

EXECUTIVE OVERSIGHT COMMITTEE

[Online Zoom meeting](#)

1300 - 1500 hours on Monday, 8 September 2025

MINUTES

Present:

Cllr Jim Robbins	Swindon Borough Council (Chair)
Cllr Ernest Gibson	South Tyneside Council (from item 4.3)
Cllr Peter Bradbury	Cardiff Council (until item 5.5)
Cllr Paul Cassidy	Inverclyde Council
Cllr Sue Smith	Rochdale Borough Council
Cllr Shanika Mahendran	Milton Keynes City Council
Cllr John Fahy	Greenwich Coop Development Agency
Cllr Mike Stubbs	Newcastle-Under-Lyme Labour Group

In Attendance:

Jonathan Downs	Oldham Council (Accountable Body)
Nicola Huckerby	CCIN (Minutes)
Pete Vallance	CCIN
Ben Greenwood	Rochdale MB Council
Ash Crane Bell	South Tyneside Council

Apologies:

Cllr Sandra Barr	Stevenage Borough Council
Cllr Barbara Brownridge	Oldham Council (Accountable Body)
Cllr Kelly Middleton	Telford & Wrekin Council
Cllr Mili Patel	Brent Council (Chair of V&P)

1. Welcome, introductions and apologies – Chair

- 1.1.** The Chair began by reflecting on the outcomes of the Ministerial Reshuffle at the weekend.
Action: JR to write to Steve Reed to welcome his appointment as Secretary of State at MHCLG. JR to write to Jim McMahon, thanking him for his support whilst Minister for Local Government.
Resignations – the Chair reported that Cllr Sandra Barr had resigned her place on EOC. Everyone wished SB a speedy recovery and thanked her for her involvement in the Network over the last three years.
The Chair reported that Cllr Ernest Gibson had resigned his role as Vice Chair of EOC. He would continue to serve on EOC. Everyone thanked EG for his time as Vice Chair
- 1.2.** Election of a Vice Chair – Cllr Paul Cassidy was duly elected as the new Vice Chair of the Network, and as a result, Paul would also be the new Chair of the F&GPG Group.
- 1.3.** Advertising governance vacancies – NH explained that she would now start the process to fill the vacancy on EOC. Once recruited, we will seek nominations for the three vacancies we have on the Values and Principles Board.
- 1.4.** Apologies were received from Cllrs Sandra Barr, Barbara Brownridge, Kelly Middleton, and Mili Patel.

2. Minutes of the last meeting – online 17 July

These were agreed as a correct record.

3. Matters Arising from the meeting on 17 July

3.1. Attendance – the Chair thanked everyone present, reiterating that it was important for members to attend the formal meetings, particularly as the Network was facing some significant legal and structural changes. He also confirmed that non-attendance was being monitored.

3.2. Volunteers for actions in the Strategy, Objectives and Key Results Action Plan

Action: The Chair agreed to pick up Section 1.3 on Member Benefits.

Action: Cllr Mike Stubbs agreed to pick up Section 1.5 on engaging with non-Labour-led councils to be picked up from January 2026.

Action: Cllr Sue Smith offered to pick up some tasks for Rochdale to deliver.

3.3. Volunteers for actions in the Policy Lab Review

Action: Cllr Sue Smith offered to pick up some tasks for Rochdale to deliver.

4. Finance and Budget Update

4.1. Finance & General Purposes Group Terms of Reference

NH gave an update on the Terms of Reference.

Agreed: to elect a Vice Chair for the Group at the next meeting.

Agreed: to appoint two new members to the Group

Action: JD, PC and NH

4.2. Budget Update

JD gave an update on the Actual Spend for 2024/5 now that we had passed year-end.

PC reported on a conversation at the F&GPG meeting, which had agreed that some of the Balance should be allocated to recruitment costs in the new structure.

Action: JD to recirculate the Year-End budget once any last-minute payments have been recorded.

4.3. Membership Fees Update

JD reported that there had been a last-minute flurry of payments since alerting F&GPG to the number of outstanding fees.

Agreed: JD to circulate the final list of paid-up members for the 2024/5 membership year.

Agreed: to remove any members who had not paid their membership for 2024/25 from the Membership List

Agreed: New invoices for 2025/6 would be invoiced via email before 30 September, with a request to pay before the end of December. Failure to pay within these timescales would mean that those organisations would cease to be in membership. JD would bring a report before the January EOC meeting to recommend those changes.

Agreed: That the F&GPG consider reviewing the fees for Associate and Affiliate members at their next meeting. It was noted that membership fees had not increased since the CCIN had started.

Agreed: that F&GPG review the membership fees for the larger Parish and Town Councils against fees paid by some of the smaller District Councils, and to ensure parity.

Agreed: that F&GPG look at discounts for multi-year memberships and how these work alongside discounts being offered for Shared Services and to councils in Combined Authority areas.

5. Taskforce on the future of the CCIN

5.1. Task List Update

Cllr Paul Cassidy updated on progress with the Task List actions following the session in Birmingham on 17 June, and identified those tasks that were overdue. Some tasks

required further resourcing.

Action: Anyone wanting to help deliver this critical piece of work was asked to step forward and introduce themselves to PC.

5.2. Service Level Agreement

Jonathan Downs took members through the Draft SLA.

Agreed: Performance Metrics for the various services provided by Oldham need to be approved and incorporated into the SLA.

