

## EXECUTIVE COMMITTEE MEETING MINUTES

<b>Date:</b>	<b>Friday 19th September 2025</b>
<b>Place:</b>	The Roman Baths, Stall Street, Bath, BA1 1LZ
<b>Times:</b>	<b>1030 - 1500</b>
<b>Participants:</b>	CLOA Executive – Bobsie Robinson, Caroline O’Neill, Caroline Rae, Dan Buck , Donna Pentelow, Grant Taylor, Hagan Lewisman, Ian Jones, Iain Varah, Jayne Knight , Jon Finch, Jonathan Cochrane, Julie Russell, Kate Price, Paula Redway, Penny Greenwood-Pearsons, Robert Campbell, Shane Williams, Thorsten Dreyer, Tom Gubbins, Val Birchall, Vincent Paliczka, Zsuzsi Lindsay LGA Observer – Ian Leete CLOA Business Manager – Heidi Bellamy
<b>Apologies:</b>	CLOA Executive – Mark Allman, Tony Witton, Ullash Karia

	<b>Item Description</b>	<b>Relevant business considered, facts noted, decisions taken and actions agreed</b>
1	Bath Culture and Heritage	RC – welcomed the Executive and gave a presentation showcasing the work of Bath & North East Somerset Heritage & Culture Service. <b>Action – HB to circulate presentation with minutes</b>
2	Welcome from the Chair	DP - welcomed new members to the Executive Committee :- CR, DB, GT, KP, SW and TG and setting out priorities for the coming 2 years. DP touched on some of the priorities for her 2 year chairship – national level advocacy, supporting members through challenges, providing a strong peer network, sharing information, resources and hosting relevant events. <a href="#">Link to blog</a> - A reflection on leadership, legacy, and the road ahead
3	Minutes & matters arising	The minutes of the meeting 10th April 2025 were reviewed and agreed to be an accurate record. No matters arising were noted.
4	Review and assignment of Strategic Relationships	The Strategic Relationships were reviewed; some lead roles were reallocated to draw on the expertise within the committee and use available capacity to best effect. The relationship with DCMS and MHCLG were moved up to Key Player status. It was agreed that there is a need for a common script around priorities, with a clear ask from the Executive and also to share with the members.

	<p>Overview of sub-groups</p> <p>*Culture sub-group</p> <p>*Sport &amp; PA subgroup</p>	<p>It would also be useful to identify the Executive Members who have connections with MPs and capitalise on these.</p> <p><b>Action – DP, VB, TD, PGP and JR to lead on developing these with input from All.</b></p> <p><b>Action – HB to re-circulate the grid, so there is clarity about who is leading with each strategic body.</b></p> <p><b>Action – All Executive Committee members to let HB know when they attend a meeting, so that it can be amplified via the ebuletin.</b></p> <p>VB Chairs the culture sub-group and provided a verbal update on the work and CLOA’s future plans, liaison with Government and arms lengths bodies, collaborative work through the National Alliance for Cultural Services. The dedicated Teams channel has a live planner; this needs to be revisited and prioritised to meet member’s needs (i.e. content for roundtables/blogs to share progress), along with contributing to strategic national activities.</p> <p>TD is the CLOA lead for the work of the National Cultural Data Observatory.</p> <p><b>Action – VB &amp; TD to revise culture sub-group plan and share with working group.</b></p> <p>Cultural Alliance - LGA funded a further piece of work to develop a framework.</p> <p><b>Action - IL and VB to consider how this can be better integrated with the work of the culture sub-group.</b></p> <p>PGP - provided a verbal update on the work of the Sport &amp; Physical activity sub-group, setting out progress to date on CLOA’s action plans.</p> <p>JR – talked about the Active Wellbeing Leadership Network, which is convened across the system.</p> <p><b>Action – DP or JR to write to Sport England and request a meeting with the new Chief Executive.</b></p>
5	EDI action plan	<p>ZL – gave an EDI update and talked about the forward actions, such as a blog series about the experience of living with disability and the importance of data collection.</p> <p>ZL - explained that to coincide with National Inclusion Week the Executive Committee were invited to complete the third iteration of the Protected Characteristics Survey. Having access to this data is helping us to track progress against our commitment to improve the diversity and inclusivity of the Executive Committee.</p> <p><b>Action – All Committee members to complete the protected characteristics survey by Friday 3rd October 25</b></p> <p><b>Action – HB to set up a separate survey, using the same questions for the wider membership in mid-November.</b></p> <p>ZL – introduced the proposal paper for an Aspiring Leaders Award, which will celebrate emerging talent and future changemakers in the cultural and leisure sectors, whilst also highlighting best practice in EDI and sustainability.</p>

