



**ANNUAL MEETING of SOUTH EAST EMPLOYERS  
13 JULY 2017**

**MINUTES OF AN ELECTRONIC VOTE  
RELATING TO AGENDA ITEMS FOR THE ABOVE MEETING**

**BACKGROUND**

The meeting scheduled to be held on 13 July 2017 was cancelled as the number of confirmed attendees were not sufficient to make the meeting quorate.

There were items on the agenda that required approval by the Members of South East Employers in order to conduct its business and it was deemed necessary to request members to vote electronically on such items.

**ELECTRONIC VOTES WERE RECEIVED FROM:**

<b>Authority</b>	<b>Name</b>
Adur District Council	Cllr Kevin Boram
Canterbury City Council	Cllr Bernadette Fisher
Chichester District Council	Cllr Peter Wilding
East Hants District Council	Robert Saunders
East Sussex County Council	Cllr David Elkin
Eastleigh Borough Council	Cllr Keith House
Elmbridge Borough Council	Cllr Neil Houston
Fareham Borough Council	Cllr Trevor Cartwright
Guildford Borough Council	Cllr Murray Grubb Jnr
Hampshire County Council	Cllr Johnathan Glen
New Forest District Council	Cllr Maureen Holding
Portsmouth City Council	Cllr Michael Harris
Reading Borough Council	Cllr Tony Page
Rushmoor Borough Council	Cllr Paul Taylor
Shepway District Council	Cllr Rory Love
Swale Borough Council	Cllr Duncan Dewar-Whalley
West Berks Council	Cllr Hilary Cole
West Sussex County Council	Cllr Richard Burrett
Wokingham Borough Council	Cllr Alistair Auty
Wokingham Borough Council	Cllr Stuart Munro
Wycombe District Council	Cllr Arif Hussein

**2.0 REPRESENTATION 2017/2018**

A list of councillors appointed to serve on South East Employers in 2017/18 (Agenda Item E1) was noted and accepted by those present.

### 3.0 APPOINTMENT OF VICE-CHAIRMEN FOR 2017/2018 REF E1

Following party political group electronic discussions, the Conservative and Labour Groups being the only political groups entitled to a Vice Chairman seat, advised of their nominations for a Vice-Chairman of South East Employers for 2017/18. The nominations were:

Cllr Rory Love	Shepway District Council	(Conservative)
Cllr Bernadette Fisher	Canterbury City Council	(Labour)

Cllr Fisher was formally re-appointed as Vice-Chairman of South East Employers as there were no other representatives nominated from the Labour party.

**For (F) 18, Against (A) 0, Abstain (Abs) 0, Noted (Ntd) 2**

### 4.0 ELECTION OF CHAIRMAN 2017/2018 REF E1

Pursuant to Rule 10, nominations were invited for the Chairmanship of South East Employers for the year 2017/2018. Cllr Rory Love was proposed, seconded and duly elected as Chairman of South East Employers for the year 2017/18.

**(F) 18, (A) 0, (Abs) 0, (Ntd) 2**

### 5.0 MINUTES

#### 5.1 Minutes of the Annual Meeting held on 20 July 2016 REF E2

The minutes of the Annual Meeting of South East Employers held on 20 July 2016 were received and approved.

**(F) 13, (A) 0, (Abs) 0, (Ntd) 7**

#### Matters Arising

There were no matters arising.

#### 5.2 Minutes of the Electronic Vote of 8 March 2017 REF E3

The minutes of an electronic vote relating to agenda items for the Full Meeting of 8 March 2017 were received and approved.

**(F) 13, (A) 0, (Abs) 0, (Ntd) 7**

#### 5.4 Matters Arising

There were no matters arising.

### 6.0 EXECUTIVE COMMITTEE REF E4

#### 6.1 Appointment of Executive Committee for 2017/2018

The political parties submitted the names of councillors to be appointed to the Executive Committee. This comprises of 14 members, including the Chairman but there are currently 10 members, including the Chairman. The following councillors were then appointed to serve on the Executive Committee in 2017/18, in addition to the Chairman and Vice-Chairman:

**CONSERVATIVES****Cllr Rory Love (Chairman)**

Cllr Robert Saunders  
 Cllr Murray Grubb Jnr  
 Cllr Maureen Holding  
 Cllr Paul Taylor  
 Cllr Chris Pitt  
 Cllr Richard Burrett  
 Cllr Stuart Munro  
 Cllr Arif Hussain

**Shepway District Council**

East Hampshire District Council  
 Guildford Borough Council  
 New Forest District Council  
 Rushmoor Borough Council  
 Surrey Heath Borough Council  
 West Sussex County Council  
 Wokingham Borough Council  
 Wycombe District Council

**LABOUR**

**Cllr Bernadette Fisher (Vice Chairman)** Canterbury City Council

**LIBERAL DEMOCRAT**

Cllr Keith House

Eastleigh Borough Council

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

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

**6.2 Minutes of Last Meeting**

The minutes of the Executive Committee Meeting held on 8 March 2017 were received and noted.

