



**MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 5 DECEMBER 2007
AT
NEWFRITH HOUSE, 21 HYDE STREET, WINCHESTER**

Present :	Cllr Ron Flaherty	Canterbury City Council
	Cllr Richard Burrett	Crawley Borough Council
	Cllr Michael Tunwell	East Sussex County Council (in the Chair)
	Cllr Dr Ray Ellis	Hampshire County Council
	Cllr Marjorie Smallcorn	Havant Borough Council
	Cllr Reg Edwards	Milton Keynes Council
	Cllr Rory Love	Shepway District Council
	Cllr Neville Whiteley	Test Valley Borough Council
	Cllr Rob Stanton	Wokingham District Council

In attendance	Jennifer McNeill	Regional Director
	Mark Palmer	Head of Improvement and Governance
	Alexis Garlick	Treasurer

1. APOLOGIES

Cllr Roy Martin	East Sussex County Council
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2. MINUTES

The Minutes of the meeting held on 13 September 2007 were agreed as a correct record and signed by the Chairman.

3. MATTERS ARISING

There were no matters arising.

4. REVISED ESTIMATES 2007/2008 AND INITIAL ESTIMATES 2008/2009

4.1 The Treasurer presented the Revised Estimates for 2007/2008 which showed an improvement of £58,094 over the original budget. This was due to higher members' subscriptions, improved interest on balances, lower travel and subsistence and a reduction in the predicted level of expenditure for the PtP Host Agency Fee.

NB: Under "Purchase of Equipment" in the Revised Budget, the £1,000 in the right hand column (Variance) should be enclosed in brackets. Therefore, the Total figure in that column should be amended to £48,823.

The Treasurer pointed out that the lower costs shown in the Revised Estimates 2007/2008 had been used as the starting point for the Projections for

2008/2009. The aim was to achieve a balanced budget within the 3 year period illustrated.

Zero figures were shown against the PtP Host Agency Fee budget as confirmation was still awaited regarding the continuation of funding for the project.

The Treasurer also confirmed that the cost that will be incurred as a result of the premature retirement of the Head of Employment Services will be met from this year's budget but the savings will be realised in the coming years.

The Revised Estimates for 2007/2008 and Initial Estimates for 2008/2009 were accepted by the Management Committee.

- 4.2** The Committee discussed the continuation of the subscription of £3,000 per year to LGE to support the work of CEEP. **It was agreed that, whilst Charles Nolda is still negotiating on our behalf, it is beneficial for SEE to continue paying the subscription.**
- 4.3** The Regional Director presented a report outlining the change to membership subscription calculations for the coming year and how best to communicate this to Councils. It was proposed that we add 2.5% to the new proposed structure and a suggested letter to Councils was included in the report.

After considerable discussion **it was agreed that the Regional Director would present examples of what Councils would have paid for the coming year, (combined SEE, LGE, IDeA subscriptions) with a 2.5% increase, compared to subscriptions for SEE + 50% of LGE/IDeA subscriptions, including a 2.5% increase. These would either go to the January Executive Committee meeting or to an extraordinary Management Committee meeting to be convened prior to this for approval.**

5. PROPOSED PREMATURE RETIREMENT

The Committee received a report proposing the Premature Retirement of Oliver Woodman, currently Head of Employment Services with SEE.

The recommendations contained in the report were approved.

6. ORGANISATIONAL STRUCTURE OF SEE

The Committee received a report on a proposed change to the organisational structure of SEE as a result of the proposed early retirement of the Head of Employment.

The proposed change to the organisational structure was accepted.

7. PROJECT UPDATE – “SEE Jobs” / “SEE Temps”

The Regional Director updated the Committee on progress with the two Business Cases endorsed by the Management Committee on 13 September 2007 and confirmed that a Project Plan had been developed for both projects. Since the report had been written, a new graphic designer had been engaged to work with SEE on the development of our website as our current provider was no longer resourced to do this.

In relation to “SEE Jobs”, a letter will be sent to the Chief Executive of all Councils early in the New Year, seeking their support for a reciprocal link to the online jobs pages of each participating Council from the “SEE Jobs” section of the SEE website.

The two projects were discussed by the Committee and it was suggested that, when writing to Chief Executives regarding “*SEE Jobs*”, copies should also be sent to all SEE Members and to each Council’s IT Department. This would ensure that all concerned are aware of the project, and that our Members could support this in their councils as appropriate.

