

## EXECUTIVE COMMITTEE MEETING MINUTES

<b>Date:</b>	<b>Friday 28<sup>th</sup> September 18</b>
<b>Place:</b>	The Cowen's Suite, <a href="#">The Royal Concert Hall</a> , Nottingham, NG1 5ND
<b>Times:</b>	<b>1200-1600</b>
<b>Participants:</b>	CLOA Executive - Ian Brooke, Debbie Kaye, Caroline O' Neill, Chris Holliday, Iain Varah, Ishbel Murray, Jane Wilson, Jayne Knight, John Wileman, Julie Russell, Karen Creavin, Mark Allman, Matt Partridge, Polly Hamilton, Stefania Horne, Symon Easton, Sue Thiedeman, Val Birchall, CLOA Business Manager – Heidi Bellamy LGA Observer – Ian Leete
<b>Apologies:</b>	Nigel Lynn, Vincent Paliczka, Tony Witton

	<b>Item Description</b>	<b>Relevant business considered, facts noted, decisions taken and actions agreed</b>
1	Welcome from host	Many thanks to Nottingham City Council for providing the venue. Nigel Hawkins, Head of Culture & Libraries at Nottingham City Council talked about the development of the Southern Gateway Regeneration project around Nottingham Castle. The ambition is for the Castle to be the anchor destination for the East Midlands. <b>Action – HB to share a copy of the presentation alongside the minutes.</b>
2	Minutes & matters arising	The minutes of the 20 <sup>th</sup> April 2018 were circulated and agreed. It was noted that Justin Varney is no longer at PHE. <b>Action – MP to liaise with PHE and identify another contact.</b> IL gave an update on the LGA/SE Leadership programme; funding is available for 6 events over 2 years. The current Sept/October round attracted 90 applications for 40 places. <b>Action – IL to liaise with HB over promotion of future events.</b>
3	Co-option of Stefania Horne	Stefania Horne was nominated by IB and seconded by DK for co-option to the Executive. IB welcomed 4 other new members to the Executive Committee – Jayne Knight, Ishbel Murray, Karen Creavin and Caroline O' Neill.
4	Review of Strategic Partnership Plan	In preparation for the Executive meeting CLOA's Business Plan and Strategic Partnership Plan were circulated. IB asked members of the Executive to identify the areas of work that they would like to lead/support.

		<p>A conversation followed whereby additional work stream priorities were delegated across the Executive.</p> <p>For the top four key relationships (ACE, LGA, PHE, SE) the work stream lead will co-ordinate a teleconference with other contributing Executive members to develop specific actions. Relevant conversations/meetings should be reported back via the Executive LinkedIn Forum and verbal summary updates given at future meetings.</p> <p><b>Action – HB/IB to update the Strategic Partnership Plan and re-circulate.</b></p> <p><b>Action – Workstream leads to co-ordinate discussion, identify actions and refine outcomes.</b></p> <p><b>Action – HB to check that all Exec members are registered on the LinkedIn Forum.</b></p>
5	Role for Past CLOA Chair	<p>IB raised the importance of finding a role for Past Chairs to help ensure continuity and prevent the loss of important knowledge and network connections from the Association.</p> <p>HB advised the Executive that CLOA already makes provision for Honorary Members. (4.2.1 – extract from constitution)</p> <p><i>‘Honorary Membership can be awarded to individuals who are making or who have made a significant contribution to the development of the cultural and leisure disciplines nationally and/or internationally.’</i></p> <p>Furthermore, at the CLOA AGM in June 12 members voted in favour deleting the category of Retired member. Instead a resolution was passed to:</p> <p><i>‘Extend Honorary membership to include retired members, who are no longer actively working in any capacity, and have subscribed for a minimum of 10 years’.</i></p> <p>IV reminded the Executive that they already have the power to nominate Honorary Members and examples include former full members who have left the sector through promotion to e.g. Council CEO etc..</p> <p>A discussion ensued around whether Retired members ought to continue receiving free membership or whether this accolade ought to be bestowed in a more considered way in future.</p> <p>It was suggested that specific criteria should be developed and nominations ought to be invited for ratification at the AGM.</p> <p>It was agreed to roll this item forward to the next meeting in order that Executive members could consider what role Honorary members should play moving forwards.</p> <p><b>Action – HB to let IB know how many Retired members there is currently that would be effected by any change.</b></p> <p><b>Action – IB/IV/DK to draft a resolution for discussion at the meeting in January 19.</b></p>
6	Revisions to	Following a discussion at the Executive meeting in April 2018 around

