

EXECUTIVE COMMITTEE MEETING MINUTES


Date:	Thursday 29th September 2016
Place:	The National Archives , Kew
Times:	1030-1400
Participants:	°CLOA Executive – Mark Allman, Ian Brooke, Richard Hunt, Debbie Kaye, Vincent Paliczka, Matt Partridge, Julie Russell, Sue Thiedeman, Iain Varah, Emma Wiggins, John Wileman, Duncan Wood-Allum
Additional attendees for the Strategic Conversation with TNA	Corinna Rayner, Manny Manoharan, Owain Lloyd-James, Josephine Warren, Steven Liddle, Kate Chantry, Joanna Terry, Alan Ackroyd, Kari Singleton
Apologies:	Val Birchall, Lisa Dodd-Mayne, Polly Hamilton, Chris Holliday, Nigel Lynn, Rob Persey, Ian Shipp, Paula Williams

	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1	Co-option to °CLOA Executive	John Wileman, Head of Sport Community & Leisure at Nottingham Council was proposed as a °CLOA Executive member by MA and seconded by Ian Brooke. He will represent °CLOA on the National Swim Group.
2	Minutes & matters arising	<p>Minutes of meeting 26th April 16 were agreed as an accurate record. MA advised that there were a number of outstanding actions for carry forward from the April minutes.</p> <p>Relating to the conversation with Neil MacInnes of the Society of Chief Libraries:-</p> <p>Action - PH to liaise with NM over potential for partnership regarding talent & emerging leader development, and local advocacy & leadership for culture (within and beyond local government).</p> <p>Action – IV & NM to explore a joint learning event to include integrating libraries and leisure, clever data usage, volunteering and digital. HB to co-ordinate any potential activity with SCL.</p> <p>Relating to the conversation with Arts Council England:-</p> <p>Actions - °CLOA to think about what a 'service offer' might look like. ACE to consider how best to engage °CLOA as they develop the Peer Improvement offer with LGA - particularly around</p>

		<p>collation/dissemination of case studies and also running seminars. IV to discuss with LGA potential for DCMS staff to get local shadowing/secondment/development opportunities.</p>
3	Future options for ^c CLOA AGM's	<p>IB introduced his paper, which was informed by a PowWow teleconference with DK, MA, IV to discuss possible reasons for low attendance and a summary overview of past AGM's provided by HB. He summarised recent events as being of high quality and with great speakers, but low member attendance.</p> <p>Ideas to increase attendance, included asking existing ^cCLOA members to bring a colleague/emerging leader/neighbouring authority HoS, also inviting past speakers to attend for free.</p> <p>The Executive discussed the options making the following suggestions/observations:</p> <p>RH – emphasised the importance of bolting on an event to the AGM to encourage attendance and enable ^cCLOA to meet governance obligations.</p> <p>ST – in terms of increasing membership of ^cCLOA in general – non-members could be sent 3 free e-bulletins and then invited to join.</p> <p>MA – Added that the Executive have a role to play in to targeting authorities not in membership.</p> <p>DK – Proposed a systematic approach, whereby Executive members take responsibility for contacting non-members in their region.</p> <p>VP – suggested a phone call could be as important to ascertain why neighbouring authorities aren't a member?</p> <p>DK – suggested attending local culture and leisure group meetings to talk about ^cCLOA and grow membership.</p> <p>IV – gave ^cCLOA London as an example of how this works as a recruitment approach.</p> <p>DWA – raised the issue of ^cCLOA's target market and suggested the need to widen the scope beyond local authorities. Also to think about alternative ways in which to communicate virtually, given that LinkedIn is underused.</p> <p>Action HB to share regional lists of non-members and Executive Members to make contact. HB – to also provide an overview of the benefits, that can be used to inform a phone conversation/e-mail.</p> <p>MA – cautioned that the discussion about the AGM/event shouldn't be overtly influenced by discussions regarding membership growth.</p> <p>IB had suggested a number of venues in the paper and reiterated the need to identify a venue soonest in order that promotion could be multi-faceted and ongoing. He also mentioned that Westminster Briefings had submitted a proposal about how we might collaborate around events. The Executive decided not to progress this option.</p> <p>Action – HB to inform Westminster Briefings</p> <p>MP – in terms of selecting a location, there is a danger of appearing Londoncentric by repeating Olympic Park venues, however it's clear that</p>

