prospects be circulated to EOC. Action: Nicola Huckerby
- 5.2. EOC Members identify where they have good contacts to pick up on some of the conversations with existing Members to encourage them to join: Action: All
- 5.3. EOC Members identify which Town and Parish Councils should be encouraged to join the Network in advance of our attendance at the National Association of Local Councils conference in October. Action: All
- 5.4. Everyone was asked to promote the CCIN Stand (Stand P2) to potential and existing Members. Action: All

6. Consultancy Framework Update

This report was presented by Jonathan Downs. Since the establishment of the current CCIN Consultancy Framework in 2016, Procurement guidance has been updated. Direct Awards are now discouraged because they are a barrier to competition and often don't lead to effective procurement practices. The current Framework is due to expire on 31st August 2019. Oldham's Procurement Team have recommended that the new Framework should be based on the principles of a Dynamic Purchasing System (DPS). This offers many of the benefits of a traditional Framework, but with several added benefits, including:

- Allowing new suppliers to join the DPS at any point, ensuring the CCIN can access the best and brightest co-operators to support our members.
- Not offering a Direct Award, meaning that a Mini Competition must be undertaken when using the DPS, ensuring the CCIN is promoting industry best practice.
- As pre-checking has already been done, there are no financial limits on the mini-competition process, meaning there is no limit to the contract value that can be offered through the DPS.
- There is no restriction on timeline, meaning the CCIN wouldn't need to undertake another procurement exercise, unless the EOC felt that the existing DPS was no longer fit for purpose.

It was agreed that:

6.1 The Oldham Council Procurement Team establish a DPS on behalf of the Network by October 2019

6.2 A budget of £5k was approved, to include:

- Finding out who used the current Framework, including what it was used for. This will help inform the development of the new DPS.
- Undertaking market testing to identify potential suppliers for the DPS.
- Developing the tender specification in partnership with the EOC and V&P.
- Completing Pre-Procurement Approval of all identified suppliers.
- Completing the DPS advertising and OJEU process.
- Scoring and moderation. Again, this will be open to other CCIN members who wish to be involved.

Action: Jonathan Downs

7. Policy Labs 2019/20 Programme

Cllr Penberthy reported that the Values & Principles Board had met in Manchester on 21 June and had received an updated report from Newcastle City Council on their 2016 Policy Lab. In order to complete this piece of work Newcastle CC had been asked to make a small number of additions with a view to the report being handed over to the CCIN for a further piece of work to be undertaken by an 'External Researcher'. The V&P Board is awaiting NCC's response to this proposal so that they can request an invoice. It was envisaged that the Leader of Newcastle City Council be invited to launch the report at the CCIN Annual Conference in October.

Cllr Penberthy reported on the Work Programmes of the Policy Labs that were being funded by the Network in 2019/20. It was agreed that the monitoring of the completion of CCIN Policy Labs by the Values and Principles Board was a welcome improvement to the process. Cllr Taylor thanked Cllr Penberthy and the Values and Principles Board for their monitoring of these projects.

7.1 Co-operative Approaches to Sustainable Food – Lead: Oldham Council

The Work Programme was agreed – 50% funding approved. Oldham had been asked to include reference to the SDGs and the Coop Party’s Food Justice Campaign along with some additional information on the names/dates of the conference/events at which they plan to present their findings.

7.2 Co-operatives Unleashed: As seen from the Grassroots – Lead: Plymouth City Council

The Work Programme was agreed – 50% funding approved. Plymouth had been asked to give more thought to the specific sectors to be addressed in the report along with a review of the budget and timescales. The final Toolkit and Case Studies would be available from the CCIN website.

7.3 Cities of Service – Lead: Plymouth City Council

The Work Programme was agreed – 50% funding approved. Plymouth had been asked to asked to revise the delivery timetable once US colleagues had confirmed when they would be coming to the UK. This event would be open to non CCIN members.

7.4 Co-operative Neighbourhood: Living our Values through the way that we work with our Communities – Stevenage Borough Council

A Steering Group comprising members from North Hertfordshire District Council, Staffordshire County Council Labour & Co-operative Group and Sunderland City Council had been formed. Their Work Programme would be presented to the next meeting of the V&P Board.

7.5 Health and Social Care Policy work

Cllr Penberthy reported the Values & Principles Board had scoped out a range of potential Policy Prototypes with a view to these being delivered by Network Members as smaller projects rather than Policy Labs.

