

**MINUTES OF THE SOUTH EAST EMPLOYERS' ANNUAL MEETING  
HELD ON THURSDAY 10 JULY 2008  
AT BANKSIDE HOUSE  
24 SUMNER STREET, LONDON**

**PRESENT:**

**Authority**

Adur District Council  
Arun District Council  
Basingstoke & Deane Borough Council  
Bracknell Forest Council  
Bracknell Forest Council  
Brighton & Hove City Council  
Canterbury City Council  
Crawley Borough Council  
East Hampshire District Council  
East Sussex County Council  
East Sussex County Council  
Elmbridge Borough Council  
Gravesham Borough Council  
Hampshire County Council  
Hastings Borough Council  
Havant Borough Council  
Isle of Wight Council  
Kent County Council  
Maidstone Borough Council  
Milton Keynes Council  
Milton Keynes Council  
Milton Keynes Council  
New Forest District Council  
Oxford City Council  
Oxfordshire County Council  
Portsmouth City Council  
Reading Borough Council  
Reigate & Banstead Borough Council  
Rother District Council  
Royal Borough of Windsor & Maidenhead  
Rushmoor Borough Council  
Sevenoaks Borough Council  
Shepway District Council  
Slough Borough Council  
South Oxfordshire District Council  
Southampton City Council  
Surrey County Council  
Swale Borough Council  
Test Valley District Council  
Tonbridge & Malling Borough Council  
Tonbridge Wells Borough Council

**Name**

Cllr Rod Hotton  
Cllr Terry Chapman  
Cllr Kenneth Rhatigan  
Cllr Bob Edger OBE  
Cllr Ian Leake  
Cllr Bob Wade (SD)  
Cllr Mo Marsh  
Cllr Ron Flaherty  
Cllr Richard Burrett  
Cllr Maurice Johnson MBE  
Cllr Michael Tunwell  
Cllr Trevor Webb  
Cllr Rachel Lake (SD)  
Cllr David Turner  
Cllr Dr Ray Ellis  
Cllr Joy Waite  
Cllr Marjorie Smallcorn  
Cllr David Whittaker  
Cllr Angela Harrison  
Cllr Richard Ash  
Cllr Brin Carstens  
Cllr Phil Gerrella  
Cllr Reg Edwards  
Cllr Maureen Holding  
Cllr Bob Price  
Cllr David Nimmo-Smith  
Cllr Leo Madden  
Cllr Tom Steele  
Cllr Richard Wagner  
Cllr Robin Patten  
Cllr David Mackay  
Cllr Paul Taylor  
Cllr John Grint  
Cllr Rory Love  
Cllr Mewa Mann  
Cllr Rob Peasgood (SD)  
Cllr Linda Norris (SD)  
Cllr Ian Lake  
Cllr Mike Cosgrove  
Cllr Neville Whiteley  
Cllr Mike Dobson  
Cllr Stanley Ward

Vale of White Horse District Council	Cllr Pat Lonergan
Wealden District Council	Cllr Mrs Claire Dowling
West Berkshire Council	Cllr Owen Jeffery
West Berkshire Council	Cllr Tony Linden
Winchester City Council	Cllr Simon Cook (SD)
Wokingham Borough Council	Cllr Malcolm Bryant
Wokingham Borough Council	Cllr Rob Stanton
Wycombe District Council	Cllr Jeanette Mann
Wycombe District Council	Cllr Richard Scott

### **IN ATTENDANCE:**

Jennifer McNeill	Regional Director	South East Employers
Mark Palmer	Head of Improvement & Governance	South East Employers
Alexis Garlick	Treasurer	South East Employers
Martin Rutherford	Accountant	South East Employers

The Regional Director opened and welcomed Members to the Annual Meeting.

