

## VALUES & PRINCIPLES BOARD MINUTES

1030 – 1230 hours on Tuesday, 13<sup>th</sup> April 2021  
Online Zoom call

### Present:

Cllr Clare Penny-Evans	Newcastle City Council (Chair)
Cllr Sean Donnelly	Knowsley Metropolitan Borough (Vice Chair)
Cllr Sharon Thompson	Birmingham City Council
Cllr John Fahy	Royal Borough of Greenwich
Cllr Sue Woodward	Burntwood Town Council (Vice Chair)
Cllr Hayden Philips	North Warwickshire Labour Group
Cllr Peter Curling	Hillingdon Labour & Co-operative Group
Cllr Mike Stubbs	Newcastle-Under-Lyme Labour & Cooperative Group
Simon Parkinson	The WEA
Dr Cilla Ross	Co-operative College
Rebecca Harvey	Co-operative News
Emma Hoddinott	Co-operative Party
Jo White	Co-operative Futures

### In attendance:

Nicola Huckerby	Operations & Communications - CCIN (Minutes)
Helen Chicot	Rochdale Metropolitan Borough Council (from item 5)

### Apologies:

Cllr Joyce Welsh	South Tyneside Council
Cllr Donna Fuller	Woughton Community Council
Michael Curnow	Peopletoo
Nick Matthews	Co-operatives UK
Rep	TUC

### 1. Welcome, introductions and notices

- 1.1. The Chair, Councillor Clare Penny-Evans began by thanking colleagues for electing her as Chair of the Values & Principles Board. She had previously been a member of the Executive Oversight Committee and was delighted to take on this new role.
- 1.2. The Chair thanked Cllr Chris Penberthy for all of the work that he had done as Chair of the V&P Board over the last eight years. Chris was a real ambassador for the Network and made a significant contribution in shaping the strategic direction of the Network. Thanks, were also extended to those members who had stood down at the last Election.
- 1.3. The Chair asked that we remember our dear friend and colleague Nigel Todd who had passed away suddenly at the end of March. As Chair of the Co-operative College Trust and Newcastle City Councillor, Nigel had worked closely with many members of the Board and will be sadly missed.
- 1.4. All Members were welcomed to the meeting and introduced themselves.

1.5. Nicola Huckerby (NH) reported that Nick Matthews will be standing down from our Board now that he was Vice Chair of Coops UK. A decision to ratify a replacement will be considered by the CUK Board next week.

It was agreed that our thanks be extended to Nick who had been a huge friend and supporter of the Network for many years.

1.6. The TUC place on the Board remains vacant after Kathryn Mackridge moved to a new role in November. Matt Dykes is seeking to find a replacement.

1.7. NH explained that we have one Affiliate Member Vacancy on the Board. There was a process for considering new applications from Affiliate Members, whether this be during elections or midway through the election year:

#### Stage one

The applicant submits an Expression of Interest to the Board on their wish to be considered for a vacancy on the Board

#### Stage two

The applicant is invited to submit a written statement explaining why they wish to join the Values & Principles Board which will include:

- how they will personally promote the [Values & Principles Board's Terms of Reference](#)
- their organisation's commitment to [the ICA Statement of Values & Principles through](#) their own internal processes.

#### Stage three

The written submission is considered by members of the Values & Principles Board and the candidate may be asked to attend a meeting of the Board, or representatives of it, to answer any questions.

NH reported that we have received an application for the vacancy – Martin Connolly at Constellia. It was agreed that NH would circulate Martin's Written Statement to Board members for them to consider. **Action: NH.**

1.8. The Chair commented that we did have a very long agenda which is because we are funding so many projects (c 30). The Values & Principles Board play an integral part to make sure that the Co-operative Values and Principles and the 'cooperative difference' is clear in the projects we're funding and subsequently launch.

## 2. Minutes of the last meeting – online 9 November 2020

These were agreed as an accurate record.