	Constitution	<p>eligibility for nomination to the Executive Committee a proposed amend to the constitution was brought forward.</p> <p><b>10.5 Election to the Executive Committee</b></p> <p>Only members employed directly within local government or for a Non-Profit Distributing Organisation (NPDO; often referred to as 'Trusts') that provides strategic advice to the local authority, alongside delivering cultural and leisure services directly on their behalf, are eligible to join the Executive Committee.</p> <p>A maximum of 3 NPDO members are permitted to join the Executive. These members will not be eligible to hold the roles of Chair, Vice Chair and Treasurer.</p> <p>In terms of impact, the proposal would affect 14 commercial members, 9 Trust and 9 other NPDO members.</p> <p>VP suggested via email that a Leisure Trust ought to be defined as '<i>A charitable organisation with leisure or cultural related objectives and where no part of its delivery model is capable of distributing any financial surplus to individuals or shareholders.</i>'</p> <p>Unanimous support was received for this proposal and definition.</p> <p><b>Action – HB to circulate a resolution in advance of the next Annual General Meeting in June 19, asking members to support this constitutional amend.</b></p>
7	Task and finish group to feedback on the Fellowship scheme	<p>CH did a desk top comparison exercise with CIMSPA and circulated the findings.</p> <p>A teleconference took place on 21<sup>st</sup> June with CH, ST, PH, JW, HB and Pete Bryan AD:UK administrator participating.</p> <p>Prior to the meeting PB sent through documents relating to the administration of the Fellowship programme, which 20% of AD:UK members took up yearly and ACE had supported the fellowship with a grant. The process was managed through a self-assessment survey, scored initially by PB then a small sample was verified by working group of Trustee. It was Certificated rather than Accredited. Once set up, it took PB 5 days per year to manage the scheme.</p> <p>In terms of next stages – PH suggested an initial phase to scope out what the requirements are, building on the survey we did last year. This would help us identify what a future CPD programme would need to consist of if we were to make it fit for purpose across the whole cultural sphere. This might best be achieved by engaging a consultant to look across at all the work from AD:UK, LGA leadership programme, our own survey and schemes of other key organisations that represent the sector. This would allow us to test out some propositions independently and with credibility, comparing the proposal with other schemes.</p> <p>Undertaking a scoping exercise would also identify how this could be resourced and maybe commercialised. A consultancy fee would be</p>

		<p>built into the funding application.</p> <p>PH suggested revising the draft framework of activities to incorporate the Fellowship scheme and necessary scoping work and locate this within the organisational development aims, then seeking to get a green light from ACE to work up a solicited bid.</p> <p><b>Action – PH &amp; JW to take this forward with support from HB where relevant.</b></p>
8	Feedback from AGM and initial discussion regarding options for 2019	<p>HB circulated a feedback report based on the post AGM survey. Attracting 61 attendees this represents the best turn out ever. Furthermore, we attracted 7 paying delegates paying £85 to attend the conference, which will help offset the cost of hospitality and means that the event cost just £525 to stage.</p> <p>Whilst topics and profile of the speakers continues to influence delegates, the Executive agreed that location remains an important factor.</p> <p>GLA have offered to host next year's AGM and have put in a request for CLOA to use the London's Living Room with the hire fee waived on <b>Tuesday 25<sup>th</sup> June</b>. This would be in return for continued complimentary Corporate membership.</p> <p><b>Action – HB to confirm to GLA that we would like to proceed on that basis.</b></p> <p><b>Action – ST to enquire about a free tour of <a href="#">HMS Belfast</a></b></p> <p>The Executive discussed the need to aim for diversity of speakers in terms of BAME/LGBT. The Executive then discussed specific themes and topics and agreed priority should be given to social mobility, life expectancy, inclusive growth, and future proofing.</p> <p>Given the space available in City Hall, cabaret style should be possible, which would then allow for table based discussion and debate.</p> <p>The following speakers were suggested:</p> <ul style="list-style-type: none"> <li>• KC suggested Kate Raworth, who wrote <a href="#">Doughnut Economics</a> and Richard Harris, who wrote The Spirit level around inequality.</li> <li>• Professor Marmot who has led research groups on health inequalities for over 40 years was also suggested.</li> <li>• Justin Varney - National Strategic Advisor on Health and Work at Public Health England and is currently on secondment to Business in the Community.</li> <li>• JK suggested Wayne Hemingway. He spoke at the LGA conference a couple of years ago and there was resounding agreement that he was inspirational.</li> <li>• ST suggested Tristram Hunt, Director of the V&amp;A and former MP.</li> <li>• PH suggested asking Jo Miller again in her capacity as President of Solace.</li> </ul>