### **1.0 APOLOGIES**

Apologies for absence were received from:

Authority	Name
Ashford Borough Council	Cllr P Bartlett (SD)
Aylesbury Vale District Council	Cllr J Cartwright
Aylesbury Vale District Council	Cllr P Pearce
Brighton & Hove City Council	Cllr D Barnett
Brighton & Hove City Council	Cllr T Kemble
Bucks County Council	Cllr M Appleyard
Chichester District Council	Cllr J Cherry
Crawley District Council	Cllr R Lanzer (SD)
Dover District Council	Cllr T Bartlett
East Sussex County Council	Cllr R Martin
Elmbridge Borough Council	Cllr Mrs C J Elmer
Epsom & Ewell Borough Council	Cllr S Sanger
Fareham Borough Council	Cllr T Cartwright
Gosport Borough Council	Cllr D Smith
Hampshire County Council	Cllr R Baulk
Hampshire County Council	Cllr G Hockley
Hart District Council	Cllr S Gorys
Havant Borough Council	Cllr R Bolton
Lewes District Council	Cllr J Freeman
Medway Council	Cllr Mrs J Shaw
New Forest District Council	Cllr J A G Hutchins
Oxford City Council	Cllr B Price
Oxfordshire County Council	Cllr R Rose
Oxfordshire County Council	Cllr D Wilmshurst
Portsmouth City Council	Cllr A Thompson
Reading Borough Council	Cllr T Page
Reading Borough Council	Cllr P Jones (SD)
Reigate & Banstead Borough Council	Cllr M Brunt (SD)
Runnymede Borough Council	Cllr P Tuley
Slough Borough Council	Cllr A Dhaliwal
South Bucks District Council	Cllr Mrs J Simmonds
South Oxfordshire District Council	Cllr J Cotton

Southampton City Council	Cllr C Davis
Southampton City Council	Cllr C McEwing
Southampton City Council	Cllr J Moulton
Surrey County Council	Cllr D Harmer (SD)
Tandridge District Council	Cllr M Fisher
West Oxfordshire District Council	Cllr S Hoare
West Sussex County Council	Cllr Louise Goldsmith
West Sussex County Council	Cllr Clive Williams
Winchester City Council	Cllr R Worrall
Woking Borough Council	Cllr J Kingsbury
Worthing Borough Council	Cllr S Waight

## 2.0 REPRESENTATION 2008/2009 AND RULES OF SOUTH EAST EMPLOYERS

A list of councillors appointed to serve on South East Employers in 2008/2009 (Agenda Item E1) was circulated at the meeting and accepted by those present.

The meeting received and noted:

2.1 The organisation's code on Member/Officer Relationships.

## 3.0 APPOINTMENT OF VICE-CHAIRMEN FOR 2008/2009

Following the party political group meetings earlier in the morning, each party political group advised the meeting of their nomination for a Vice Chairman of South East Employers for 2008/2009. These were:

Cllr Michael Tunwell	East Sussex County Council	(Conservative)
Cllr Ron Flaherty	Canterbury City Council	(Liberal Democrat)
Cllr Reg Edwards	Milton Keynes Council	(Labour)

These Councillors were then formally appointed as Vice-Chairmen of South East Employers for the year 2008/2009.

## 4.0 ELECTION OF CHAIRMAN 2008/2009

Pursuant to Rule 10, nominations were invited for the chairmanship of South East Employers for the year 2008/2009. Cllr Michael Tunwell was proposed, seconded and duly elected as Chairman of South East Employers for the year 2008/2009, and took the Chair for the remainder of the meeting. The Chairman thanked those present for re-electing him and congratulated the Vice-Chairmen on being re-elected to serve for the forthcoming year.

## 5.0 MINUTES

### 5.1 *Minutes of the Full Meeting held on 13 March 2008*

The minutes of the Full Meeting of South East Employers held on 13 March 2008 were confirmed as a correct record and signed by the Chairman. There were no matters arising.

### 5.2 **Matters Arising**

There were no matters arising.