		<p>these have a draw.</p> <p>The benefits/drawbacks of London were discussed.</p> <p>DK – suggested the Fitzwilliam Museum in Cambridge as an alternative cultural venue.</p> <p>Action – in the first instance IV to contact Alan Skewis, Head of Sport and Venues Legacy at London Borough of Newham, regarding use of the Aquatics Centre/Copperbox.</p> <p>Action – IB to contact Mark Camley Executive Director of Park and Venues at the London Legacy Development.</p> <p>Action – DK to put out feelers re Fitzwilliam Museum in case a London venue is not available within our budget.</p> <p>RH – suggested that once we have a venue confirmed and draft programme we ask ACE/Sport England to endorse the event.</p> <p>DWA – noted that activities after the event are popular and suggested adding an element of socialising would further appeal.</p> <p>Action – HB to convene a working group via teleconference involving IV, IB, JW, DK, DWA, PH.</p> <p>Action – All Executive to suggest speakers to HB</p> <p>PH was unable to attend the meeting and sent the following feedback – Beyond the legal obligation to hold an AGM, members should see this event as a ‘not to be missed’ opportunity to come together, learn and share. How the event is positioned and promoted is vital. So too is the quality of speakers and securing a great venue; should we consider using a venue linked to Hull 2017? Also consider introducing an award element for cultural and leisure innovation (in relation to Placemaking or other cross-cutting agendas), perhaps in collaboration with Municipal Journal /Local Government Chronicle? Membership for free would be a disincentive for those subscribing, but supported members bringing a colleague from a neighbouring authority who is not in membership. Refreshing the membership message more generally by emphasising the voice of ^cCLOA at National level.</p>
4	Proposal for an operators event	<p>DWA and NL had submitted a proposal for an Operators seminar based on how aspects of contracts have changed, for both clients/commissioners and contractors/partners. The aim being to influence best (recent) practice going forward. The focus would be primarily Sport and Physical Activity provision (would also include Libraries)</p> <p>This included a proposal for a Code of Conduct to help negate contract service disruption.</p> <p>The Executive had a discussion about the impact of operator conduct and the need for better contracts that prevented data being ‘held hostage’.</p> <p>DK – suggested that as ukactive represent operators, they were well placed to influence and should take the lead in developing/implementing a code of conduct.</p>

		<p>Action – DK & MA to explore in the first instance with Steve Ward, as part of a wider conversation about collaboration with ‘CLOA.</p> <p>VP – supported the proposal, but questioned whether it should incorporate libraries.</p> <p>IV – suggested that if libraries were to be included, Lincolnshire was a good example of procurement best practice for libraries.</p> <p>It was suggested that the Society of Procurement Officers in Local Government might also be a useful link.</p> <p>DK – clarified that Sport & Leisure Consultancy would invest in this event through organising it, and it would be jointly branded with ‘CLOA.</p> <p>Operators attending would gain Affiliate status, linked to payment for the session, which would result in revenue generation for ‘CLOA.</p> <p>There was some discussion around awarding Associate status and it was felt this aspect needed to be expanded upon.</p> <p>Action – subject to feedback from MA/DK re. meeting with ukactive; DWA to work up a programme and provide more detail required on what Associate Status might include/cost.</p>
5	<p>Updates: Sport England Project – Phase 3</p> <p>CSP Review</p> <p>Feedback from mtg with DCMS</p> <p>What Next? event</p>	<p>MA provided an update on Phase 2 of the Commissioning Project, which is drawing to a close. Sport England has confirmed that they are interested in supporting more work, however the changing landscape, operating climate, and officer churn means that a future project needed to be more responsive, more collaborative and have a place-based focus. In the first instance there is likely to be continued support for those localities that took part in Phase 1 & 2 in the format of a ‘check and challenge’ to revisit the action plans and, where relevant, offer further targeted support. Also, there is a need to update and promote the existing learning resources.</p> <p>Action – HB to develop a bid on ‘CLOA’s behalf once Sport England have advised on format of project/timescale.</p> <p>MA advised that there are 51 actions in the appraisal of the future role of County Sports Partnerships. Andy Reed has clarified that their core role is to complement and support, not compete locally. There is also a new emphasis on performance management.</p> <p>PH met with Lise-Anne Boissiere, Head of Tourism & Heritage at DCMS on 15th June 16. It was a brief conversation prior to the EU referendum – and although LAB presented at the 2015 AGM, she expressed doubts about members’ levels of interest. She has been separately been attempting to meet with Claire Pillman (Director) in relation to Blackpool developments, but it seems everyone is busy at present.</p> <p>Action PH to organise another meeting. Is LAB the best person to try to build a relationship with or someone else at DCMS?</p> <p>What next? are organising a National event on 17th October to generate ideas, challenges and inspirations that will help build strong local</p>