		<p>The Executive Committee discussed the proposal and the introduction of the award was endorsed with the following nomination categories:</p> <ol style="list-style-type: none"> <li>1. Aspiring Leader – Culture, Creativity and Heritage</li> <li>2. Aspiring Leader – Leisure and Physical Activity</li> <li>3. Aspiring Leader – Equity, Diversity &amp; Inclusion (EDI)</li> <li>4. Aspiring Leader – Sustainability</li> </ol> <p>The Executive Committee also agreed to confer one year's free CLOA membership to the winners.</p> <p>It was agreed to implement the scheme with no changes to award categories or eligibility.</p> <p><b>Action – TD to share shortlisting process used in the UK Equality Dance Council awards.</b></p> <p><b>Action – HB to work with the EDI group to get the nominations system up and running and the scheme promoted by 31st October 2025.</b></p> <p><b>Action – The EDI group will review nominations between February – March 2026 with a view to making the awards at the June 26 AGM.</b></p> <p>The EDI working group was refreshed with ZL, CO'N, PR, GT and PGP. TD agreed to continue supporting the data analysis work.</p> <p><b>Action - ZL to ask Carol Stewart, previous VC, to continue as part of the group.</b></p> <p><b>Action – HB to reach out to Polly Hamilton and explore whether she would like to contribute to the EDI working group.</b></p> <p><b>Action – ZL to convene the next EDI working group meeting.</b></p> <p><b>Action - ZL to consider how to engage the wider membership in the work of the group.</b></p>
6	Brief for Review of Membership	<p>This review has emerged from a task and finish group led by the Honorary Treasurer, which was convened to consider membership price and future structure.</p> <p>VP – introduced the brief for the Review of Membership highlighting the areas we would like to specifically see explored.</p> <ul style="list-style-type: none"> <li>• The current value proposition for members</li> <li>• Strengths, gaps and areas for improvement in our membership offer</li> <li>• Insights into members' perceptions, needs and expectations</li> <li>• The membership model and pricing structure for sustainability and fairness</li> <li>• Strategies to enhance member engagement, recruitment and retention</li> </ul> <p>Comparison with other professional bodies was also included within the brief to assist with understanding how the cost of subscription v the benefits available, offers value for money.</p> <p>The Executive supported the scope of the brief, with the addition of a desire to see key partners such as LGA consulted on aspects such as name and brand identity.</p> <p>At the AGM in June 25 members agreed the budget proposal, which included a one-off allocation of £1200 to undertake this research.</p>