The report was accepted and it was agreed that Members would be updated on progress of these projects on a regular basis.

8. ‘ENHANCING LOCAL DEMOCRACY CONFERENCE’ 2008

The Committee received a report and a personal complimentary invitation to the 2008 Enhancing Local Democracy Conference to be held in London on 18 and 19 June 2008. They were also asked to promote this Conference within their own Councils.

The Head of Improvement and Governance advised that the aim of the Conference was to demonstrate how Councils can move forward on the key elements of the Local Government Act, and hoped to showcase some good practice to take forward into the implementation stage. The invitation to attend will also be extended to the London Councils and the East of England Regional Assembly has agreed to promote it in their region.

The Committee discussed the Conference and made the following points:

- It is important to encourage Members to attend and take their officers with them;
- We must sell the Conference at an early stage as “Member Services” have a limited budget which is soon exhausted and diaries are quickly filled;
- Each Council has a Training Secretariat. An invitation should be sent to the Administrator to the Training Committees with the suggestion that they send one or two from each party.

The Management Committee agreed to promote the Conference within their Councils and would confirm their attendance as soon as possible.

9. SOUTH EAST OF ENGLAND REGIONAL ASSEMBLY (SEERA)

The Committee received a copy of a communication from Paul Bevan, Chief Executive of SEERA sent to the Local Government Assemblies in the South East reporting on proposed developments.

The Committee agreed that this item should remain “For information only” and did not need to be circulated to the Executive or Full Committee.

10. BUSINESS PLAN 2008-2011

The Management Committee were asked to consider the updated draft Business Objectives for 2008 – 2011 which formed part of the rolling 3 year Business Plan. The draft was discussed by the committee and a query was raised as to whether it was possible to carry out this programme with the current staffing structure. The Regional Director pointed out that this is a 3 year programme and that, as we take on new work, this would replace items that have become ‘business as usual’ or are completed projects. There is also a vacant post on the establishment and, if there became a need for this to be filled, a business case would be presented to the Management Committee.

The draft Business Plan was accepted by the Committee.

11. SE IMPROVEMENT AND EFFICIENCY BOARD

Cllr Neville Whiteley, Test Valley Borough Council, in his role as Chairman of Progress through Partnership (PtP) introduced the Ptp Team - Peter Johnson, Sarah McDuff and Nicola Locke. He thanked them for their hard work in organising the recent very successful PtP Conference where they had used interactive keypads to record answers from the audience on a range of questions. Cllr Whiteley emphasised his support for further funding and has urged Dr Andrew Lerner, Chief Executive, SECE to ensure that continuous funding is available for the project.

Peter Johnson, Project Manager, PtP made a short presentation on the work carried out to date and their plans for the future. He was asked if there is any support for Peer Review and advised that this is currently carried out by the IDeA but it something that we can look at for the future.

12. PtP PROJECT EXTENSION – STAFFING IMPLICATIONS

The Head of Improvement and Governance made a verbal report to the Committee advising that PtP has been recognised as a high level success and is talked about in other regions. The current contract runs until 31 March 2008 and, subject to the approval of the SE Improvement and Efficiency Partnership, he hopes that the programme will be extended for a further 3 year period. A proposal for funding of 2.8 million will be put forward by a formal tender process in April 2008 but the result of this will probably not be known until around August 2008. SEE together with Shared Intelligence will then bid to lead on the project again and one of our key strengths is that we already have a team in place who are well known across the region. The contracts of Peter Johnson and Sarah McDuff are due to finish on 31 March 2008 but we would like to extend the programme from the end of March until the beginning of August when we hope to know about the continuation of the project. The cost to staff the two posts would be £50,893 and we have two options:

- i) That the South East Improvement Partnership agrees to fund these posts for a further six months (funding of £38,000). This is the preferred option and we are reasonably confident that we will get this (we will know by 8 January 2008).
- ii) That the £38,000 is drawn from SEE reserves although Shared Intelligence have offered in writing to subsidise half this amount.

The Management Committee discussed the proposal and **agreed that the Head of Improvement and Governance should first make a request to the South East Improvement Partnership for this funding and, if it is not forthcoming, return to the Management Committee for approval to draw the amount from SEE reserves.**

13. DATE OF NEXT MEETING

The next meeting is scheduled for Thursday 24 April 2008 at Mary Sumner House, London.

Signed:

Date: