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**EXECUTIVE OVERSIGHT COMMITTEE**

**MINUTES**

**1300 – 1500 hours, Monday 23 March 2020**

**Online**

Present:

Cllr Sharon Taylor OBE Stevenage Borough Council (Chair from item 8)

Cllr Peter Bradbury Cardiff Council (Chair until item 8)

Cllr Paul Stewart Sunderland City Council

Cllr Clive Fraser Croydon Council

Cllr Dave Jones Staffordshire Labour Group

Cllr Chris Penberthy Plymouth City Council (from item 6)

In Attendance:

Fiona Gibson Cardiff Council

Charlotte Burnham Sunderland City Council

Anne Peachey Plymouth City Council (until item 10)

Nicola Huckerby CCIN (minutes)

Apologies:

Cllr Clare Penny-Evans Newcastle City Council

Cllr Martin Judd Oldham Council

Simon Parkinson WEA (Advisor)

Jonathan Bland SBI/E3M

Jonathan Downs Oldham Council (Accountable Body)

1. **Welcome, introductions and apologies**

In Cllr Taylor’s absence Cllr Peter Bradbury welcomed attendees to the Zoom meeting. Cllr Taylor was on an urgent call with the District Councils Network and would join as soon as she could. He thanked everyone for entering into this new way of working. Everyone introduced themselves.

1. **Appointment of Vice Chair**

This items would be deferred as there had been no self-nominations for this role, anyone interested should notify Nicola Huckerby [comms@councils.coop](mailto:comms@councils.coop).

1. **Minutes of last meeting – 16 January**

There was one amendment made to the minutes. Item 4.9 should read “Cllr Fraser suggested that now the Network had several London Boroughs in Membership that a meeting be organised to see how they could work together more co-operatively and encourage more councils to join.

It was also agreed to seek a meeting with the Greater London Authority (GLA) on how to raise the profile of co-operatives in the city.”

With this amendment the minutes were agreed.

1. **Matters arising from meeting on 16 January**

There were no matters arising which were not on the agenda.

1. **Minutes of the Joint EOC/V&P meeting – 16 January**

These were agreed. All actions from the meeting had been followed and all projects had been approved for delivery.

1. **Budget report**

The Budget report was presented by Nicola Huckerby on behalf of Oldham Council as the Accountable Body. The reported income for 2019/20 was £191k:

* £166.5k – Member Fees
* £9,600 – Associate and Affiliate Fees

Funding for Policy Prototypes and the Induction Programme had been incorporated into the budget. It was noted that at the current rate of growth, the Network would be running a balance of over £100k in 2022. It was agreed that the Budget and project planning would be a substantive item for the next agenda.

1. **Dynamic Purchasing System 2020-25**

NH reported that the DPS had been established. Guidance was being collated on how Councils can access the DPS which should be available and circulated by the end of the month. Action NH.

1. **CCIN Strategy Action Plan 2019 – 2020**

The following updates were agreed/noted:

Induction Programme (1.1)

* 1. It was agreed to circulate the Work Programme for the developing Induction Programme. Action NH.

Engagement Plan - Action Plan item 2.3 and 2.4

* 1. V&P had been charged with scoping out what these outputs might look like.

Public Relations - Action Plan item 3.3

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

1. **Membership Report**

The membership report was presented by Nicola Huckerby.

The latest membership figures for the Network are:

* Full Members – 28 members
* Associate Members – 17 members
* Affiliate Members – 21 members
* Supporters – 4

Cllr Taylor had had an approach from Hatfield Town Council which she would follow up.

C/f – Cllr Penberthy agreed to continue conversations with Oxford City Council on becoming a Full Member.

9.1 Since the last meeting one new application had been received for Full Council Membership; this was approved:

* + - Cheshire West and Chester Council

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

* Rani Moorcroft RSA

1. **Policy Lab Updates 2019-20**
   1. Completion of the Asset Transfer Policy Lab – it had already been agreed to commission an External Researcher from the DPS to complete this work. The Brief would be circulated in the next two weeks. Action: Jonathan Downs/Nicola Huckerby.
   2. Cllr Penberthy gave an update on current projects. These were the significant updates:
   3. Co-operatives Unleashed – as seen from the grassroots – this report was warmly welcomed, and the authors were congratulated. It was agreed that the report was even more relevant in the current crisis and that:
      * We would upload the final report to the CCIN website along with more in-depth Case Studies. Action Anna Peachey/NH
      * Anna Peachey to speak to Co-operatives UK regarding timing of any announcements
      * Cllr Chris Penberthy to share details of any activities that he was aware of that might be useful.
   4. It was agreed that:
      * Those projects that had not yet been completed would be asked how much extra time they might need to complete their report in light of COVID-19 pandemic. Action NH
      * Cllr Taylor reported that Stevenage had had to close its Community Transport Service until further notice.
2. **Policy Prototype Updates 2020**
   1. Cllr Penberthy gave an update on all current projects.

He reported that one of the projects that had received funding in the first round was the Plymouth Health and Wellbeing Hub. There had been a discussion at the recent Values &Principles Board about asking the Project Lead to extend the brief to include a **Digital Health and Wellbeing Hub** which was even more relevant in the current crisis. The EOC agreed to support this additional project in principle.

It was agreed that Cllr Penberthy approach the Project Lead to see if they would undertake the additional project. Action: Cllr Penberthy to report back.

* 1. Cllr Peter Bradbury reported that Cardiff had established a Volunteer Portal for the City.
  2. It was agreed that:
     + All project Leads be asked what support they required and how much extra time they might need to complete their reports in light of COVID-19 pandemic. Action NH.
     + The brief for appointing someone from the DPS, to work with councils to bring together the Policy Prototype reports would be prepared, but that in light of the current crisis, the timing of appointing someone to work with project leads would be reviewed in 3/4 weeks.

1. **Event Planning 2020**

The Event Planning report was presented by Nicola Huckerby. It was reported that the following events had been cancelled or postponed in light of COVID-19:

* Co-operative of the Year Awards 19th June 2020 – our sponsorship would transfer to 2021
* The Regional Showcase Event in the North East on 9th June hosted by Sunderland would be postponed. It was agreed to consider a CCIN contribution to the costs of delivering this event. Action: Charlotte Burnham, JD and NH to establish costs.
* That the Strategy Session scheduled for 8th June would be postponed.
* Cllr Taylor reported that an announcement regarding the LGA Conference scheduled for 30 June – 2 July would probably be made in the next week.

1. **Any Other Business**

The WEA were thanked for organising the Zoom meeting. NH reported that the CCIN would have its own account which would be available on a request basis.

1. **Schedule of future meetings**

The dates of future meetings were agreed.

* + - Monday, 13 July 2020 - online
    - Wednesday 7 or Thursday 8 October 2020 – Telford (8 is National Conference)

24.03.20/NH