



Association of Directors of
Environment, Economy, Planning & Transport

Minutes of the Annual General Meeting 15 June 2017

The Radisson Blu Hotel, Heathrow Airport

Attendees: See Annex 1

Apologies: See Annex 2

1. Welcome and Apologies

Rupert Clubb, ADEPT President and Chair of the AGM welcomed Members to the meeting. Apologies were received from a number of Members – See Annex 2.

2. Minutes of last Annual General Meeting (see [here](#))

Minutes of the last Annual General Meeting, which was held on 20th May 2016, were agreed as accurate.

3. Matters Arising

None.

4. Annual Reporting

4.1 Annual Report 2016/17 (see [here](#) for more detail)

Simon Neilson presented the Annual Report April 2016 - March 2017. ADEPT's Local Authority and LEP membership has increased by 30% in the past year and as of 31st March there were 9 Corporate Partners.

ADEPT has run a number of successful events and technical workshops in the past year and secured sponsorship for the new research and development project.

Simon thanked everyone for their hard work on what has been a successful year and all agreed on the need to continue this momentum going forward. In addition, the future work plan will be adjusted to reflect the discussions from the workshops held yesterday and today.

4.2 Financial Report (see [here](#) for more detail)

Simon Neilson introduced the Financial Report for 2016/17. Overall, ADEPT ended the year with a surplus of £26,737 however, this was below the target of £42,910.



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There are things to consider for the new financial year, not just continuing to recruit new members and Corporate Partners, but retaining the current members. ADEPT would like to reach a place in the future where becoming an ADEPT member is seen as automatic for Local Authorities Place Directors as it is with ADASS or ADPH.

It is important to ask Corporate Partners for feedback on how ADEPT membership has worked for them and how they have benefited (possibly generating some case studies). In addition, we should try to have a broad spectrum of Corporate Partners to reflect the variety within the Association.

Some events have not been as financially successful as others, however ADEPT has changed the way in which we operate these events to rebalance this going forward.

Hannah and June Meadows are reviewing the financial reserves policy, as the current advice is that we need considerably more reserves than we hold.

Nigel Riglar reiterated the importance of the value of 'in kind' contributions. The more people who volunteer their time as policy officers or secretariat support, the more resource and capacity ADEPT will have. It is also an excellent personal development opportunity, not only for up-and-coming officers but also for more well-established officers looking for a new challenge. Although we are continuing to increase income and membership and run more events, it is important to ensure we think of more ways in which to come in on budget and keep costs down.

5. Constitutional Changes (see [here](#) for more detail)

Hannah explained the Constitution has been amended to reflect the recent changes to governance and membership etc.

Motion carried subject to a review of the meaning of 'Members' in the Bye-Laws.

In addition, the East and West Midlands Boards will combine and meet quarterly, whilst still being able to meet separately when necessary. A clear Terms of Reference will be written and this will be taken to the General Meeting in November for approval.

6. Strategic Plan 2017-2020 (see [here](#) for more detail)

Motion carried subject to changes discussed in the earlier workshops.

7. Key Board Activities Updates (see [here](#) for more detail)

Comments from the floor

- Planning, Housing & Regeneration Board – Peter Geraghty confirmed a main issue for the board is the Housing White Paper. They held a workshop on this subject and



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submitted a response to the consultation. The board has also been engaging well with DCLG and BEIS.

- Transport Board – Mike Ashworth explained that the DfT and Highways England are keen to engage with ADEPT on growth and the strategic road network. Highways England also have real concerns about the deliverability of their RIS 1 and subsequent RIS 2 schemes.
- BREXIT – Neil Gibson confirmed he is representing ADEPT on a DCLG BREXIT Board. Neil confirmed the importance of letting Government departments know ADEPT's thoughts on where funding streams should go once taken back from the EU and ADEPT's thoughts regarding important legislation (waste, environmental protection, etc.).

8. President's Update (see [here](#) for more detail)

Rupert thanked Members and Corporate Partners for their support over the past year and reiterated some of ADEPT's successes as outlined in the attached paper.

Rupert also proposed the '50:50 Leaders Network' and asked for the membership to support the Leadership Team to take forward this proposal. Motion was carried.

Hannah will now take this proposal forward. A first step will be to survey the members on leadership issues, to understand what is already in place and what exactly would be needed.

9. Changes to the President's Team

9.1 Confirmation of President

Simon Neilson proposed, motion carried.

Simon thanked Rupert for leading ADEPT in the past year and also thanked Hannah, Jasmin Barnicoat, David Dale, Coast and Aldercross for their help and support.

Simon reiterated how ADEPT and its members are very good at adapting, but it is important to pay attention to the things that matter on a daily basis.

Simon outlined his main principles for the next year:

- **ADEPT alliances** – It is important for ADEPT to 'amplify' its voice nationally and to demonstrate impact. ADEPT needs to be more tactical and focus on specific causes and campaigns. ADEPT is far too modest as an organisation, we need to share and celebrate the work of the members. There are also natural alliances ADEPT needs to explore, for example think tanks or other similar organisations like ADPH, NIC, APSE.



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- **What is the role of contemporary Place Directors?** How do Place Directors continue to modernise, mentor and support others? This should be something ADEPT offers and this will be a feature at this year's conference.
- **Engagement** – It is important for ADEPT to understand if it is representing everyone's views. In addition, how can ADEPT improve the 'offer' to Corporate Partners? How can ADEPT engage better?

9.2 Election of 1st Vice President

Neil Gibson proposed, motion carried.

9.3 Confirmation of 2nd Vice President

Nigel Riglar proposed, motion carried.

9.4 Election of 2nd Vice President

Darryl Evers proposed, motion carried.

10. Any Other Business

Rupert Clubb thanked Jasmin Barnicoat (Secretariat) for her support and help over the past year.

There was no other business.

11. Dates of Future Meetings

These are available on the ADEPT website (see [here](#)). Key dates for future ADEPT meetings were noted.

12. Meeting closed 11:30am

ADEPT

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Annex 1.

AGM attendees		
Ashworth	Mike	Derbyshire County Council
Bailey	David	Costain
Bartram	Hannah	ADEPT
Church	Laura	Luton Borough Council
Clubb	Rupert	East Sussex County Council
Cox	Philip	Cheshire and Warrington LEP
Crick	Paul	Essex County Council
Dale	David	Gloucestershire County Council
Eyers	Darryl	Staffordshire County Council
Geraghty	Peter	Southend on Sea Council
Gibson	Neil	Buckinghamshire County Council
Khansari	Parvis	Wiltshire Council
Lee	Steve	Surrey County Council
Lugg	Matthew	WSP
Neilson	Simon	Walsall Council
Ogden	David	Amey
Pavey	Jason	Atkins
Pugh	Trevor	Surrey County Council
Riglar	Nigel	Gloucestershire County Council
Taylor	Helen	Kier
Wills	Richard	Lincolnshire County Council

Annex 2. Apologies received

Boyer	David	Warrington Borough Council
Carter	David	North Somerset County Council
Dwyer	Carolyn	City of London
Graveson	Gavin	Veolia
Harris	Mike	Dorset County Council
Hewitt	Paula	Somerset County Council
Hibberd	Nick	Brighton & Hove City Council
Hindle	Bev	Oxfordshire County Council
Hughes	Graham	Cambridgeshire County Council
Kirkham	Liz	Gloucestershire County Council
Lamb	John	Special Honorary Member
Masters	Paul	Cornwall Council
Reid	Alistair	Bristol City Council
Rothwell	Sandra	Cornwall & Isles of Scilly LEP
Selfe	Michael	Special Honorary Member