	Countries of Culture enquiry	<p>alliances in an ever-changing political and social climate. The day will include workshops, roundtable discussions, talks, Q&A, case study presentations and speed networking. ^cCLOA Vice-Chair, PH will be leading a session on Placemaking drawing on case studies submitted for the publication. HB has secured a bursary to attend the event (free ticket & contribution towards travel) as ^cCLOA budget had not pre-empted this event! This will enable HB to support PH's session, network and gather more content for the guidance.</p> <p>In April ^cCLOA Vice-Chair, PH co-ordinated a response on behalf of the association to the Countries of Culture inquiry, which was looking at ways to preserve and promote UK's cultural wealth. PH was recently invited to give evidence to the Culture, Media and Sport Committee based on our written submission  cCLOA response to Countries of Culture.pdf around the following areas:</p> <ul style="list-style-type: none"> • Impact of cuts on reducing access particularly in rural areas and areas of socio/economic disadvantage. • Cultural tourism • Local government as community/cultural leaders and our role as brokers • Challenges of partnership with private sector and realities of business support outside core cities • The value of cultural education beyond talent development for creative industries (civic/democratic engagement, volunteering etc). • That investment in culture saves £ in other more costly public service areas such as health and social care. <p>You can watch the evidence session here @Parliamentlivetv.</p>
	Placemaking Publication	<p>^cCLOA are working with LGA to compile case studies that will share best practice and help Local Authority senior decision makers understand their role in driving forward the Place-making agenda. We invited short case studies around the following themes: Belonging, Austerity, Partnership and Digital and also asked for examples of 'unlikely alliances' and illustrate how LA's are engaging with a wide range of partners from outside of the cultural sector.</p> <p>15 case studies have been submitted. LGA will be providing editorial support and the selected case studies will be compiled into an online publication and the key learning points summarised.</p>
6	A.O.B NCF/Leading Learning	<p>ST has developed a questionnaire to ascertain the views of the sector on their leadership training needs, and the future of the Leading Learning Programme. The aim being to review and challenge whether there is still a need and a market for the programme. The survey has been cascaded through ^cCLOA and AD:UK with a closing date of Friday 7 October 2016.</p>

