



Annual General Meeting

Thursday 16th May 2024

16:15-16:45

One Great George St, London

Chair Anthony Payne (Plymouth City Council)
Attendees & apologies See end of document
In attendance Hannah Bartram (Chief Executive Officer), Kylie Russell (Deputy Chief Executive Officer), David Dale (ADEPT Policy Officer), Helen Leach (Secretariat)

No.	Item	Presented by
1	Welcome and apologies	Anthony Payne
2	Minutes of last Annual General Meeting The minutes of the 2023 Annual General Meeting were signed off.	Anthony Payne
3	Matters arising Anthony introduced Kylie Russell, who became ADEPT Deputy CEO in July 2023. Kylie updated the membership on the actions taken following the Shared Intelligence report that was presented at the 2023 AGM. <ul style="list-style-type: none"> We have updated our comms plan following analysis of email traffic and social media accounts. The newsletter has been refreshed in line with the report's recommendations to be more user friendly and improve readability. We have a forward plan for social media and a plan in place to increase engagement on our accounts. We have analysed the ADEPT website traffic and made tweaks to the website to increase engagement. 	Anthony Payne

<p>4</p>	<p>Annual reporting</p> <ul style="list-style-type: none"> ○ Annual review 2023/24 and Forward plan 2024/25 <p><u>Key points</u></p> <ul style="list-style-type: none"> ● Despite significant pressures on council budgets ADEPT now has 98 local authority members, which is approximately 80% of the authorities outside of London. We also have a committed cohort of corporate partners, some of whom are now co-delivering elements of our work programme. ● Events continue to attract excellent numbers of delegates and sponsorship. ● The Leadership Development Programme is now in its 6th year, and more than 150 participants have now completed the programme. ● We are launching a Leadership Pathway Programme for middle managers, which will commence in the autumn. ● The PACE thought leadership programme, sponsored by Amey, is highly lauded by those place directors who have participated, plus it's producing some excellent resources. ● The ADEPT manifesto asks were published in Autumn 2023, and we are developing a public affairs strategy that will help us to engage with Westminster more effectively. ● There are now regional boards across the country and a Climate Change Board. ● We regularly meet with the other professional local government bodies (ADASS, ADCS, ADPH) and the CEO of the LGA – these meetings continue to be positive. ● We have regular engagement with key departments – our relationships with Defra, DfT, DESNZ continue to be good and engagement with DLUHC is improving. ● A growing area of work has been workforce issues, which we've been developing in partnership with Colas – we've produced a staff retention toolkit, ED&I campaign, and there is a Gen Z recruitment campaign pilot underway. ● Live Labs 2 – we held an Expo in April, all the projects are well underway and we are starting some behavioural insights work. <p>4.2 Financial report 2023/24</p> <p><u>Key points</u></p> <p>In summary, the overall surplus for 2023/24 was £29K - which was £18K more than forecast. Key reasons for this are:</p>	<p>Hannah Bartram</p>
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	<ul style="list-style-type: none"> • Excellent sponsorship of the Spring & Autumn Conferences, membership growth and new commercial partnerships • Less expenditure on staff costs, and subject board & officer costs. • We have just over £300k in reserves – this money is split across a number of high interest savings accounts. • The budget for 2024/25 shows increased surplus due to additional income streams, whilst keeping costs to a minimum. • This creates a solid strategy that will enable ADEPT to continue in the longer term and maintain the financial sustainability of the organisation. 	
5	<p>Publications</p> <p>5.1 Commuted Sums for Highway Infrastructure Asset Management 5.2 Digital Connectivity policy position</p> <p>The above publications are due to go live on the ADEPT website from 17th May.</p> <p>We are hoping to produce more policy positions before our Autumn Conference.</p>	
6	<p>Key board activity updates</p> <p>Highlights from Subject and Sub-national Boards.</p> <p>Anthony thanks the chairs of the boards.</p> <p>Andy Gutherson highlighted the value that is placed on the boards by the membership – the Midlands Board is now planning an annual face-to-face meeting. The Environment and Transport & Connectivity Boards have also implemented annual in-person meetings.</p>	ALL
7	<p>President’s update</p> <p>Anthony thanked Hannah and the ADEPT team for their support over the last year.</p> <p>His Presidential highlights have been:</p> <ul style="list-style-type: none"> • The manifesto asks • The work of the Blueprint Coalition • ADEPT’s work with Natural England • The continuation of the joint Presidents’ meetings • The workforce and training programmes <p>Anthony said that being ADEPT President is an honour and a privilege which enables the President to have a wider view across different agendas and government departments and to see their challenges as well as ours. He emphasised that these relationships with central government are vital.</p>	Anthony Payne

<p>8</p>	<p>Changes to the President's Team</p> <p>8.1 Ann Carruthers was confirmed as President. 8.2 Angela Jones was elected as 1st Vice President 8.3 Andrew Cook was elected as 2nd Vice President 8.4 Katie Stewart 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 Anthony Payne to Ann Carruthers.</p>	<p>Anthony Payne</p>
<p>10</p>	<p>Any other business</p> <p>None raised</p>	<p>Anthony Payne</p>
<p>11</p>	<p>Formal close</p>	<p>Anthony Payne</p>

Attendees

Anthony Payne, Plymouth City Council
James Bailey, Staffordshire County Council
Grahame Bygrave, Norfolk County Council
Angela Jones, Westmorland and Furness Council
Andrew Cook, Suffolk County Council
Nigel Riglar, South Gloucestershire Council
Ann Carruthers, Leicestershire County Council
Carolyn McKenzie, Surrey County Council
Katie Stewart, Surrey County Council
Andy Gutherson, Lincolnshire County Council
John Lamb, Special Honorary member
Mark Kemp, Special Honorary member
Amy Harhoff, Durham County Council
Matthew Lugg, Special Honorary member
Colin Chick, Gloucestershire County Council

Apologies

Paul Crick, Essex County Council
Neil Gibson, Special Honorary member