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

**6.3 Matters Arising**

There were no matters arising.

**7.0 APPOINTMENT OF TREASURER**

Pursuant to Rule 17(b) it was **agreed** to appoint Darren Kennedy (Interim) of Winchester City Council, as Treasurer for the year 2017/2018.

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

**8.0 APPOINTMENT OF AUDITOR**

Pursuant to Rule 19(b) it was **agreed** that the auditor to be appointed for 2017/18 would continue to be Wilkins Kennedy LLP, who were first appointed in July 2012. It was also agreed that it would be good practice to undertake a review of the auditors every 5 years prior to the appointment. The Treasurer was asked to implement this review during 2017/18.

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

**9.0 FINANCIAL STATEMENTS FOR 2016/2017**

The draft audited Financial Statements for the year ended 31 March 2017 were received together with the Auditor's Report to Management, the Letter of Management Representation to the Auditors and the detailed Income and Expenditure compared to budget. It was noted that the financial statements for 2016/2017 would be formally approved by the Executive Committee by electronic vote.

The Treasurer informed Members that there was a deficit of £6k, compared to a budgeted surplus of £7k. Although SEE generated an operating surplus of £64k, the fluctuations in long term pension valuation resulted in the reported deficit.

The General Reserve for the organisation was now £1,036,069 and the Minimum Anticipated Level of Reserves required was £475,4030 that resulted in headroom of £560,666. The organisation is recognised as a going concern for the next 12 months.

**The report was received and the accounts noted subject to final approval at the Executive Committee by electronic vote**

**The report and the accounts were approved by the Executive Committee by electronic vote on the 28<sup>th</sup> July 2017.**

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

## **10.0 REPORT OF THE REGIONAL AND DEVELOPMENT DIRECTOR**

The Regional Director submitted a report outlining the main activities and achievements of the organisation during 2016/17.

In particular, the Regional Director drew attention to the on-going risks to the continued viability of SEE as a result of the financial difficulties faced by councils, uncertainty in financial markets and the importance of achieving a balanced budget. However, despite this, our small team of 7 full time equivalent staff had worked incredibly hard over the year and achieved a surplus of £64K but the adjustment relating to the defined pension scheme meant we were left with a deficit of £6k. We will be reducing our costs imminently by approximately £10k due to our proposed office relocation.

A number of projects we are involved in are making good progress with councils making use of these facilities, such as Epaycheck and SEGWARP. The use of mediation as a way to resolve conflict at work early on and save on costs and resources is becoming more widely used. The networks continue to be well attended including the HR Strategic Board and the Local Democracy and Accountability network

All Councils including non members receive our newsletters, SEEUs and SEE News We have the ability to monitor who opens the Newsletters and what topics the readers click on. This helps us identify particular topics that recipients are interested in.

Members were also informed that SEE continues to support 45 councils in respect of the Charter for Elected Member Development. We completed 10 assessments during 2016/17. A new Charter framework was launched by the LGA in November 2016.

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

## **11.0 REPORT OF THE CHAIRMAN**

The organisation's Chairman for 2017/18, Cllr Rory Love, submitted a report on the work he had undertaken during the year. A copy of his Report is attached to these minutes. The Chairman highlighted the Local Democracy and Accountability Network and encouraged SEE Councillor Representatives to attend the next Network to take place in January 2018.

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

## **12.0 Proposed Office Relocation**

Members were asked to support the decision with regard to relocating the SEE Offices to Winchester City Council. This will save SEE £10k costs per annum.

**(F) 16, (A) 0, (Abs) 0, (Ntd) 4**

## **13.0 DATES OF FUTURE MEETINGS**

The Regional Director submitted a schedule of proposed meeting dates for South East Employers and its Executive Committee for 2017/18. The Regional Joint Committee will be convened if and when required. The following meetings for 2017/18 were **agreed**:

**Full South East Employers' Meetings**

- 8 March 2017
- 13 July 2017 – Annual Meeting

**Executive Committee Meetings**

- 21 September 2017
- 7 December 2017
- 15 March 2018
- 11 July 2017

**Regional Joint Committee**

To be convened as and when required

**Date of the Next Meeting**

It was noted that the date of the next Executive Committee of South East Employers will be Wednesday 21 September 2017 and will be held at the offices of London Councils, 59 ½ Southwark Street, London.

**(F) 13, (A) 0, (Abs) 0, (Ntd) 7**

Signed: .....

Dated: .....