## 3. Matters Arising from meeting on 9 November

### 3.1. Co-produced training opportunities with the LGA

NH reported that following the detailed discussion at the last meeting she was in touch with the Commercialisation Advisor at the LGA, with a view to the LGA offering training in the cooperative values and principles as part of their Masterclass offer. The Chair left that working with the LGA was an excellent way to encourage more councils to join the Network. Another call had been arranged for 22 April. **Action: NH to report back.**

Cllr Sue Woodward (SW) reported that there is a lot of work happening between Town, Parish & Community Councils with the LGA. **Action: SW to share contacts with NH.**

### 3.2. Retail Society Representation

NH reported that there had been no progress on this. **It was agreed to** pick this up in the Autumn once the Review of the CCIN Constitution had been completed (item 5).

### 3.3. CCIN Membership of Co-operative Press and Member Benefits

Rebecca Harvey (RH) confirmed that she would bring a proposal to the June meeting.

**Action: RH.**

### 3.4. Induction Programme update

Cilla Ross (CR) reported that Phase 1 and Phase 2 of the Induction Programme is being moved to 'LearnWorlds' so that we can offer Accredited Learning and encourage councillors and officers to follow the training through to gain their Accreditation through the Open College Network via the Cooperative College. Officers in Torbay and Sunderland are helping to test this. The proposal is to launch Accredited Training and Induction Phase 2 in June/July 2021.

## 4. CCIN Strategic Action Plan 2021-3

4.1. The Chair thanked those that had attended the session on 5 March which had been arranged for all members of the Governance. It was agreed that the Co-operative College who had run the session had taught members lots of new digital techniques.

4.2. Four key themes emerged from the Day. A **lead councillor member** had been identified for each of the thematic area. They will oversee delivery and report on progress over the next 3 years. These members are:

- **Cllr Barbara Brownridge – Oldham Council – Theme 1:** Better effectiveness in information sharing: accessible information, sharing best practice and encouraging more co-production
- **Cllr Clare Gamble – Billingham Town Council – Theme 2:** Developing a range of networks to increase engagement
- **Cllr Paul Stewart – Sunderland City Council – Theme 3:** Training and support to better promote Values and Principles across organisations and the network
- **Cllr Clare Penny-Evans – Newcastle City Council – Theme 4:** National influence and lobbying; growing the network and events.

4.3. The Chair explained that for Theme 4 she was keen to encourage other members to drive some of the actions and activity.

4.4. The Chair thanked those Members that had offered to support the delivery of the Action Plan. New offers to be included are:

- **Cllr Sue Woodward – Burntwood Town Council** item 2.1 – Town, Parish, Community Council Subgroup
- **Cllr Peter Curling – Hillingdon Labour & Cooperative Group** item 2.1 – Opposition Groups Subgroup
- **Emma Hoddinott – Coop Party** – Theme 4
- Simon Parkinson remarked that the Action Plan did not feature Affiliate Members as much as it might and asked whether there was an opportunity to add some of the ideas on how Affiliate Members would like to build a stronger relationship with the Network (item 11.2).
- Cllr John Fahy whether some of the Sub-Themes could be put together eg 4.1 and 4.2 and linked to the principles of a '**Regional Structure**' which could look at some of the local govt priorities post-Pandemic eg housing, social care and education and encourage councils to work across council boundaries. This would also help to grow the Network.

**It was agreed that:** If anyone else would like to volunteer they should let NH know by 16 April.

**Action: All.**

4.5. NH explained that it would be up to the Leads of the Thematic Groups to decide how each theme might be delivered. Thematic Leads, on behalf of EOC, with work with Sub theme leads 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.

## 5. Review of the CCIN Constitution

NH reported that the Network's Constitution and Terms of Reference has not been reviewed since 2016. Since that time the organisation has grown five-fold. EOC has established a Working Group of volunteers to oversee this process, and the Chair, Cllr Clare Penny-Evans would be representing V&P. Simon Parkinson questioned whether the Review Group should also include Associate and Affiliate Members as well as Full Member Councils. He also commented whether the Group's Terms of Reference should be amended to include a Vice Chair from Affiliate Membership.

