Minutes of the LLG Board meeting
12 December 2014, at Nabarro in London

In attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Bev Cullen</td>
<td>Acting President / NW Branch</td>
</tr>
<tr>
<td>Doreen Forrester-Brown</td>
<td>Deputy Vice President / London Branch</td>
</tr>
<tr>
<td>Mark Hynes</td>
<td>Immediate Past LLG President</td>
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<tr>
<td>Nicholas Dobson</td>
<td>Communications Officer</td>
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<tr>
<td>Nigel Snape</td>
<td>Treasurer</td>
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<tr>
<td>David Carter</td>
<td>LGG Chair</td>
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<tr>
<td>Stephen Turner</td>
<td>Yorkshire &amp; Humber Branch</td>
</tr>
<tr>
<td>Jonathan Reed</td>
<td>Eastern Branch</td>
</tr>
<tr>
<td>Gareth Owens</td>
<td>Wales Branch</td>
</tr>
<tr>
<td>Graham Cole</td>
<td>SAA: Children’s Services &amp; Education</td>
</tr>
<tr>
<td>Paul Hodgson</td>
<td>SAA: Employment</td>
</tr>
<tr>
<td>Ian Anderson</td>
<td>SAA: Partnership &amp; Procurement</td>
</tr>
<tr>
<td>Justina Bartley</td>
<td>Admin to meetings</td>
</tr>
<tr>
<td>Ann Harlow</td>
<td>Practice manager</td>
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Apologies received or assumed

<table>
<thead>
<tr>
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<tr>
<td>Philip Thomson</td>
<td>President</td>
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<tr>
<td>Andy Thom</td>
<td>NE Branch</td>
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<tr>
<td>Dennis Hall</td>
<td>NE Branch</td>
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<tr>
<td>Tim Briton</td>
<td>NE Branch / SAA Litigation and Licensing</td>
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<tr>
<td>Guy Goodman</td>
<td>E Midlands Branch</td>
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<tr>
<td>Christine Forde</td>
<td>W Midlands Branch – at Branch meeting</td>
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<tr>
<td>Ann-Maria Brown</td>
<td>SE Branch</td>
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<tr>
<td>Baan Al-Khafaji</td>
<td>SW Branch</td>
</tr>
<tr>
<td>Stephen Taylor</td>
<td>Southern Branch – At Branch meeting</td>
</tr>
<tr>
<td>Maria Memoli</td>
<td>Southern Branch – At Branch meeting</td>
</tr>
<tr>
<td>Stuart Evans</td>
<td>SAA: Planning, Highways &amp; Environment</td>
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<tr>
<td>Lia Musto-Shinton</td>
<td>SAA: Adult Social Care &amp; Health</td>
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<tr>
<td>Alison Stuart</td>
<td>SAA: Housing &amp; Regeneration</td>
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<tr>
<td>Sam McGinty</td>
<td>SAA: Junior Lawyer</td>
</tr>
<tr>
<td>Gurbinder Sangha</td>
<td>SAA: Junior Lawyer</td>
</tr>
<tr>
<td>Nicola Hartley</td>
<td>SAA: Litigation and Licensing</td>
</tr>
<tr>
<td>Eleanor Hoggart</td>
<td>SAA: Monitoring Officers and Governance</td>
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<tr>
<td>Mark Turnbull</td>
<td>SAA: Information Management</td>
</tr>
<tr>
<td>Thelma Stober</td>
<td>LGA rep</td>
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<tr>
<td>Phil McCourt</td>
<td>Past President</td>
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STANDING ITEMS

1 **Acting President’s opening remarks**
   Bev spoke about the Governance Conference and the Awards, and the positive feedback received.

2 **Apologies for absence**
   Noted.

3 **Declarations of interest (Pursuant to Article 12)**
   None.

4 **Minutes of the meeting of the Board on 19 September 2014, and matters arising**
   Accepted without amendment. Regarding item 22, the Treasury Solicitors department secondment opportunities, Doreen will include this in her discussions with Steven Bramley, Legal Advisor at the Home Office. It was resolved to give Steven access to the weekly bulletin, he is to treat it discretely.