Action: All members to consider appropriate Metrics for discussion at the next F&GPG Meeting so that the SLA can be agreed. **Action:** All ideas to Cllr Paul Cassidy.

5.3. CRM & Policy Project Delivery verbal update

Pete Vallance gave an update on progress on the two areas of work he was leading: the introduction of a CRM and Policy Project Delivery.

CRM Update: There were now two Suppliers in the running for delivering the CRM. The next stage is to amalgamate the Mailchimp contacts with the .xls master spreadsheet. Requests to Officer Leads will be going out shortly to populate the data with some additional fields of specific roles within member councils. As well as providing contact information, it would also offer reports on received and outstanding membership fees.

Policy Project Delivery: With the next round of policy fund bids on the horizon, the Policy Review must be completed asap.

5.4. DPS (Dynamic Purchasing System) Review

Jonathan Downs updated members on what the DPS was and how it worked. Oldham Council manages our System. All DPSs will be abolished in February 2029. Accessing the DPS is a key Member Benefit.

Agreed: Oldham Council to survey member councils about who is using the DPS and ensure that anyone with long-term contracts is aware that they will expire in February 2029.

Agreed: There is a need to decide what the DPS will be replaced with. Consideration should be given to the findings of the Social Value Policy Lab report and whether the CCIN wants to replace the DPS with a more groundbreaking procurement approach. JD reported that he would report back on a forthcoming meeting with representatives from Anthony Collins at the next EOC.

Agreed: to list the expiry of the DPS in the CCIN Risk Register.

Agreed: to organise a session for Members on what the DPS is and how to access it to encourage them to use it before the November meeting.

Action: Jonathan Downs

5.5. Legal Subgroup

Cllr Paul Cassidy gave a verbal update from the Subgroup meeting on 1 September.

The Chair advised caution with the timing of conversations with members, as there was a multitude of things happening, and referenced replacing NH, the long-term finances of the Network, challenging local elections, LGR, alongside potential complex changes in the legal structure. The Chair suggested it might be appropriate for us to wait until after May's election and to review when we had more clarity on the membership/income position.

Cllr John Fahy felt that the background work should continue so that once the organisation was ready to engage with Members on changing the legal structure, it had all the information required to enable members to make a decision.

JF inquired about the relationship with the Coop Party, the TUs' stance on insourcing, and how we can establish quick connections with the Government.

Agreed: to continue to do the background work but not to proceed with the Engagement Plan until internal matters had settled down.

i Comms Plan, timetable and microsite

Cllr Paul Cassidy reminded members that they had agreed the broad Plan at the last

meeting. The timetable now needed to be incorporated once we had all the relevant documentation for the microsite.

ii Draft SWOT

Mike Stubbs welcomed any additional items for the SWOT.

Minimum Viable Network and Risk Register

JD introduced this item, which had originated at the Task Force session in Birmingham and was an attempt to identify the minimum level of income required for the Network to function sustainably. It did not relate to the number of members, as membership subscriptions vary significantly. He also mentioned that any change to the legal structure would come with associated costs, including set-up costs, legal, governance, and officer time, etc.

Agreed: EOC to consider offering members a discount for renewing for multiple years. The Chair asked whether it was possible to earn interest on any monies we received as advance payments to compensate for some of the discounts.

Action: JD agreed to send the Risk Register out separately to all members so that they can further add to it.

JF suggested getting more London Councils into the Network, engaging with the London Mayor and considering sponsorship streams to help us through 2026.

The Chair and PC reiterated the importance of getting more CAs into membership

NH suggested that there would be winners and losers in LGR, and we may wish to consider revisiting member budgets on which membership subscriptions were based.

Agreed: F&GPG to consider potential discount options and the impact this may have on member income with a view to offering a discount to Full Members who renew for 2/3 additional years in Jan/Feb 2026. To review the subscriptions for Associate and Affiliate members. F&GPG to report back to the November EOC meeting.

Action: Oldham Council to issue 2025/6 invoices before the end of September 2025.

Action: JD and PC to set a date for an ad hoc meeting of F&GPG in October to consider options on membership fees. With the 'normal' F&GPG to take place before EOC.

iii Legal Advice update

Mike Stubbs reported that he had contacted CUK (Coops UK) to see what support they could give and was arranging a meeting with Anthony Collins Solicitors regarding obtaining some advice to change the legal structure.

5.6 Consultancy support for the next phase

i Mechanism for paying fees in the new structure – JD reported that we would be paying fees on a contractor basis, as per the current position.

ii Mechanism for advertising roles – JD explained that we need to advertise the two roles now to follow a procurement process that will enable us to recruit before the end of the year, enabling the new postholders to work alongside NH before she steps back.

Agreed: to recruit for the two new roles now, through Oldham's traditional procurement process and that each role will be for a maximum of 12 months, with a view to extending, depending on the legal structure at the time.

Action: JD will prepare and circulate a timetable for recruitment and the recruitment pack, bringing these back to EOC for sign-off via email.

6. Schedule of future meetings:

The next meeting will be held from 1300 – 1500 hours, 18 November 2025.

7. Any Other Urgent Business

7.1. Now that EG has joined the meeting, the Chair again offered thanks to Cllr Gibson for his time as Vice Chair of the EOC and as Chair of the F&GPG.

7.2. NH asked for support in preparing the proposal for the Coop Party for the potential session with a government minister—the proposal needed to be submitted asap.

Action: The Chair agreed to offer some suggestions.

17.09.25 - NH