

## EXECUTIVE OVERSIGHT COMMITTEE

Online Zoom call  
1330 for 1400 - 1600 hours on Tuesday 16 March 2021

### MINUTES

#### Present:

Cllr Sharon Taylor OBE	Stevenage Borough Council (Chair)
Cllr Barbara Brownridge	Oldham Council
Cllr Peter Bradbury	Cardiff Council (Vice Chair)
Cllr Allen Brett	Rochdale Council
Cllr Steve Darling	Torbay Council
Cllr Leanne Feeley	Tameside Council
Cllr Clare Gamble	Billingham Town Council (Associate Rep)
Jonathan Bland	SBI/E3M (Affiliate rep)
Dr Cilla Ross	Coop College (Advisor)

#### In Attendance:

Jonathan Downs	Oldham Council (Accountable Body)
Nicola Huckerby	CCIN (minutes)
Helen Peverley	Sunderland City Council representing Cllr Paul Stewart from item 4.
Jonathan Nunn	Kirklees Council representing Cllr Shabir Pandor

#### Apologies

Cllr Paul Stewart	Sunderland City Council
Cllr Shabir Pandor	Kirklees Council
Rob Gregory	Stevenage Borough Council

### 1. Welcome, introductions and apologies

- 1.1. Cllr Sharon Taylor welcomed everyone to the meeting. She also thanked those that attended the Strategy Session on 5 March. This had been a very lively and productive session supported by the team at the Co-operative College, who introduced us to a range of interactive technologies.

Cllr Taylor reported back on a Roundtable event where Cllr Paulette Hamilton (Birmingham) had chaired a session on Adult Social Care. Cllr Taylor had used the opportunity to promote the Policy Prototypes we were funding in this area and the innovative work taking place across the Network. Other Members present were Cllr Shaun Davis (Telford) and Mayor Paul Dennett (Salford)

### 2. Minutes of the last meeting – 13 January 2021

These were agreed as a correct record.

### 3. Matters Arising from meeting on 13 January 2021

#### 3.1. Masterclass Training with the LGA – Nicola

Nicola Huckerby reported that she had had a conversation with the Commercialisation Advisor at the LGA who is responsible for their Masterclass offer. They seemed positive about working with us to offer training in the Co-operative Values and Principles as part of their Masterclasses and a further discussion has been arranged for 22 April.

Action: NH to report back.

#### 3.2. Co-operative Difference in Care – Review of the Brief

Jonathan Downs introduced the revised Brief for this piece of work. As agreed at the last meeting the budget has been increased to up to £20k, the requirements have been simplified and a new delivery timescale has been suggested.

It was agreed that:

- To approve the revised Brief. If anyone has any further comments on the Brief, please send these to J Downs.
- That the opportunity be circulated again to the DPS by early April 2021.

Action: JD

#### 3.3. Election for Chair of Values & Principles Board

Cllr Taylor reported that there had been a challenge to the process in electing a chair of the V&P Board. The challenge and appeal have now been heard and resolved. Voting packs went out to members of V&P on 12 March to vote for the Chair position and voting ends on 19 March. The successful candidate will be invited to attend EOC meetings in an ex-officio capacity once appointed.

#### 3.4. Review of CCIN Constitution Working Group

Cllr Taylor reported that the Working Group would meet to review the Constitution once she had spoken to the Borough Solicitor in Stevenage. Volunteers from the last meeting were Cllrs Taylor, Pandor and Stewart. Cllr Taylor would identify other members and speak to Cllr Bradbury. The chair of V&P would also be part of this group.

It was agreed:

- To bring a draft review of the Constitution to a future meeting of EOC and V&P.
- To set up the first meeting

Action: Cllr Taylor & NH

#### 3.5. Encouraging Members to undertake the Induction Programme

Cllr Taylor report that working with the Co-operative College we are planning to move both Phase 1 and Phase 2 of the Induction Programme to a new platform 'LearnWorlds' so that we can offer Accredited Learning, we would then encourage councillors and officers to follow the training through to the end and gain their certification. Officers in Torbay and Sunderland are helping to test this Process.

The proposal is to launch Accredited Training and Induction Phase 2 in June/July 2021, with a big push at the Annual Conference later in the year. Cilla Ross reported that it might be possible to do this earlier if the 'Open College Network' the Accreditation Body, gave approval sooner.

It was agreed:

- To circulate the links for both training programmes to both EOC and V&P once they have been moved to the new Accredited platform (LearnWorlds).

Action: NH to work with Cilla Ross and the College team with a view to launching in late Spring.