**It was agreed that:** The Chair would take this feedback into the Review Group. If anyone else had any comments or observations that they would like to feed into the Review they should send them to the Chair or to NH.

**Action: All.**

The draft Review will be brought back to a future meeting.

## 6. Beyond Asset Transfer Policy Lab 2018

NH explained that this report was now complete for a **June Launch**, and that that Members had been given advance digital copies of the report. The content had already been signed off following a series of meetings held in 2020 which had led to the appointment of Mutual Ventures from our Dynamic Purchasing System. Mutual Ventures had worked with a Sub-Group of V&P to complete the project and bring it up to date. Coop Press had designed the document. Printed copies would be circulated to Members at the time of launch.

## 7. Funded projects

For the benefit of new Members on the Board NH gave an overview of CCIN funded Projects. These are all Member led projects which aim to find co-operative policy solutions to the challenges facing local government.

- Policy Labs - more significant collaborative pieces of work that CCIN members work on together and eligible for up to £10,000 of funding.
- Policy Prototypes - smaller projects delivered in a locality on behalf of the Network and eligible for up to £1,500 of funding.

### Policy Lab Updates 2019-21

- 7.1. **Co-operative Approaches to Sustainable Food – Oldham Council** – Following feedback from the September meeting of V&P, Oldham Council is continuing discussions with other local authorities with a view to producing a practical toolkit that all councils could use. The final report and Toolkit will be completed by June 2021. **The update was noted.**
- 7.2. **Co-operatives Unleashed Toolkit – Plymouth City Council** – NH explained that the Cooperatives Unleashed report was launched in July, and that the draft Toolkit had been circulated for comment and approval. **It was agreed that:** Any comments to NH by 16 April.  
**Action: All.**
- 7.3. **Co-operative Neighbourhoods – Stevenage Borough Council.** NH reported that the appointment of delivery partner in process. Project is due for completion in September 2021. **The update was noted.**

**7.4. Achieving Social Outcomes – Peopletoo.** There are plans to have an online webinar to engage as many members as possible. Due for completion end of July 2021. **The update was noted.**

## 8. Policy Prototype 2020

NH explained that in 2020 we took a slightly different approach to our innovation funding because we wanted to ensure that as a Network, we thought creatively about co-operative solutions to the health and social care crisis. We offered councils £1500 to deliver Policy Prototypes and for these to have been completed in 6 – 9 months.

All the learning from the Health and Social Care Policy Prototypes will feed into one major policy and resource publication the *“Co-operative Difference in Care”* report. We have gone out to the Suppliers on the CCIN Dynamic Purchasing System to appoint an organisation to deliver this. The budget for this work is up to £20k. Whoever we appoint will need to work closely with all these projects.

Clr Sue Woodward reported Covid-19 has impacted on these timescales and that there was a particular challenge for smaller councils. She hoped that the Policy Prototype which was looking at the training needs of Opposition Councillors would offer training for all councillors to help to alleviate some of these challenges.

Clr John Fahy commented that it was important for us to be able to promote the learning from all the funded projects to Member Councils so that they gained value from their Membership.

Simon Parkinson suggested that we should ask all funded projects to explicitly demonstrate the Co-operative Difference and how the Co-operative Values and Principles have been applied. **This was agreed.**  
**Action: NH.**

Clr Mike Stubbs suggested that build a Framework we create series of visuals to support the [CCIN Statement of Values and Principles](#) to explain how our funded projects are applying the Coop Values and Principles. **This was agreed.**  
**Action: Clr Stubbs/NH.**

- 8.1. Enabling a Dementia Friendly Burntwood - Burntwood Town Council** – They are keen to complete this project and are planning to refocus after May elections. Due for completion Autumn 2021. **The update was noted.**
- 8.2. Kirklees Adult Social Care Vision - Social Marketing Project - Kirklees Council** – Due for completion in May/June. **The update was noted.**
- 8.3. Personalised Commissioning model comparison event: Beyond Time and Task - Kirklees Council** – Due for completion in May/June. **The update was noted.**
- 8.4. Plymouth Complex Needs Alliance - workforce development programme - Plymouth City Council** – **It was agreed that:** that an additional paragraph be added to the report to demonstrate the Co-operative Difference and how the Co-operative Values and Principles have been applied.  
**Action: NH.**
- 8.5. Plymouth Health and Wellbeing Hubs - Plymouth City Council** – **It was agreed that:** that an additional paragraph be added to the report to demonstrate the Co-operative Difference and how the Co-operative Values and Principles have been applied.  
**Action: NH.**