- Social Care aspect of transport – Community Transport
- Childcare/nurseries – why are some Councils offloading these services whilst large consumer co-ops are expanding their services
- Increase of Worker coops in the Care Sector vis a vis NESTA
- What are the service benefits of member engagement in domiciliary care?
- Extra Care Housing
- How service users are pooling budgets to purchase care

It was agreed to add:

- Community meals provision (from Cllr Taylor)
- Preventative Healthcare

Cllr Jones reported that the Labour and Co-operative Group were working with the Administration at Staffordshire County Council to release some Officer time, under the Localism Agenda to look at some of these issues. He agreed that we were in a ‘Pre-Rochdale’ situation in Health and Social Care, which was exacerbated by the lack of the Green Paper on Social Care. The approach being taken by the V&P Board was applauded as there was a real opportunity for us to deliver sustainable health and social care models and to work with the providers who are already doing this, both in the UK and beyond.

Cllr Taylor reported that Stevenage Council was working with Locality and funding some Action Research which was reviewing Social Action processes in Cornwall, Southwark, Stevenage and Wigan.

Cllr Taylor described Andy Burnham's interest in this piece of work but acknowledged that the task was more complex for two-tier Councils. She added that Andrew Gwynne had announced that the Labour Party were due to release their proposals for Health and Social Care in the next couple of weeks.

Cllr Penberthy was preparing a Blog Post to promote these CCIN opportunities and to seek Member commitment to lead on them. A process of how to Bid to undertake these projects would be required. Action: Cllr Penberthy and Jonathan Downs.

7.6 Previous Policy Labs

It was agreed that the Network needed a way of tracking the progress of previously funded Policy Labs, in particular the work of the Commission on Community-Led Housing. Several ideas were discussed including holding a session for Housing Portfolio Holders, this could be a session at the Annual Conference or a separate session. Action: Nicola Huckerby and Jonathan Downs.

8. Event Planning 2019

The Event Planning report was presented by Nicola Huckerby, the events at which the Network would be exhibiting from July – December 2019 were outlined:

- 2 - 4 July - Local Government Association National Conference & Exhibition, Bournemouth International Centre - Exhibitor & Fringe with Oxygen Finance
- 13 - 17 September - Liberal Democrat Annual Conference, Bournemouth International Centre Exhibitor
- 21 – 25 September - Labour Party Annual Conference Brighton Centre, Brighton Exhibitor & Fringe
- 1 and 2 October CCIN AGM and Annual Conference - Rochdale Pioneers Museum & Rochdale Town Hall
- 12 – 13 October - Co-operative Party Annual Conference - Hilton Glasgow Central Hotel, Glasgow - Exhibitor & Fringe
- 28 - 29 October National Association of Local Councils - Double Tree by Hilton Hotel, Milton Keynes - Exhibitor & Fringe

Cllr Penberthy suggested that now the Network has grown three-fold over the last three years we could consider organising additional smaller events across the country during the Spring, Summer and Winter. These would provide additional opportunities for Members to Network and promote local authority innovation outside the Autumn Annual Conference.

It was agreed that:

- 8.1 Members support our exhibition and fringe events.
- 8.2 Cllrs Taylor and Penberthy agreed to speak at the Fringe at the Co-operative Annual Conference in Glasgow in October.
- 8.3 Having approved a Fringe at the Labour Party Conference in September we had now been asked for additional funds for PA and IT equipment which were more than the cost of the space. It was agreed to review the cost/benefit of this Fringe before taking any further action. Action: Jonathan Downs/Nicola Huckerby
- 8.4 New opportunities for Member engagement be included in the 2020 events listing. Action: All to send ideas and offers to host to Nicola Huckerby

9. Any Other Business

Cllr Penberthy announced that [Crowdfund Plymouth](#) had just been awarded the RTPI Silver Jubilee Cup. The initiative used the Infrastructure Levy (CIL) to match-fund meaningful projects. The project

had also been shortlisted as one of the Top Ten Cities in the World, the results would be announced in the autumn.

Cllr Taylor reported that officers from Stevenage were currently attending the World Community Development Conference in Dundee and were promoting the work of the Network

Jonathan Bland apologised for not being at the meeting in person, but he was hosting a meeting of their Bold Commissioners Club that evening at which Giles Perritt (Plymouth) was speaking. Cllr Penberthy was attending their October meeting. Cllr Taylor had attended a previous meeting. JB agreed to visit Cardiff with a view to engaging them in the group.

Councillor Taylor thanked Cllr Peter Bradbury for hosting the meeting and Fiona Gibson for organising the day.

The meeting closed at 12.55 hours.

A tour of Cardiff followed the meeting for Members to visit one of Cardiff's Community Hubs followed by a couple of our housing developments including a look at energy-efficient housing.

Participants

Cllr Sharon Taylor OBE	Stevenage Borough Council (Chair)
Cllr Liam O'Rourke	Rochdale Borough Council (Vice Chair)
Cllr Dave Jones	Staffordshire Labour Group
Cllr Martin Judd	Oldham Council
Cllr Chris Penberthy	Plymouth City Council
Jonathan Downs	Oldham Council
Darin Halifax	Plymouth City Council
Fiona Gibson	Cardiff Council
Dave Jaques	Cardiff Council