### 3.6. Key barriers to developing the cooperative economy

Cllr Taylor reported that invitations had been sent to Member councils inviting them to join this new Subgroup of Leaders / Cabinet Leads to look at this issue. Participants so far were:

- Cllr Sharon Taylor, Leader - Stevenage Borough Council
- Cllr Jo White, Deputy Leader - Bassetlaw District Council
- Cllr Louise Gittins, Leader - Cheshire West and Chester Council
- Cllr Matthew Brown, Leader - Preston City Council
- Cllr Joyce Welsh - South Tyneside Council
- Cllr Paul Stewart, Deputy Leader - Sunderland City Council
- Cllr Swithin Long, Cabinet Member for Economic Regeneration, Tourism and Housing - Torbay Council
- TBC Wigan Council

Once the Subgroup has had its second meeting, we will organise a Webinar to share best practice across the Network

Action: NH

## 4. Budget Report and Project Planning 2021-4

4.1. J Downs introduced this item. He explained that since the last meeting several amendments had been made to the budget:

- the GMCA Membership fee had been moved from Associate Membership to Full Council Member fees.
- That the 'Events' budget has been reduced based on what we know regarding the revival of face-to-face meetings and events.
- That the £79k of Policy Lab and Prototype funding agreed at the last meeting has been included.
- That the £2,400 for the Strategy Session agreed at the last meeting has been included.

4.2 In terms of budget forecasting, Jonathan is working with Rob Gregory at Stevenage looking at future growth projections and linking this to future needs of the Network. They would report back to a future meeting.

Action: JD and RG

4.3 The Membership invoices went out in October and we are still chasing a couple.

4.4 Cllr Taylor stated that we are probably the only local government Network that is growing and is allocating funding to policy work. She commented that because of the healthy budget we would continue to welcome bids from Members to deliver innovative solutions to some of the many challenges faced by our members.

## 5. CCIN Strategic Action Plan 2021-3

5.1. Cllr Taylor introduced this item, by explaining that one of the 'purposes' of the Executive Oversight Committee is to: Oversee the development, review, approval and implementation of the CCIN's strategic direction.

5.2. There was good attendance at the Strategy session organised on 5 March, and attendees were:

- Six Full Member councillors (4 from EOC and 2 from V&P)
- Four Associate Members (2 from Town & Parish Councils and 2 from Opposition Groups)
- All three Affiliate Member representatives
- Four Co-op Sector reps

- 5.3. Members had received a report which gave an overview of the day. All of the information pre and post course is online on the RISE platform:  
[https://rise.articulate.com/share/ObdxT\\_jhZRnZGOjykPxrK5nockJicEzD](https://rise.articulate.com/share/ObdxT_jhZRnZGOjykPxrK5nockJicEzD)
- 5.4. Four key themes emerged for the 2021-3 Strategy and Action Plan. It had been agreed that a member of EOC would lead on each of the thematic areas to oversee and report on progress towards the connected goals and to guide the achievement of the Strategy over the next 3 years. The Co-operative College had prepared a short 'how-to' video to demonstrate how updates would be recorded by Thematic Leads and how this would look on the public-facing website.
- 5.5. We have had offers to lead on the Thematic areas from:
- **Cllr Barbara Brownridge – Oldham – Theme 1:** Better effectiveness in information sharing: accessible information, sharing best practice and encouraging more co-production
  - **Cllr Clare Gamble – Billingham – Theme 2:** Developing a range of networks to increase engagement
  - **Cllr Paul Stewart – Sunderland – Theme 3:** Training and support to better promote Values and Principles across organisations and the network
  - **Cllr Clare Penny-Evans – Newcastle - Theme 4:** National influence and lobbying; growing the network and events.
- 5.6 **It was agreed that:**
- It would be up to the Leads of the Thematic Groups to decide on how each theme might be delivered which could include V&P members leading on the delivery of sub-themes or specific actions. It was noted that we have already received some offers to do this.
  - Thematic Leads, on behalf of EOC, will finalise an Action Plan which will become a working document and shared on Google Docs for updating internally and in 'Airtable' on the public facing website where members will see a visual representation of the Strategy in which progress can be monitored using a traffic light system.
  - Once the Action Plan has been drafted, we can then articulate the Vision and Mission and bring this back to the July meeting.

**Action: Cllrs Brownridge/Gamble/Stewart/Penny-Evans and NH with Coop College**

## 6. Membership report

- 6.1. The membership report was presented by Nicola Huckerby. Since the report had been circulated, we had gained another Affiliate Member. We currently have 99 Members and Supporters; 32 Member Councils represent 9m citizens and control a budget of £14bn.
- 6.2. The latest membership figures for the Network are:  
 Full Members – 32  
 Associate Members – 19  
 Affiliate Members – 34  
 Supporters – 14
- 6.3. One new application had been received for Associate Membership; this was approved:
- Kidsgrove Town Council
- 6.4. Three new applications had been received for Affiliate Membership; these were approved:

- Co-operatives West Midlands
- Lambeth GP Food Coop
- Stir to Action

6.5. One new Supporter application had been received; this was approved:

- Cllr Mike Roberts

6.6 It was noted that the next Member / Supporter to join would be our 100<sup>th</sup>. Cllr Taylor thanked N Huckerby for all the work that goes on behind the scenes, to support our view that we're the fastest growing network in local government.