- 8.6. **Digital Health & Wellbeing Hubs / Smart Phone project - Plymouth City Council** – Due for completion end of June. **The update was noted.**
- 8.7. **Co-operative Engagement - Toolkit Tests - Rochdale Borough Council** – Helen Chicot, Place Lead at Rochdale Council presented the report and explained the Framework that had been prepared to help parts of the Council, work better with their communities. Fortuitously the Framework had been put in place when Covid hit, and this helped officers and partners engage with communities. ‘Cooperative Engagement’ has become part of everyday conversation. **It was agreed:** to approve the Toolkit unanimously.
- 8.8. **Neighbourhood Conversations - co-operative approach to strengthening community resilience at a locality level - Southampton City Council** – A revised deadline for completion has been suggested for end 2021. **It was agreed:** to speak to Southampton about completing this project by Autumn 2021 so that the learning could be input into the *Coop Difference in Care* report.  
**Action: NH.**
- 8.9. **City Co-operative Care Summit - Southampton City Council** – A revised deadline for completion has been suggested for January 2022. **It was agreed:** to speak to Southampton about completing this project by Autumn 2021 so that the learning could be input into the *Coop Difference in Care* report.  
**Action: NH.**
- 8.10. **Connecting communities: Stevenage Borough Council** – Due for completion end of April 2021. **The update was noted.**
- 8.11. **Living Well at Home (LWAH) - Tameside Council** – Completed and we’re awaiting the final report. **The update was noted.**
- 8.12. **Health & Social Care Urgent Response Team - Telford & Wrekin Council** – Due for completion end April 2021. **The update was noted.**

## 9. Policy Lab Updates 2021

NH explained that Bids for funded projects were considered at a joint meeting with the EOC on 26 January. A condition of funding of Policy Labs is that the Work Programme will be signed off by V&P. Project Leads have been asked to include responses to any Feedback from the Evaluation Session in their Update. Once the Work Programmes are approved, we can confirm the funding and pay 50% (£5k) to help delivery. The remaining 50% is paid on satisfactory completion.

Cllr Sharon Thompson suggested that we hold an online Roundtable for funded projects to hear from each Council / Bid what difference a Coop Council does make and to clarify the V&P Boards expectations in highlighting the Cooperative Difference.

- 9.1. **Tablet Loan Scheme - Cardiff City Council** – **It was agreed** that more work was needed to explicitly demonstrate the Co-operative Difference and how the Co-operative Values and Principles will be applied. Cllr John Fahy explained that he was working with a charity in Kent which was running Scheme which collected Tablets and sent them to Africa. There was an opportunity to look at how this type of scheme could use the Coop Principles so that learning could be shared across the wider Network.  
**Action: NH to speak to follow-up with Cardiff and ask them to resubmit with the Work Programme.**



- 9.2. Green Recovery, Carbon Reduction and Climate Change - Kirklees Council** – The Work Programme was approved. **It was agreed** to ask the Council to submit an invoice for £5k as 50% of the funding.  
**Action: NH.**
- 9.3. Understanding the Digital Divide - Cheshire West & Chester Council** – The Work Programme was approved. **It was agreed** to ask the Council to submit an invoice for £5k as 50% of the funding.  
**Action: NH.**
- 9.4. Growing an inclusive cooperative economy - Oxford City Council** – The Work Programme was approved. **It was agreed** to ask the Council to submit an invoice for £5k as 50% of the funding.  
**Action: NH.**
- 9.5. Development of an accredited CCIN online training programme - Co-operative College** – The Work Programme was approved. **It was agreed** to ask the Council to submit an invoice for £5k as 50% of the funding.  
**Action: NH.**
- 9.6. Tackling the Barriers to Building a Co-op Economy – GMCA/Oldham Council** – They are currently seeking a delivery partner who they hope will be in place by June 2021 and are looking for completion by March 2022. **It was agreed** to ask the Council to submit their Work Programme for consideration at the June meeting.  
**Action: NH**
- 9.7. Economic Development Plans as a tool for fostering co-operative working between councils and the community - Birmingham City Council** - The Work Programme was approved. **It was agreed** to ask the Council to submit an invoice for £5k as 50% of the funding.  
**Action: NH.**

