



Association of Directors of  
Environment, Economy, Planning & Transport

## Annual General Meeting

13.00-13.45 Thursday 27<sup>th</sup> May 2020

Via Microsoft Teams

**Chair** Nigel Riglar (South Gloucestershire Council)  
**Attendees & apologies** See end of document  
**In attendance** Hannah Bartram (Chief Operating Officer), Julie Everett (Coast Communications), Helen Leach (Secretariat)

	Item	Lead
1	<b>Welcome and apologies</b>	Nigel Riglar
2	<b>Minutes of last Annual General Meeting</b>  The minutes of the last AGM were agreed and signed off	Nigel Riglar
3	<b>Matters arising</b>  There were no matters arising from the last meeting	Nigel Riglar
4	<b>Annual reporting</b>  Highlights: <ul style="list-style-type: none"><li>• Grew membership despite pandemic</li><li>• Many events run last year on virtual platforms</li><li>• Launched 2 new regional boards and working groups</li><li>• Network continues to grow, we have been collaborating with CIPFA and public health bodies</li><li>• Blueprint for climate action</li><li>• Looking forward – ambition to continue to grow while not compromising on quality</li><li>• Strategic priorities remain the same – place based funding, communities and infrastructure, environment</li></ul> <b>Financial report</b> <ul style="list-style-type: none"><li>• Turbulent year but made a profit</li><li>• Predicting lower income and expenditure for next year as pandemic continues to have an effect on sponsorship income – virtual events don't bring in same levels</li><li>• Programme budget for Live Labs 1 ends this financial year</li></ul>	Hannah Bartram, COO

	Item	Lead
	<p><b>Comments</b></p> <p>Paul Crick made a note on accuracy – ‘actual costs’ on page 1 of the report should read ‘actual income’</p> <p>Paul asked why do members stay and why have others not renewed? Will the Autumn Conference be virtual or in person?</p> <p>Response:</p> <p>Why do members stay:</p> <ul style="list-style-type: none"> <li>• networking opportunities; going virtual has meant more people have been able to access working groups and boards and benefit from them.</li> <li>• Specific offers such as FHRG, Live Labs etc. have attracted organisations.</li> <li>• We will be asking membership these questions, repeating review from 2017 via Shared Intelligence this year.</li> </ul> <p>Why have others not renewed:</p> <ul style="list-style-type: none"> <li>• a change of personnel on senior management team, incoming senior leaders don’t renew.</li> <li>• 3 have not renewed this year.</li> <li>• Target for next year is 90, currently have 83.</li> <li>• Launch of NW, Yorks and Humber boards should help to attract new members.</li> </ul> <p>Autumn Conf – we are very keen to hold it in person. We have a provisional booking with Apex Hotel in Bath and are waiting to see what happens with distancing rules and restrictions.</p>	
5	<p><b>Proposed change to ADEPT’s organisational status</b></p> <p>Hannah Bartram explained the reasons for proposing a change to ADEPT’s organisational status and the pros and cons of each option. In summary ADEPT’s options are to become a:</p> <ul style="list-style-type: none"> <li>• Company limited by guarantee</li> <li>• Charitable company limited by guarantee</li> <li>• Charitable incorporated organisation</li> </ul> <p>The Leadership Team’s recommendation, after taking legal advice is to convert to incorporated company limited by guarantee. A task and finish group will progress the conversion and present final documentation at the General Meeting in November.</p> <p><b>Comments</b></p> <p>Rupert Clubb: the organisation has been transformed over last few years, which is to do with Hannah and the work she has put in. Changing the status allows the organisation to employ its own staff. Would staff be employed by ADEPT or by a host authority?</p> <p>Response – it has been considered and is one of the things the task and finish group would have to work through</p> <p>Nigel Riglar: once we’ve worked through we will be clearer on what our approach to both is. There are also a number of other issues we will need to consider in the way that we operate and opportunities to come</p>	Hannah Bartram

	Item	Lead
	<p>through into the president role. The task and finish group will work through all these and we will be consulting with membership throughout the process.</p> <p>Karl Battersby proposed the motion, Paula Hewitt seconded. The motion was carried unanimously.</p>	
6	<p><b>Key Board Activities Updates</b></p> <p>There were no comments on the board updates.</p>	ALL
7	<p><b>President's Update</b></p> <ul style="list-style-type: none"> <li>• It has been a challenging year; the world has changed dramatically.</li> <li>• Nigel's challenge has been to be the first and hopefully only president do the job online, at home but hopefully not too remote</li> <li>• Set out to continue Darryl's and previous presidents' good work, creating a vibrant association, working more closely with our fellow associations and promoting our programmes, e.g. Live Labs</li> <li>• It has been an extremely busy year for Place Directors; ADEPT has been very active supporting them.</li> <li>• Boards and working group continue to have a busy agenda. ADEPT is only as good as the membership and the quality of agendas and discussions in these groups is phenomenal.</li> <li>• We have had closer associations with our peer associations and partners. Amey have confirmed they will support a 3<sup>rd</sup> Excellence in Place Leadership programme; we have linked up with Cipfa to produce joint webinars aimed at promoting closer collaboration between place directors and finance officers; ADEPT has been a key player in the Blueprint for climate action and Highways Sector Council</li> <li>• We have seen some valued colleagues retire or move on; thanks to David Bowe, Ian Fielding, Steve Betteridge, Laura Church, Nicola McCoy-Brown and Julia Beeden</li> <li>• We have also seen the sad loss of Mike Selfe, one of our past presidents, and Steve Berry at the DfT</li> <li>• It has been an honour and pleasure to be president.</li> <li>• Thanks to Hannah, David Dale, Helen, Coast Communications and everyone else who goes into making ADEPT the success that it is.</li> <li>• Thanks to all of you for your support over the last year.</li> </ul>	Nigel Riglar
8	<p><b>Changes to the President's team</b></p> <p>8.1 Paula Hewitt was confirmed as president</p> <p>8.2 Mark Kemp was elected as 1<sup>st</sup> Vice President</p> <p>8.3 Anthony Payne was elected as 2<sup>nd</sup> Vice President</p> <p>8.4 Sue Halliwell was elected as 2<sup>nd</sup> Vice President</p> <p>Nigel Riglar proposed the changes to the team and was seconded by</p>	Nigel Riglar