## 7. Events Update

7.1. N Huckerby presented the report, explaining the process for agreeing attendance at third party events and the current calendar of events.

7.2. It does look unlikely that there will be any political conferences happening in person this year, the LGA Conference and the Co-operative Party has also moved online for the second year.

7.3. Co-operative Congress is not happening in person this year, but the Co-op of the Year Awards are going ahead. The Co-operative Council of the Year Nominations close on 4 April. Coops UK plan to announce the Winners of all Awards w/c 5 July, and it is proposed that we announce the winner of our Award on 5<sup>th</sup> July ahead of the LGA Conference 6-8 July.

**Action: NH to liaise with Coops UK**

7.4. The CCIN website now promotes Member events as well as our own, in order to add further value to the membership offer: <https://www.councils.coop/events/>.

7.5. CCIN Annual Conference - Telford and Wrekin Council has already agreed to host this event. A decision would need to be made about whether it would be safe for us to meet in person in October or whether we should run the event online but plan to deliver another interactive conference. NH reported that we have reached out to Telford to find out their position regarding venue hire contract deadlines and would report back.

**Action: NH**

**It was agreed that:**

- It would be wiser to take a more cautious approach this year and to deliver an interactive online event to the widest possible audience. There was also a desire to have international speakers once the theme was agreed.
- If we did move the Annual Conference online in 2021 then we would give Telford & Wrekin the option to host the 2022 Conference or to hold an event in the Spring.

## 8. Honorary Vice Presidents

8.1. Cllr Taylor introduced this item. Our Honorary President, Steve Reed OBE MP plays an important role in promoting the Network, encouraging membership and supporting us. He is an important ally in discussions with potential members. The proposal is to identify a select number of Vice Honorary President who could be ambassadors and champions for the CCIN and put the Network in front of new audiences and potential members.

8.2. Cllr Taylor suggested several co-operators who could be approached: Lord Roy Kennedy, Baroness Glenys Thornton, Gareth Thomas MP, Jim McMahon MP, Andy Burnham

**It was agreed that:**

- Cllr Taylor will write to these individuals and invite them to take on the role.

- Members of EOC were asked to identify others who might be suitable which should include a diversity mix and let Cllr Taylor/NH know.

Action: Cllr Taylor / All

## 9. Building Relationships Out of Co-operation: Hopes for a 'new normal' post Covid-19

- 9.1. Cllr Taylor reported that Rob Gregory was unable to attend because of a family bereavement. It was agreed to postpone this item until the next meeting and to pass on our condolences to Rob.

Action: NH

## 10. Beyond Asset Transfer Policy Lab 2018

- 10.1. N Huckerby presented the final designed version of the CCIN Asset Transfer report, the content of which has been signed off at the January meeting.

- 10.2. It was agreed:

- To invite Cllr Nick Forbes to co-launch the report in an online launch event for all Members after the local elections
- To invite Steve Reed and our Vice Presidents to participate in the launch.
- To print copies for circulation to Members.

Action: NH

## 11. Policy Lab Updates 2019-21

Cllr Taylor asked that for future EOC meetings we had a summary document which gave an update on progress of all funded projects, giving a headline status on progress (red/amber/green rating). We would then report on progress 'by exception'.

Action: NH

### 11.1. Co-operative Approaches to Sustainable Food – Oldham Council

Jonathan Downs reported on progress and was continuing discussions with a couple of other local authorities with a view to producing a practical toolkit that other councils could use. The final report and Toolkit will be completed by June.

### 11.2. Co-operatives Unleashed Toolkit – Plymouth City Council

The full draft Toolkit had been received and would be circulated to EOC Members for comment and approval before asking the website company to design the template and upload the content.

Action: NH

### 11.3. Co-operative Neighbourhoods – Stevenage Borough Council

Cllr Taylor reported that the delivery partners: Stevenage, North Herts, Sunderland and Staffs County Council Labour Group are in the process of appointing delivery partners from the DPS to progress this. This project is due for completion in August.

### 11.4. Delivering Social Impact – Peopletoo

This Policy Lab is funded by Peopletoo and the Member lead is South Tyneside Council. Working Group partners are Barking & Dagenham, Birmingham, Cheshire West & Chester, Newcastle City, Plymouth, Rochdale and Torbay. The working group has agreed to change the name of this project from 'Achieving Social Outcomes' to 'Delivering Social Impact'. A survey to all Member Councils asking for evidence was sent out on 11 March, and Member Councils were asked to complete this. There are plans to engage other members via an online webinar in the Spring, with a proposed launch of the first Toolkit in late Summer 2021.