## 10. Policy Prototype Updates 2021

NH explained that the Health & Social care reports will all need to feed into the Co-operative Difference in care report as referred to

- 10.1. 6-week summer holiday activity programme - Billingham Town Council** – Due for completion by end of September 2021. **The update was noted and approved.**
- 10.2. To implement a new model of Early Year help in Torbay - Torbay Council** - Due for completion by end of May 2021. **The update was noted and approved.**
- 10.3. Workshop to explore the training and development needs of Opposition Groups – North Warks Labour Group** – Cllr Peter Curling asked that the project consider whether there was a difference between the training needs of Groups that were in ‘permanent’ Opposition compared to those that are ‘Marginal’. Members think the project is important and are keen to see it progress.  
**Action: NH to speak to follow-up with Cllr Farrell and ask them to resubmit their Update.**
- 10.4. One Stop Shop to deal with mental health issues - South Ribble Borough Council** – This project was due for completion by end November 2021. **It was agreed** to speak to South Ribble about completing this project by Autumn 2021 so that the learning could be input into

the *Coop Difference in Care* report.

Action: NH.

**10.5. Development of a Social Return on Investment Tool - Woughton Community Council** – Due for completion by end of September 2021. The update was noted and approved.

**10.6. SafeSpace - Preston City Council** – Due for completion by end of September 2021. The update was noted and approved.

**10.7. Youth Development Project with hard-to-reach groups – Preston City Council** – Due for completion by end of May May 2021. The update was noted and approved.

## 11. Member Relations Updates

**11.1.** Associate Member Engagement – Cllr Sue Woodward agreed to engage with all Associate Members after the Elections.

**11.2.** Affiliate Member Engagement – Simon Parkinson introduced a paper that had been prepared by the Affiliate Members. He explained that the Affiliate Members would like to build a stronger relationship with the Network. It was agreed: to share the paper with EOC so that it could be considered alongside the Action Plan from the Strategy Day and strengthen the Strategy.

Affiliate Members had agreed to review the description of their category of Membership to differentiate it from those organisations that were on the Dynamic Purchasing System. This is: “Non-governmental organisations and corporations wishing to show their support and engage in the processes of developing innovative Co-operative Councils. The values and principles of Affiliate Members align with the network’s and they are supportive in the development of cooperative policy, practice and can demonstrate they deliver a positive social impact to local communities. For those organisations looking to engage in commercial relationships with CCIN members, there is an established DPS.” It was agreed: that the new definition be approved.

Action: NH to amend the description on the website.

## 12. Use of the Dynamic Purchasing System (DPS) by Member Councils

NH explained the purpose of the [DPS](#), how it had been established and how we were encouraging member councils to commission work through the DPS when they are looking for the cutting edge of policy innovation – and need to bring in extra capacity and specific expertise to be able to do this.

There is plenty of scope for Member Councils to access suppliers on the DPS as a Delivery Partner. Recent projects have included:

- Beyond Asset Management report (completed in January 2021)
- Co-operative Difference in Care – Oldham Council – out for interest, value is £20k.
- Co-operative Neighbourhoods – Stevenage - £10k project. There were no takers from the DPS and are probably looking at a Direct Awards to deliver that.

## 13. Any other urgent business

None.

## 14. Schedule of future meetings:

- June to take place during Cooperative Fortnight. Action: NH to send out a Doodlepoll.
- September
- November