5 **Minutes of the Executive Board meeting on 14 November 2014, and matters arising**
   Accepted without amendment. Regarding item 31, the MDG3 Leadership Challenge, six applications have been received, which may not be sufficient to run the programme, no legal teams are able to sponsor a place outside their authority.

6 **Note any Board appointments/resignations since the last meeting of the Board**
   The following SAA leads gave notice by email of intention to step down at the AGM (although it was noted that the current terms of office currently run until June 2015).
   - Stuart Evans – Planning, Highways and Environment
   - Sam McGinty – Junior Professionals
   - Nicola Hartley – Licensing and Litigation
   - Lia Shinton-Musto – Adult Social Care and Health

   **AGREED** that the process for renewing SAA Leads be considered at the Board meeting in March.

   B. Cullen / Justina
REPORTS

7  Treasurer’s report, including the budget for 2015
In update to the papers circulated, the latest estimate for the net cost of the Awards Ceremony was £3,314, which results in a projected surplus of almost £60,000 for 2014 year-end. There would be no need to increase membership subscription fees for 2015.

AGREED that:
(1) the current budget monitoring report be noted; and
(2) the budget for 2015 be agreed  N. Snape

8  Communications Officer’s report
Nick Dobson highlighted that further work was required to develop LLG’s presence on social media

Feedback from branch requested that emails sent via the website have the branch ID as sender instead of LGG,

AGREED that
(1) Bev will seek the assistance from Thomson Reuter (Corporate Partner) to develop a Social Media Strategy, including reflecting on how to make better use of what we have; and  B. Cullen
(2) Mark is to share the Solace strategy.  M. Hynes
(3) Ann will discuss the options for improving the Branch email facility with Kyan and obtain a cost estimate.  Ann Harlow

9  Report on LGG activity
David Carter’s report detailed:
- discussions with Northumbria University regarding a possible local government diploma
- progress with the Recruitment Business and Consultancy/Placement Business
- update on the webinar business
- attendance and positive feedback from the Governance Conference 2014

Mark Hynes drew attention to a new Certificate in Corporate Governance being offered by CIPFA
AGREED that

(1) Bev will request a discussion with the Law Society, to refresh the Law Society training board and to include a member of the LGG Board. B. Cullen

(2) David Carter lead on behalf of LLG and LGG in discussions with the SRA around a new competency framework and toolkit for local government solicitors, as a result of the changes to CPD. D. Carter

(3) LGG to look at the CIPFA Certificate in Corporate Governance, and options to make links and add value. Ann / LGG Board

10 Law Society Council Representatives report
Noted.

11 Local Government Association liaison report
No report supplied. Tim Briton on behalf of the SAA for Licensing has been actively involved with the LGA Licensing Policy Forum events, details are given in the updated papers.

12 Meetings with CILEX, and Junior Professionals
A proposal for a Mentor Scheme will be requested for the February Executive Board meeting. Justina

13 Actions list
Noted.

CONFIDENTIAL MATTERS

14 Local Government Legal Society Trust
A way forward was agreed to clarify the LLG position and identify options. M. Hynes

15 Monitoring Officer Defence Scheme
Two suppliers have been shortlisted. A proposal paper will come to the February Executive meeting and March Board, in preparation for the subscription renewals. N. Snape

16 Any other Business of Confidential Matters
None.
ISSUES FOR DISCUSSION AND DECISION

17 Outcomes from breakout groups

A – Branch activity

- Clarify the intention of LLG to support and assist branches, sharing best practice, and not be prescriptive from the centre
- Upload the toolkit for branches to the website, as resource material
- Produce role profiles for branch officers, to assist with succession planning
- Look at options for email IDs when sent via the website
- Demonstration of the website functions is to be offered to branches
- Encourage involvement with SAA leads and Corporate Partners
- Request a statement of branch funds and assets
- Identify which consortium groups branches participate with, to look at forming loose affiliations with LLG
- Support to be offered to the South West Branch