## 6.0 EXECUTIVE COMMITTEE

### 6.1 *Appointment of Executive Committee for 2008/2009*

Following the party political group meetings earlier in the morning, the political parties submitted the names of councillors to be appointed to the Executive Committee. The following councillors were then appointed to serve on the Executive Committee in 2008/2009, in addition to the Chairman and Vice-Chairmen:

## **CONSERVATIVE**

### **Cllr Michael Tunwell (Chairman)**

Cllr Ian Leake  
Cllr Mike Appleyard  
Cllr Richard Burrett  
Cllr Dr Ray Ellis  
Cllr Joy Waite  
Cllr Mrs Marjorie Smallcorn  
Cllr David Whittaker  
Cllr Maureen Holding  
Cllr Richard Wagner  
Cllr Robin Patten  
Cllr Paul Taylor  
Cllr Rory Love  
Cllr Ian Lake  
Cllr Mike Cosgrove  
Cllr Neville Whiteley  
Cllr Stanley Ward  
Cllr Claire Dowling  
Cllr Clive Williams  
Cllr Malcolm Bryant  
Cllr Rob Stanton

### **East Sussex County Council**

Bracknell Forest Borough Council  
Buckinghamshire County Council  
Crawley Borough Council  
Hampshire County Council  
Hastings Borough Council  
Havant Borough Council  
Isle of Wight Council  
New Forest District Council  
Reigate & Banstead Borough Council  
Rother District Council  
Rushmoor Borough Council  
Shepway District Council  
Surrey County Council  
Swale Borough Council  
Test Valley Borough Council  
Tunbridge Wells Borough Council  
Wealden District Council  
West Sussex County Council  
Wokingham Borough Council  
Wokingham Borough Council

## **LABOUR**

### **Cllr Reg Edwards (Vice Chairman)**

Cllr Mo Marsh  
Cllr Trevor Webb  
Cllr Mewa Mann

### **Milton Keynes Council**

Brighton & Hove Council  
East Sussex County Council  
Slough Borough Council

## **LIBERAL DEMOCRAT**

### **Cllr Ron Flaherty (Vice Chairman)**

Cllr Roy Martin  
Cllr Phil Gerrella  
Cllr Dave Mackay

### **Canterbury City Council**

East Sussex County Council  
Milton Keynes Council  
RB Windsor & Maidenhead

Appointments to the Executive Committee will be posted on the South East Employers' website and will be confirmed in writing with the minutes.

### **6.2 Minutes of Last Meeting**

The minutes of the Executive Committee Meeting held on 24 April 2008 were received and noted.

### **6.3 Matters Arising**

There were no matters arising.

## **7.0 MANAGEMENT COMMITTEE AND EMPLOYERS' SIDE OF THE REGIONAL JOINT COMMITTEE**

- 7.1** It was **agreed** that the appointments to the Management Committee and to the Employers' Side of the Regional Joint Committee be selected from the Executive Committee and that appointments would be made by the Executive Committee at a meeting to be held later in the day.

**7.2 Minutes of the Management Committee Meeting held on 24 April 2008**

The minutes of the Management Committee Meeting held on the above date were received and noted.

**7.3 Matters Arising**

There were no matters arising

**8.0 REPORT OF THE REGIONAL DIRECTOR**

The Regional Director submitted a report outlining the main activities and achievements of the organisation during 2007/2008. In particular, the Regional Director identified key new business areas which add value to member Councils in such areas as the South East Charter for Member Development, mediation and mentoring consultancy as well as the new SEEjobs section on the website; she asked members to explore the new website for a full overview of the services offered.

A query was raised as to the progress of SEEtemp. The Regional Director advised that unfortunately most Hampshire Councils were tied into Manpower at present and were not prepared to take the risk of opting out and signing up with a new initiative. However, if and when interest is shown the organisation will review its options in this business area. Minimal expenditure was utilised in drawing up documents and developing a database for SEEtemp. The database is in such a format that it can be used for other business activities.

A copy of this report is in the Minute Book.

**The report was received and noted.**

**9.0 REPORT OF THE CHAIRMAN**

The organisation's Chairman for 2008/2009, Cllr Michael Tunwell, submitted a report on the work he had undertaken during the year and extended his thanks to his two Vice Chairmen for their assistance and loyal support. He also extended thanks to all South East Employers' representatives and to the staff at South East Employers for their hard work and dedication.

**The report was received and noted.**

**10.0 APPOINTMENT OF TREASURER AND AUDITOR**

Pursuant to Rule 17(b) and 19(b) it was **agreed**:

1. to appoint Alexis Garlick of Winchester City Council, as Treasurer for the year 2008/2009;
2. to appoint Tenon Ltd. as Auditors for the year 2008/2009.