	CIMSPA meeting	<p>The next SPAP mtg will take place on 16 November 18.</p> <p>JW/CH – met Tara Dillon CIMSPA CEO on 12th July. A National workforce register is under consideration for people’s qualifications and safeguarding checks such as DBS. A further meeting has been scheduled and TD has offered to come to a future Executive mtg to discuss.</p> <p><b>Action - JW &amp; CH to liaise further</b> and establish how best CIMSPA attendance at a mtg could inform the work of CLOA.</p>
	Discussions with Arts Council England	<p>ST/PH met Helen Parrott, ACE Senior Manager Policy Development (Workforce and Partnerships) in June 18. They discussed a small scoping grant (£5-15k) that could support CLOA’s capacity to plan and work out its direction and activities. This could be followed by a larger application for CLOA’s work over longer period, with an eye on the next ACE funding.</p> <p>They also discussed how CLOA could move to generating income and becoming more financially sustainable in the future.</p> <p>The application would need to come through on a regional basis, although it would be for National work. Extra capacity to organise regional network meetings and undertake some bespoke support would be a good start for an initial ‘ask’.</p> <p><b>Action – PH to write this proposal up as an ‘ask’ before the next meeting.</b></p> <p>The Arts Council are hosting a series of workshops this Autumn to help further shape their new 2020-30 strategy. ACE are keen to engage CLOA in the process, so you would be very welcome to attend any of the 21 sessions.</p>
	Relationship with Chief Leisure Officers Wales	<p>CoN advised that she had met Ian Jones who is Chair of CLOW and integrating as a regional group of CLOA was discussed. CoN enquired whether any funding would be available for administration of the group.</p> <p>However, as there are currently only 2 Corporate and 2 Individual members in Wales this is not currently viable.</p> <p><b>Action - CLOA will schedule an Exec meeting in Wales in Sept 19,</b> which could provisionally overlap with a CLOW meeting.</p> <p><b>Action – CLOA to include Wales in the ACE scoping brief for funded work,</b> which may help with capacity</p>
12	A.O.B Issue with website	<p>Prior to the meeting HB had alerted the Executive to an issue with the CLOA website and recommendation to convert to Wordpress, which will provide improved security and improve performance. To do this will cost @£1500.</p> <p>IB proposed that the CLOA Executive approve the spend from reserves.</p> <p>NL, VP &amp; DK approved via email and the Executive in attendance</p>

		<p>agreed the spend.</p> <p><b>Action – HB to inform Big Wave that the work can proceed.</b></p>
	Dates of next Executive meetings	<p><b>Tuesday 29<sup>th</sup> January 2019</b> <a href="#">Birmingham Library</a></p> <p><b>Thursday 25<sup>th</sup> April 2019</b> <a href="#">Fairlop Waters</a></p> <p><b>June 2019 AGM tbc</b></p> <p><b>September 2019 Wales venue tbc</b></p>