



**Annual General Meeting**

16:15-16:45, Thursday 25<sup>th</sup> May 2023  
One Great George St, London

**Chair** Mark Kemp (Hertfordshire County Council)  
**Attendees & apologies** See end of document  
**In attendance** Hannah Bartram (Chief Executive Officer), David Dale (ADEPT Policy Officer), Helen Leach (Secretariat)

No.	Item	Presented by
1	<b>Welcome and apologies</b>	Mark Kemp
2	<b>Minutes of last Annual General Meeting</b> The minutes of the 2022 Annual General Meeting were signed off.	Mark Kemp
3	<b>Matters arising</b> There were no matters arising from the 2022 meeting.	Mark Kemp
4	<b>Shared Intelligence presentation</b> Shared Intelligence presented <a href="#">the results</a> of the recent ADEPT members survey. This was followed by a discussion about ADEPT communications. Key points raised: <ul style="list-style-type: none"> <li>• ADEPT’s new Deputy CEO, Kylie Russell – starting end July - will take the lead on implementing the report’s recommendations, including how we finesse our communications. (HB)</li> <li>• We have reflected on the newsletter and how we can change it, including potentially sending out themed newsletters from the Subject Boards. (MK)</li> <li>• We need to ensure high-value comms to get them seen in busy inboxes (A Carruthers).</li> <li>• We need to get better at feeding information from the Leadership Team to the regional and subject boards. Going forward, Hannah’s updates to the boards will be more structured. (HB)</li> </ul>	Ben Lee & Abigail Fisher, Shared Intelligence

	<ul style="list-style-type: none"> <li>• The structured updates are easier to digest and the written copy is useful for circulating to board members afterwards (A Cook).</li> <li>• It is also important to ensure that Place Directors have knowledge of upcoming events and meetings (MK).</li> <li>• We recognise that Government likes hierarchy, so we need to ensure we have chief officers in the Leadership Team (MK).</li> <li>• With regard to the Joint Presidents / LGA group, there seems to be a lack of awareness among public health, adult care and children’s services colleagues. We may need to work on ensuring that the other presidents see the same value in this collaboration as ADEPT does (A Gutherson).</li> </ul>	
<b>5</b>	<p><b>Strategic Plan 2023-2026</b></p> <p>Hannah Bartram outlined the key priorities of the new Strategic Plan and invited comment (<a href="#">ADEPT Strategic Plan 2023-2026</a>).</p> <p>John Lamb asked if there was anything other than the Live Labs programme being done in the R&amp;D arena, and how that ties in with other areas.</p> <p>Response: HB suggested that the Live Labs delivery model is transferable to other sectors, such as in the climate space. The ADEPT / Amey <i>PACE</i> Programme (which has replaced the <i>Excellence in Place Leadership</i> Programme) has discussed the possibility of a behaviour change Live Lab. We have been approached by the RAC Foundation and Rees Jeffreys Road Fund in relation to funding in this area. We need to continue to look out for these opportunities.</p>	Hannah Bartram
<b>6</b>	<p><b>Annual reporting</b></p> <p>6.1 Annual review 2022/23 and Forward plan 2023/24</p> <p>6.2 Financial report 2022/23</p> <p>We have finished this financial year with a surplus. We are predicted to make a deficit next year primarily because of the costs of the new Deputy CEO. This is a small deficit and should be recoverable in the following years.</p> <p>ADEPT continues to work smoothly as a company.</p>	Hannah Bartram
<b>7</b>	<p><b>Key board activity updates</b></p> <p>Highlights from Subject and Sub-national Boards</p>	ALL
<b>8</b>	<p><b>President’s update</b></p> <p>Mark highlighted that we are looking at how we evolve our funding model. With rising costs and shrinking budgets we are aiming to keep our annual membership fees as stable as possible; fees were not increased for 23/24 for example.</p>	Mark Kemp

	<p>We are keen to develop other commercial partnerships, such as those we have with Environment Agency and Forestry Commission / Defra.</p> <p>Mark thanked everyone for their support during his year as President, which has been thoroughly enjoyable. He particularly thanked Hannah Bartram, Helen Leach and Adele Adamson for their support.</p>	
<b>9</b>	<p><b>Changes to the President's Team</b></p> <p>9.1 Anthony Payne was confirmed as President.</p> <p>9.2 Ann Carruthers was elected as 1<sup>st</sup> Vice President.</p> <p>9.3 Karl Battersby was confirmed as 2nd Vice President.</p> <p>9.4 Angela Jones was elected as 2nd Vice President.</p> <p>All members were in favour of these appointments.</p> <p>The Chain of Office was handed from Mark Kemp to Anthony Payne.</p> <p>Anthony gave a short speech. Mark's priorities of People, Place and Planet will form the bedrock of the association for the next three years.</p> <p>Anthony's priorities for 2023-2024 will be:</p> <ul style="list-style-type: none"> <li>• Relationships with government</li> <li>• Funding solutions for local government</li> <li>• Our people – our greatest asset</li> </ul> <p>He thanked the membership for entrusting this position to him and thanked Hannah, Mark Kemp and the rest of the Leadership Team for their support.</p>	Mark Kemp
<b>10</b>	<p><b>Any other business</b></p> <p>None raised</p>	Mark Kemp
<b>11</b>	<p><b>Formal close</b></p>	Mark Kemp

## **Attendees**

Mark Kemp, Hertfordshire County Council  
Anthony Payne, Plymouth City Council  
James Bailey, Staffordshire County Council  
Grahame Bygrave, Norfolk County Council  
Angela Jones, Cumbria County Council  
Andrew Cook, Suffolk County Council  
Nigel Riglar, South Gloucestershire Council  
Ann Carruthers, Leicestershire County Council  
Steve Lee, Special Honorary Member  
Carolyn McKenzie, Surrey County Council  
Katie Stewart, Surrey County Council  
Mickey Green, Somerset Council  
Andy Gutherson, Lincolnshire County Council  
Chitra Nadarajah, Hampshire County Council  
Paul Crick, Essex County Council  
John Lamb, Special Honorary Member  
Claire Brailsford, Derbyshire County Council

## **Apologies**

Sophie Broadfield, Bath and North East Somerset Council  
Neil Gibson, Special Honorary Member  
Paula Hewitt, Somerset Council  
Karl Battersby, North Yorkshire Council  
Matt Davey, West Sussex County Council  
Mark Stevens, LB of Haringey  
Ian Thompson, Buckinghamshire Council