	Item	Lead
	<p>Rupert Clubb. The vote was carried unanimously.</p> <p>Paula Hewitt thanked everyone and congratulated Nigel on his achievements over the last year. She reflected on the changes over the last year, both in our working patterns and personal priorities. She highlighted the hard work colleagues have put in, both working from home and in the office or on-site. Paula spoke of the importance of community in people's lives and the power of collaboration in tackling economic recovery and addressing the gaps in society that have been highlighted by the pandemic. Paula's priorities for her presidential year, alongside ADEPT's core priorities, will be the 3 Cs: Covid, Climate and Collaboration.</p>	
<b>9</b>	<p><b>Any other business</b></p> <p>None raised.</p>	Nigel Riglar
<b>10</b>	<p><b>Dates of future meetings</b></p> <p>Autumn conference: 18/19 November, Apex Hotel, Bath</p>	Nigel Riglar
<b>11</b>	The meeting closed at 13:46	

## Attendees

Alison Hatcher, Cumbria County Council  
 Alison Judd, SAS Events  
 Andrew Loosemore, Kent County Council  
 Andy Gutherson, Lincolnshire County Council  
 Angela Jones, Cumbria County Council  
 Ann Carruthers, Leicestershire County Council  
 Anthony Payne, Plymouth City Council  
 Charles Ferrar, WSP  
 Claire Brailsford, Derbyshire County Council  
 Damien McQuillan, Department for Infrastructure Northern Ireland  
 Darren Cook, Arcadis  
 Darryl Evers, Staffordshire County Council  
 Dave Brown, Walsall Council  
 David Ogden, Colas  
 David Short, Kier  
 Donna Whinham, South Gloucestershire Council  
 Graeme Kane, North Northamptonshire Council  
 Grahame Bygrave, Norfolk County Council  
 Helen Hodgson, NAO  
 Jake Master, Atkins Ltd  
 James Birch, Kier  
 John Sellgren, Dorset Council  
 Karl Battersby, North Yorkshire Council  
 Karyn Punchard, Dorset Council

Kate Langdown, Bournemouth, Christchurch and Poole Council  
Kate Martin, Southampton City Council  
Lee Heley, Essex County Council  
Liz Small, North Yorkshire County Council  
Louise Wood, Cornwall Council  
Mandy Bishop, Bath and North East Somerset Council  
Mark Ash, Suffolk County Council  
Mark Corbin, Transport for West Midlands  
Mark Jackson, Sunderland City Council  
Mark Kemp, Hertfordshire County Council  
Mark Stevens, London Borough of Haringey  
Matthew Lugg, WSP  
Neil Gibson, Neil Gibson Consulting  
Nicola Monk, Luton Council  
Nigel Horton-Baker, Reading UK CiC  
Paul Crick, Essex County Council  
Paul Farmer, Oxfordshire County Council  
Paula Hewitt, Somerset County Council  
Penny Sharp, Rutland County Council  
Philippa Venables, Walsall Council  
Ross Cook, City of Wolverhampton Council  
Rupert Clubb, East Sussex Council  
Scott Tompkins, Warwickshire County Council  
Shaun Askins, Luton Council  
Simon Napper, Radioactive Waste Management  
Simon Neilson, Walsall Council  
Steve Cox, Cambridgeshire & Peterborough Councils  
Steve Read, West Sussex County Council  
Steve Smith, Shropshire Council  
Sue Halliwell, West Berkshire Council  
Sue Kinsella, Kent County Council  
Sukhy Duggal, Atkins Ltd  
Tom McCabe, Norfolk County Council

## **Apologies**

David Dale, ADEPT Policy Officer  
Amy Harhoff, Durham County Council  
Andrew Hunter, Bracknell Forest Council  
Angie Astley, Telford & Wrekin Council  
Anna Eastgate, Southend on Sea Council  
Charlie Seward, Cheshire West & Chester Council  
Colin Chick, Gloucestershire County Council  
Craig Austin, Bedford Borough Council  
David Laux, Northumberland County Council  
David Boyer, Warrington Borough Council  
Ian Thompson, Buckinghamshire Council  
Kate Ryan, Bournemouth, Christchurch & Poole Council

Katie Stewart, Surrey County Council  
Kevin Mowat, Torbay Council  
Mark Jones, Hull City Council  
Mark Ryder, Warwickshire County Council  
Matt Davey, West Sussex County Council  
Meg Booth, Devon County Council  
Mick Crofts, Sheffield City Council  
Paul Barton, Wigan Council  
Phil Durnell, Lancashire County Council  
Phil Edwards, Birmingham City Council  
Simon Jones, Kent County Council  
Stephen Gibson, Slough Borough Council  
Steve Moore, Wokingham Borough Council  
Stuart Jarvis, Hampshire County Council  
Tristan Samuels, Portsmouth City Council