



Association of Directors of
Environment, Economy, Planning & Transport

Annual General Meeting

13.00-13.45 Thursday 27th May 2021

Via Microsoft Teams

Chair Nigel Riglar (South Gloucestershire Council)

Attendees & See end of document

apologies

In attendance See end of document

	Item	Lead
1	Welcome and apologies	Nigel Riglar
2	Minutes of last Annual General Meeting The minutes of the last AGM were agreed and signed off	Nigel Riglar
3	Matters arising There were no matters arising from the last meeting	Nigel Riglar
4	Annual reporting Highlights: <ul style="list-style-type: none">• Grew membership despite pandemic• All events run last year on virtual platforms• Launched 2 new regional boards (NW, Yorkshire & Humber) and one working group (planning)• Our network continues to grow e.g. we have been collaborating with CIPFA and public health bodies• Working with the Blueprint Coalition on climate action• Looking forward – ambition if for the association to continue to grow whilst not compromising on quality of service• Strategic priorities remain the same – place-based funding, communities and infrastructure, environment Financial report <ul style="list-style-type: none">• Despite a turbulent year the association made a profit• 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	Hannah Bartram, COO

	Item	Lead
	<ul style="list-style-type: none"> • Programme budget for Live Labs 1 ends this financial year <p>Comments Paul Crick made a note on accuracy – ‘actual costs’ on page 1 of the report should read ‘actual income’ Paul asked why do members stay and why have others not renewed? Will the Autumn Conference be virtual or in person? Response: Why do members stay:</p> <ul style="list-style-type: none"> • networking opportunities: going virtual has meant more people have been able to access working groups and boards and benefit from them • Specific offers such as FHRG, Live Labs etc. have attracted organisations • We will be asking the membership these questions, as we have commissioned a repeat of the member review done by Shared Intelligence in 2017. <p>Why have others not renewed:</p> <ul style="list-style-type: none"> • a change of personnel on senior management team, incoming senior leaders not aware of ADEPT and therefore don’t renew • 3 have not renewed this year • Target for next year is 90, currently have 85 • Launch of NW and Yorks & Humber boards should help to attract new members <p>Autumn Conference – 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>Proposed change to ADEPT’s organisational status</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"> • Company limited by guarantee • Charitable company limited by guarantee • Charitable incorporated organisation <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>Comments 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? Response – it has been considered and is one of the things the task and finish group would have to work through Nigel Riglar: once we’ve worked through the details, we will be clearer on what our approach to both is. There are also a number of other</p>	Hannah Bartram

	Item	Lead
	<p>issues we will need to consider in the way that we operate and opportunities to come 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>Key Board Activities Updates</p> <p>There were no comments on the board updates.</p>	ALL
7	<p>President's Update</p> <ul style="list-style-type: none"> • It has been a challenging year; the world has changed dramatically • Nigel's challenge has been to be the first and hopefully only president do the job online, at home but hopefully not too remote • 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 • It has been an extremely busy year for Place Directors; ADEPT has been very active supporting them • Boards and working groups 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 • We have had closer associations with our peer associations and partners. Amey have confirmed they will support a 3rd Excellence in Place Leadership programme; we have linked up with CIPFA to produce joint webinars aimed at promoting closer collaboration between place and finance directors and their teams; ADEPT has been a key player in the Blueprint for Climate Action and the Highways Sector Council • 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 • We have also seen the sad loss of Mike Selfe, one of our past presidents, and Steve Berry at the DfT • It has been an honour and pleasure to be president • Thanks to Hannah, David Dale, Helen, Coast Communications and everyone else who goes into making ADEPT the success that it is • Thanks to all of you for your support over the last year 	Nigel Riglar
8	<p>Changes to the President's team</p> <p>8.1 Paula Hewitt was confirmed as president 8.2 Mark Kemp was elected as 1st Vice President 8.3 Anthony Payne was elected as 2nd Vice President 8.4 Sue Halliwell was elected as 2nd 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. She 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>	
9	<p>Any other business</p> <p>None raised</p>	Nigel Riglar
10	<p>Dates of future meetings</p> <p>Autumn conference: 18/19 November, Apex Hotel, Bath</p>	Nigel Riglar
11	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 Fermer, 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

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