**11.0 ACCOUNTS FOR 2006/2007**

A summary of the Final Outturn Income and Expenditure Outturn for 2007/2008 were received and, for comparison, the initial and revised budgets for the same period. Members also received a full copy of the Financial Statements including the auditor's report. It was noted that the net result for 2007/8 was a profit for the year of £3,850.00.

**The audited accounts were approved.**

## 12.0 AGENDA FOR THE SOUTH EAST REGIONAL COUNCIL MEETING

12.1 The Regional Director submitted the agenda for the AGM of the South East Regional Council which was due to take place on the afternoon of 10 July 2008. The agenda consisted largely of formal matters, e.g. the appointment of Chair and Vice-Chair and of the Regional Joint Committee.

**It was noted that the meeting would be convened and declared "inquorate" as a result of the non attendance of the staff side members due to strike action scheduled to take place on 16 and 17 July 2008. However, it was further noted that Tony Jones, Unison Joint Secretary and Linda Richards, outgoing Chair of SERC would be attending to make a statement prior to the presentations in the afternoon.**

### 12.2 *Election of the Chairman of the Employers' Side of the South East Regional Council*

**It was agreed** that Cllr Michael Tunwell should be nominated as Chairman of the Employers' Side for the year 2008/2009 at the meeting of the South East Regional Council.

## 13.0 FUTURE MEETINGS

### 13.1 *Schedule of Future Meetings*

The Regional Director submitted a revised schedule of proposed meeting dates for South East Employers and its Executive and Management Committees and the Regional Council for 2008/2009. The Regional Joint Committee will be convened if and when required. Members of the Management Committee were asked to note the change of the date of the December 2008 meeting to 3 December 2008. The following meetings for 2008/2009 were **agreed**:

#### ***Full South East Employers' Meetings***

Thursday	13	November	2008		MS London
Thursday	12	March	2009		To be confirmed
Thursday	16	July	2009	AGM	To be confirmed

#### ***Management Committee Meetings***

Thursday	18	September	2008		Old Sessions House
<b>Wednesday</b>	<b>03</b>	<b>December</b>	<b>2008</b>		<b>Winchester</b>
Thursday	23	April	2009		To be confirmed

#### ***Executive Committee Meetings***

Thursday	18	September	2008		Old Sessions House
Thursday	15	January	2009		To be confirmed
Thursday	23	April	2009		To be confirmed
Thursday	16	July	2009	AGM	To be confirmed

#### ***Regional Joint Committee***

**To be convened as and when required**

#### ***South East Provincial Council***

Thursday	16	October	2008	Seminar	MS London
Thursday	12	February	2009	Seminar	To be confirmed
Thursday	16	July	2009	AGM	To be confirmed

#### **Key to venues:**

<b>LGA</b>	<b>Local Government Association</b>
<b>MS</b>	<b>Mary Sumner House</b>
<b>Abbey</b>	<b>Abbey Community Centre</b>
<b>OSH</b>	<b>Old Sessions House</b>

**13.2 Date of the Next Meeting**

It was noted that the date of the next Full Meeting of South East Employers would be Thursday 13 November 2008, and that the meeting would be held at The Mothers' Union, Mary Sumner House, Tufton Street, London, SW1P 3RB.

**INFORMATION ITEMS INFO 1 to INFO 6 WERE NOTED.**

**PRESENTATIONS:**

**Lee Thomas, the Skills Development Manager of the Learning and Skills Council** gave an interesting and informative presentation on the South East Public Sector Skills Challenge. He encouraged all councils to take part in this scheme and a copy of his presentation can be found on the SEE website at <http://www.seemp.co.uk/councillors/seemeetings/seeagm-2.htm>

**Margaret Richardson, Waste and Recycling Operations Team Manager at Southampton City Council** gave a presentation on how Southampton City Council has used the Train to Gain initiative in their Waste Refuse Services and the beneficial impact this has had on both the management of the services and on their employees individually. Margaret gave examples of some of the benefits that have been gained by the council. A copy of her presentation can be found on the SEE website at <http://www.seemp.co.uk/councillors/seemeetings/seeagm-2.htm>

**The Chairman expressed his thanks to both Lee and Margaret for taking the time to talk to Members.**

Signed: .....

Date: .....