	<p>Tailored review of ACE</p> <p>Parks Inquiry</p>	<p>ST reported that 8 responses so far.</p> <p>Action – All Executive Members to complete the survey.</p> <p>Action – HB to send a reminder to the membership urging input.</p> <p>DCMS are undertaking a tailored review of Arts Council's functions, efficiency, effectiveness and investment approach. ^CCLOA contributed via PH to the LGA submission (circulated with the minutes).</p> <p>The Communities and Local Government Committee has launched an inquiry into public parks to examine the impact of reduced local authority budgets on open spaces and consider concerns that their existence is under threat. IB drafted a submission on behalf of ^CCLOA.</p> <p>Action - Other Executive members' contributions by noon on 30 September 2016.</p>
7	Dates of next Executive meetings	<p>Date of next Executive mtg:</p> <p>Thursday 26th January 2017 from 12noon at Dance East, Ipswich.</p> <p>DK volunteered to host an Executive meeting in the last week of April at the Junction in Cambridge, which is close to railway station with a car park nearby.</p>
	Strategic conversation with TNA Officers – Jeff James, Chief Executive Isobel Hunter, Head of Archives Sector Development & Chris Mumby, Head of Commercial Delivery	<p>MA thanked TNA for hosting the event.</p> <p>JJ gave an introduction highlighting the following key points:</p> <p>Local authorities are very important to TNA as they are the backbone of the public record system, so ^CCLOA and LGA are seen as key partners of importance in the archive ecology.</p> <p>IH's team works closely with local authority services: providing training advice and guidance</p> <p>In response to the transformation challenge TNA created spinning out guidance and following a discussion at our last visit in September 14, TNA produced the income generation guidance.</p> <p>TNA's focus over the summer has been development of a new Vision for archives – the round tables were well attended and there were 300 responses to the survey.</p> <p>The evolving vision responds to "archives at the cross roads": digital challenge alongside financial constraints.</p> <p>Clear ambition from sector and stakeholders: digitally enabled sector, with wide range of new ways of interacting with the paper and digital record</p> <p>Archives are a cultural and heritage resource, but also play a strong role in transparency and accountability.</p> <p>There was also a strong interest from the sector in the benefits of partnership and collaboration and the opportunities to maximise the commercial income from archives.</p> <p>Next step: launch of the vision for consultation on 11 Oct at the DCDC Conference, which includes a filmed presentation from Minister Matt Hancock. Then a further period of consultation and co-creation to evolve</p>

	<p>the vision and an action plan to deliver it.</p> <p>Action – HB to liaise with IH re cascading information about the consultation to our membership through the e-bulletin/Twitter.</p> <p>A discussion followed.</p> <p>VP – asked about the shift to digital from traditional hardcopy storage.</p> <p>JJ – acknowledged the pressures of storage, and flagged up opportunities for shared storage although issues exist around access, custodial responsibility etc...</p> <p>IH - Onsite interaction with the actual paper archive records still remains important to users, so consideration needs to be given to how we continue to enable high levels of interaction with documents.</p> <p>JJ - Local arrangements are also important and there is growth in regional consortia, pooling resources and finding solutions to demands for digitisation and storage. The move towards ‘born digital’ needs to be considered in the mix moving forwards.</p> <p>ST – asked how many archives are now accreditation?</p> <p>IH - 51 archives across the country are now accredited, with a mix of local authorities, academic, commercial and private archives achieving this accolade. Big push over next 2 years for all places of deposit to meet standards of care and access. Peer to peer workshops are taking place regionally to help archives achieve the standard. The first cohort is now applying for re-accreditation, as it lasts 3 years.</p> <p>IV- asked about joined up strategic leadership across the cultural sector</p> <p>JJ – advised that TNA have an MoU with ACE, and work with the British Library through Libraries Taskforce, representatives meet with HLF frequently to ensure that they join up where possible and avoid duplication across the layers of TNA.</p> <p>TNA are also actively with local HE and LA partnerships to support archive development, for example in Suffolk and Lincolnshire.</p> <p>CM - commercial discussions about licencing opportunities are taking place with Discover England. So quite practical relationships leading to actions.</p> <p>KC – asked about collaboration with depositors and new legislation regarding contributions.</p> <p>IH – complicated relationships stretching back years, mixed economy whereby private individuals and business archives should be considered as potential income streams. But a strategic approach is necessary, rather than imposing a blanket fee on all depositors.</p> <p>RH – importance of broadening the audience for archives, raising the profile of what’s on offer. How can CLOA work with TNA on this?</p> <p>JJ – role of development officers, TNA recognises CLOA as a conduit and uses our e-bulletin to promote best practice, increase engagement in campaigns such as explore your archive, consult with senior managers.</p> <p>JJ – mentioned pot of money for new burdens to help transfer public records under the 20 year rule – he advised it would be prudent to get in</p>
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		<p>early! Money is set on an annual basis.</p> <p>It was agreed that it would be a good idea to promote this funding through ^cCLOA.</p> <p>Action – JJ to write a blog on 20 year rule and new burdens money with the aim of promoting take up through ^cCLOA network.</p> <p>Action – ^cCLOA to support the public consultation individually and collectively – cascade through e-bulletin, take part in the expert panels.</p>
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