B – Special Activity Areas

- Appoint deputies for SAA areas
- Leads and deputies to become more visible through communications as representing and supporting LLG members
- Seek to match Corporate Partners with SAA areas, produce joint guidance and policy notes
- Consider SAAs and regional leads having workshops at the Weekend School
- Have a forward plan on conferences and sessions, with combined area events
- Include client departments within the target audience for written updates and events

The Breakout session format will used at the Board meeting March 2015.
18 **Corporate Partner Programme 2015**

In update to the paper, all existing Corporate partners had agreed to renew with the exception of Trowers & Hamlin. Feedback from CPs highlighted their need to get more out of the relationship with LLG. In addition to having relationship managers, a national coordinator on the board could be useful to focus on developing opportunities for better engagement.

**AGREED** that:

(1) the following additional corporate partners be appointed for 2015 and that the respective relationship managers be as indicated:

- Browne Jacobson (Philip Horsfield)
- DAC Beachcroft (Ian Anderson)
- Walker Morris (Stephen Turner)

(2) Gareth Owens take over as relationship manager for Weightmans (in place of Ian Anderson)

(3) all relationship managers be asked to make early contact with their corporate partners and ensure that CPs feel they are getting value for money from the relationship. Where CPs wish to hold a round table session, an appropriate topic should be identified by the CP and arrangements made as early as possible

19 **Honorary members**

This matter had been deferred at the last meeting for further consideration of the criteria to be applied.

**AGREED** that:

(1) the Board may from time to time admit to honorary membership of the Company such persons as appear to the Board to have given distinguished service to the Company or to the lawyer’s profession within Local Government;

(2) honorary membership be conferred on Nigel Roberts (formerly of Gloucestershire County Council and a past-Chairman of SLG);

(3) announcements of honorary memberships are to be made at the Weekend School, with a standing item at the December Board meeting to consider suggestions for honorary members at least annually.
20 **Bursary Scheme**

Following the discussion at the previous Board meeting a small working party had been established to look at the detail of introducing a bursary scheme. A draft scheme was presented. Submissions are to be received twice yearly into the LGG office, and decisions taken at the LLG Executive Board. Applicants will be expected to show that they have previously applied unsuccessfully to the Trust for funding (where appropriate). It was also emphasised that the scheme was not a substitute for local authorities making proper provision for staff training.

**AGREED** that

(1) the Bursary Scheme be implemented and publicised with effect from January 2015;  
(2) funding for the first year be £6,000 (with some flexibility should this be required)

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21 **Proposed Development Officer Role**

There is the need for a dedicated resource to deliver projects and work on key elements to benefit members, beyond the capacity of LLG and LGG board members.

**AGREED** that

(1) the Development Officer post be established  
(2) recruitment to the role take place in the new year with a broad advert in terms of experience and personal specification  
(3) the group involved in making the appointment be the Acting President, LGG Chair, Mark Hynes and Doreen Forrester-Brown.

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22 **Role profiles and election of officers for 2015/16**

Election of officers will take place at the AGM at the Weekend School 16-18 April 2015.

**AGREED** that

(1) the role profiles be agreed, with amendments  
(2) the SAA roles will be aligned for approval at the AGM  
(3) the DVP role is to be sent out to the membership in January, with a closing date of end of Feb.

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23 Meeting dates for 2015/16
Noted as follows:

2015
20-Feb    Executive Board
27-Mar    LLG Board
15-May    Executive Board
26-Jun    LLG Board
21-Aug    Executive Board
18-Sep    LLG Board
13-Nov    Executive Board
11-Dec    LLG Board

2016
19-Feb    Executive Board
18-Mar    LLG Board

24 Any other business
International report
An update on actions is provided in the papers.

Membership 2015 / 2016
The amended membership criteria is to be uploaded for the April 2015 subscription round, and individuals that do not meet this are to be notified when they request renewal.

N. Snape / Ann Harlow