

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
HELD ON THURSDAY 24 APRIL 2008  
AT  
MARY SUMNER HOUSE, TUFTON STREET, LONDON**

**Present :**

Cllr Ian Leake	Bracknell Forest Borough Council
Cllr Ron Flaherty	Canterbury City Council (part of meeting)
Cllr Roy Martin	East Sussex County Council
Cllr Dr Ray Ellis	Hampshire County Council
Cllr Marjorie Smallcorn	Havant Borough Council
Cllr Rory Love	Shepway District Council (in the Chair)
Cllr Rob Stanton	Wokingham District Council

**In attendance**

Jennifer McNeill	Regional Director
Mark Palmer	Head of Improvement & Governance

In the absence of the Chairman, Cllr Michael Tunwell and Vice Chairman, Cllr Reg Edwards and due to the fact that the other Vice Chairman, Cllr Ron Flaherty was delayed, Members agreed that Cllr Rory Love should chair the meeting.

**1. APOLOGIES**

Cllr Richard Burrett	Crawley Borough Council
Cllr Michael Tunwell	East Sussex County Council
Cllr Reg Edwards	Milton Keynes Council
Cllr Neville Whiteley	Test Valley Borough Council

**2. MINUTES**

The Minutes of the meeting held on 5 December 2007 were agreed as a correct record and signed by the Chairman.

**2.1 Matters Arising**

There were no matters arising.

**3. ACCOUNTS 2007/2008**

The Regional Director advised that there has been little change since the accounts were presented by the Treasurer at the Full Meeting in March. However, she was pleased to report that our predicted training income had been exceeded by £50,000.

Examples of successes include our increasing customer base with various Fire and Rescue Services. Funds generated have been invested in our own training to ensure that we continue to meet emerging needs of Fire and Rescue Services. The investment in training in mediation has resulted in a number of successful mediations within the region.

**The Committee asked that the Regional Director be congratulated for bringing the Fire work to SEE.**

Questions were invited which included the following:

**Q:** Why is the Travelling and Subsistence figure so high?

**A:** *Ours is a large region and staff often have to travel a considerable way to carry out work and attend meetings – rail fares are also high. However, it should be noted that, where reasonable, an element of this is re- invoiced to councils for work carried out on their behalf.*

**Q:** What mileage rate do you use?

**A:** *The HMRC recommended rate which will shortly increase.*

**Q:** What progress has been made with SEEJobs?

**A:** *Information requesting that reciprocal links be set up has been circulated to Chief Executives, Heads of HR and SEE representatives and favourable responses have already been received.*

The Head of Improvement and Governance reported that Progress through Partnership (PtP) has provided an opportunity for SEE to raise our profile within councils. We have been awarded the contract for a further year – to 31/3/09 - and anticipate a funding stream of around £198,000 (subject to approval) to manage the regional hub. (**N.B.** The interest of Cllr Rob Stanton, Wokingham Borough Council, was noted at this stage as he sits on the Board appointed to approve the funding.)

The focus of PtP during the next year will change to build capacity with the partnership managers, to put more emphasis on Member engagement and to work with senior officers around LAAs. Three other regions have similar programmes to that adopted by PtP and Cllr Rory Love, Shepway District Council had recently joined the team from PtP to make a presentation to the East of England. The feedback is that PtP in the South East is the model to follow and, at a recent LGA national conference, PtP South East was referred to as “one of the most innovative programmes across the country”.

**The report was accepted.**

#### **4. STAFF BENEFIT – HEALTH SCREENING**

The Regional Director presented a report seeking approval from the Committee to provide a health screening for South East Employers’ staff in 2008 and to secure delegated powers to action this in future.

**The report was approved and the following recommendations agreed:**

- i) that funds are provided from our reserves to provide a health screening for our staff during 2008, and**
- ii) that, provided the Regional Director is satisfied that there are appropriate funds available, she should have delegated powers in future years to action the health screenings as provided for in our staffs’ contracts of employment. She should report back to the Management Committee as and when this is actioned.**

## 5. PROPOSED MEETINGS 2008/2009

The Committee received a schedule of proposed meetings for 2009/2010 and took the opportunity to have preliminary discussions about the frequency and content of meetings. Comments from Members included:

- ⇒ Do we need to have a Management and Executive Committee?
- ⇒ There are some things about which the Management Committee take decisions which the Executive Committee do not;
- ⇒ The two committees have different functions but do we need as many meetings?
- ⇒ There is an argument for a smaller Management Committee;
- ⇒ Could the Chairman and two Vice-Chairman act as the Management Committee (perhaps just by e-mail) and then report their actions to the Executive Committee?
- ⇒ We are a political organisation and not a business and need to have representation from all types of authority;
- ⇒ Not sure that we need all the functions of both committees – the Executive is more of a consultation exercise.

The Head of Improvement and Governance reminded Members that we did bring a paper to the Management Committee about 12 months ago and this led to some minor changes to the Executive Committee which included introducing more policy presentations. The paper had also proposed looking at a council model in which the Executive Committee would have a policy development role. This could be subject to further development at a future date.

**It was agreed that no firm recommendations could be made at this stage, particularly in advance of the Annual Meeting when there will be different Members on the Committees. The Regional Director will consider the above comments and present a paper at the September Management Committee meeting to explore the options and proposals.**

**The schedule of meetings was accepted subject to further discussion about the frequency and content of meetings.**

## 6. ANY OTHER BUSINESS

- i. **PtP and the role of the Executive Committee:** Is there a possibility of putting the Executive Committee forward as a body for the scrutiny of the SE Improvement and Efficiency Partnership?
- ii. **Enhancing Local Democracy Conference:** 13 councillors in total have confirmed attendance at the conference in June, including 9 from the Management Committee. Only 12 officers have so far confirmed and Members of the Management Committee were urged to encourage officers from their councils to attend.
- iii. The Chairman, Cllr Michael Tunwell, had received a letter of thanks from Oliver Woodman for the gifts from the Management Committee on the occasion of his retirement from SEE. **He asked that thanks be passed on to the Management Committee and recorded in the minutes.**
- iv. At the last Full Meeting a query had been raised about the necessity to have agenda papers in different colours. The Management Committee were happy to continue with this format as it helped to identify the different agenda items.

- v. **It was agreed that, in view of the ill health of the Chairman, Cllr Michael Tunwell and Vice-Chairman, Cllr Reg Edwards, a gift of flowers/fruit be sent.**

**6. DATE OF NEXT MEETING**

The next meeting of the Management Committee is scheduled for Thursday 18 September 2008 at Old Sessions House, London.

Signed: .....

Date: .....