Action: NH

## 12. Policy Prototype 2020

- 12.1. Enabling a dementia friendly Burntwood - Burntwood Town Council**  
It was noted that Burntwood TC are keen to complete this project and are planning to refocus after May elections.
- 12.2. Kirklees Adult Social Care Vision - Social Marketing Project - Kirklees Council**  
It was noted that this report is due for completion in May/June.
- 12.3. Personalised Commissioning model comparison event: Beyond Time and Task - Kirklees Council**  
It was noted that this report is due for completion in May/June.
- 12.4. Plymouth Complex Needs Alliance - workforce development programme - Plymouth City Council**  
**It was agreed:**
- to approve this report
- Next steps to take V&P and to submit it for inclusion in the Co-operative Difference in Care report.  
**Action: NH/JD**
- 12.5. Plymouth Health and Wellbeing Hubs - Plymouth City Council**  
It was noted that this report is due for completion end of March.
- 12.6. Digital Health & Wellbeing Hubs - Plymouth City Council**  
It was noted that this report is due for completion end of June.
- 12.7. Co-operative Engagement - Toolkit Tests - Rochdale Borough Council**  
This project has been completed and is being written up and will be circulated for approval when received.
- 12.8. Neighbourhood Conversations - co-operative approach to strengthening community resilience at a locality level - Southampton City Council**  
Covid has impacted heavily on delivery as the proposal was to arrange face to face workshops with 'harder to reach' groups, and these individuals may be more prone to 'digital exclusion'. There is no timetable for delivery at present.
- 12.9. City Co-operative Care Summit - Southampton City Council**  
Covid has impacted heavily on the delivery of this project which was to deliver a one-day summit. There is no timetable for delivery at present, but they are likely to use a partner from the DPS.
- 12.10. Connecting communities – Stevenage Borough Council**  
It was noted that this report is due for completion end of May.
- 12.11. Living Well at Home (LWAH) - Tameside Council**  
This project is progressing well. It was agreed that we will seek a date for submission of the final report.  
**Action: NH**

### 12.12. Health & Social Care Urgent Response Team - Telford & Wrekin Council

N Huckerby reported that the learning from this piece of work had been embedded into normal service.

**It was agreed:**

- To ask Telford & Wrekin to write up the learning from this work where they have used the co-operative values and principles and to submit it for inclusion in the Co-operative Difference in Care report.

**Action: NH/JD**

### 13. Policy Lab Updates 2021

Cllr Taylor explained that a condition of funding of the 2021 Policy Lab projects is that each Work Programme will be signed off by the Values & Principles Board. All of these updates will be considered in detail by the V&P Board when it meets. All updates will need to include responses to any Feedback from the Joint EOC and V&P Evaluation Session held in January. These reports were noted:

- 13.1. Tablet Loan Scheme - Cardiff City Council
- 13.2. Green Recovery, Carbon Reduction and Climate Change - Kirklees Council
- 13.3. Understanding the Digital Divide - Cheshire West & Chester Council
- 13.4. Growing an inclusive cooperative economy - Oxford City Council
- 13.5. Development of an accredited CCIN online training programme - Co-operative College
- 13.6. Tackling the Barriers to Building a Co-op Economy – GMCA/Oldham Council
- 13.7. Economic Development Plans as a tool for fostering co-operative working between councils and the community - Birmingham City Council

### 14. Policy Prototype Updates 2021

These reports will all need to feed into the Co-operative Difference in care report, with the exception of 14.3.

- 14.1. 6-week summer holiday activity programme - Billingham Town Council
  - 14.2. To implement a new model of Early Year help in Torbay - Torbay Council
  - 14.3. Workshop to explore the training and development needs of Opposition Groups – North Works Labour Group / Polesworth Parish Council
  - 14.4. One Stop Shop to deal with mental health issues - South Ribble Borough Council
  - 14.5. Development of a Social Return on Investment Tool - Woughton Community Council
  - 14.6. SafeSpace - Preston City Council
  - 14.7. **Youth Development Project with hard-to-reach groups – Preston City Council**
- Cllr Taylor explained that we had received an additional application from Preston City Council.

**It was agreed:**

- To ask Preston to explain how they propose to share the learning from this piece of work with the wider Network
- to approve this proposal in principle on receipt of a satisfactory response as to how they will share their learning.

**Action: NH**

### 15. Any other urgent business - None

### 16. Schedule of future meetings:

- 2pm Monday, 12th July 2021
- October date to be confirmed – as we are likely to hold the Annual conference online

**Action: NH**

The meeting closed at 3.30pm.