		<p>and helped aspiring leaders connect with those who might help mentor them on their leadership journey.</p> <p>Agreed - the conference will be virtual, but the 27 April 25 Executive mtg may be in person and include a member networking event.</p> <p>It was also agreed to format the AGM conference content around a half-day of around 3.5 hours duration.</p> <p>Initial discussion regarding the theme brought forward the suggestion of 'The role of culture, heritage, tourism and active wellbeing in supporting Inclusive Growth', which it was felt would act as an umbrella for a variety of sub-topics such as navigating change in the political landscape and delivering major transformation.</p> <p>HB – invited Committee members to volunteer to work up the proposal in more detail. The working group was refreshed with ZL, IV and PR, who had already indicated an interest in participating via the conference survey with the addition of TG, BR, JK and RC volunteering to join the group.</p> <p>It was agreed to also include CLOA members that had offered Polly Hamilton – Rotherham Council and Sophie Payne – Buckinghamshire Council.</p> <p>It was recognised that we need to be mindful of those that are politically restricted and a suggestion was made to invite TW to join the group.</p> <p>A range of dates have been identified to allow for flexibility of keynote speakers :- 15, 16, 19 or 22nd June.</p> <p><b>Action – HB to convene a meeting of the AGM Working Group in late October/early November to refine theme and ideas for conference speakers.</b></p>
8	LGR and Devolution	<p>DP – prompted a discussion on how do we best support ourselves and our members, and feed into national conversations?</p> <p>IL – advised that TNA, Libraries Connected and The Association of Local Government Archaeological Officers have commissioned a piece of work from Shared Intelligence. It is undertaking focus groups and interviews at the moment, and will report ahead of the next elections in May 2026.</p> <p>The work will set out key points and considerations for Heads of Services, including possible delivery models for post reorganisation.</p> <p><b>Action – IL invited all the Executive to join the LGA wider network on this topic. More details here <a href="https://www.local.gov.uk/local-government-reorganisation-lgr-delivery-network">https://www.local.gov.uk/local-government-reorganisation-lgr-delivery-network</a></b></p> <p>Whilst not all local authorities are not impacted, Executive agreed that it would be beneficial to instigate a self-facilitated network for those that have been going through LGR/Devolution to come together and share their experiences and concerns.</p> <p>IL - offered to ask the LGA Improvement Lead to input into the first conversation.</p>

		<p>JK – is commissioning consultants as part of the Norfolk and Suffolk Culture Board work to look at where devolution has worked well to safeguard culture and what the transferable lessons are.</p> <p><b>Action – JK to lead on instigating a peer network to share knowledge, initially supported by HB.</b></p> <p><b>Action – Amplify existing information and signpost through the ebulletin.</b></p>
9	General Updates LGA update:	<p>IL – gave a summary of the work that has been undertaken by the CTS team over the last few months:-</p> <ul style="list-style-type: none"> <li>• LGA has undertaken a governance review of structures – CTS will continue as a committee with the new Chair Cllr Julie Jones-Evans (IND) from the Isle of Wight.</li> <li>• Identified priorities – English devolution, powers of competency and implications for culture, fiscal devolution for councils that want to introduce a visitor levy, creative industries and pipeline of skills.</li> <li>• The Cultural Framework will be a core piece of work exploring subsidiarity for what is done best at what tier of government (central, regional, local)</li> <li>• Support for the Active wellbeing leadership network will continue</li> <li>• Reform UK have been incorporated in the LGA governance structures and currently represent 7.8% of local government.</li> <li>• Lobbying on the Devolution and Community Empowerment Bill includes a call for councils that want one to be able to introduce a tourism levy; and a call for a culture competency to be added to the list of Strategic Authority competencies.</li> <li>• Deep dives into inequalities continues and the focus of the next piece of work will be around disability</li> <li>• DCMS soon to launch details about the short term lets scheme</li> <li>• Politicians are keen on supporting the national year of reading.</li> </ul> <p><b>VB – to share to share an extract from the LGA competency framework for elected mayors in respect of culture.</b></p>
10	A.O.B	<p>HB – advised that we have secured Playfootball as a Principal sponsor for a further year (£5000) and a meeting is planned with Blake Morgan to discuss renewing their Associate sponsorship package.</p> <p>DP - proposed to dispense with completing self-assessments, instead Executive members commit to updating HB on meetings or writing a blog so that the work of the committee can be highlighted to members though the ebulletin.</p> <p>DP - proposed that meeting minutes are concise and focus on action points. Future virtual meetings are to be transcribed via Teams and summarised with actions. Also, there won't be a summary table of actions in the cover email anymore, as this is a duplication of work.</p>
	Dates of next meetings	<p>Dates of next Executive mtgs:</p> <ul style="list-style-type: none"> <li>• Thursday 29th January 26 0930-1300 virtual via Teams</li> </ul>

		<ul style="list-style-type: none"> <li>• Monday 27th April 26 0930-1300 currently via Teams, but may be held in person and include a members networking event after.</li> <li>•AGM and members conference –w/b 15<sup>th</sup> or 22nd June 26</li> </ul>
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