



Association of Directors of  
Environment, Economy, Planning & Transport

## ANNUAL GENERAL MEETING

3-4pm Friday 4<sup>th</sup> May 2018

The Royal Horseguards Hotel, One Whitehall, London

**Chair** Simon Neilson (President)

**Attendees** Simon Neilson, Neil Gibson, Paul Crick, Peter Geraghty, Mark Carroll, Darryl Evers, Rob Smith, Alistair Hayden, Steve Lee, Paul Bird, Mark Kemp, Nigel Riglar, Simon Richardson, Michele Cusack

**Apologies** Mike Ashworth, Paula Hewitt, David Carter, Steve Evans, Ann Curruthers, Tom Blackburne-Maze, Trish Dalby, Stuart Davies, Bev Hindle, Graham Hughes, Julian McLaughlin, Mike Harries, Monica Fogerty, Phil Cresswell, Marcel Coiffait, Richard Wills, Dan Jones

**In attendance** Hannah Bartram (Chief Operating Officer), David Dale (Policy Officer), Manjit Kaur (Minutes), Julie Everett (Coast Communications), Emma Page (Secretariat)

	Item	Lead
1.	<b>Welcome &amp; apologies</b>	<b>Simon Neilson</b>
	Simon Neilson, ADEPT President and Chair of the AGM welcomed Members to the meeting. Apologies were received from a number of members.	
2.	<b>Presentation: Reflections on recruitment and skills of Place Directors</b>	<b>Julie Towers Penna</b>
	Julie summarised the role that Penna plays in recruiting new Place Directors. More CEOs have a place based background than ever before (>1/3). She suggested we need to look at: <ul style="list-style-type: none"><li>• The challenge of diversity – how we encourage others in terms of age, ethnicity, gender; how do we engage?</li><li>• How do we as ADEPT connect with each other? What about a Whatsapp group?</li><li>• How do we help our home grown talent to embrace leadership?</li><li>• What does a great leader look like?</li></ul> Key areas: 1) Strategic nous 2) political acumen 3) commercial experience 4) relationship management 4) partnership co-creation 5) managing change/new delivery models	
3.	<b>Minutes of last Annual General Meeting</b>	<b>Simon Neilson</b>
	Minutes of the last Annual General Meeting which was held on 15 <sup>th</sup> June 2017, were agreed as accurate.	
4.	<b>Matters Arising</b>	<b>Simon Neilson</b>
	No matters arising	

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<b>5.</b>	<b>Annual Reporting</b>	<b>Simon Neilson</b>
<b>5.1</b>	<b>Annual Report 2017/18</b>	
	<p>Simon Neilson presented the Annual Report April 2017 - March 2018. ADEPT's membership now consists of 70 Local Authority and 12 LEP members, and 15 Corporate Partners, which is growing in strength.</p> <p>ADEPT has run a number of successful events and technical workshops over the past year.</p> <p>The SMART Places research programme continues to evolve, with the publication of two influential new reports: <i>Digital Innovation: The route to the highways systems of the future</i> and <i>Planning SMART Places: unlocking growth and place-making through innovation</i> in the autumn. We continue working with commercial partners, and now the Department for Transport, to set up some pilot projects.</p> <p>This Annual Report shows what has been achieved during 2017/18 and outlines the principal goals for 2018/19.</p>	
<b>5.2</b>	<b>Financial Report 2017/18</b>	<b>Neil Gibson</b>
	<p>Neil Gibson introduced the Financial Report for 2017/18. Overall, the Association ended the financial year with a surplus of £21,297 against a budgeted surplus of £7,320.</p> <p>The current budget for 2018/19 shows that ADEPT is sustainable for the current period. Considerable efforts have been made to increase income and reduce expenditure, so the association can remain financially viable in the future.</p> <p>ADEPT has continued to increase its membership by providing a valuable and professional service to all members. It is felt the increased income from membership subscriptions, potential sponsorship and keeping costs to a minimum creates a solid strategy that will enable ADEPT to continue in the longer term and maintain the financial sustainability of the organisation.</p>	
<b>6.</b>	<b>Key Board Activities Updates</b>	<b>ALL</b>
	<p>Simon Neilson presented the Boards' Updates report and was agreed.</p> <p>Peter Geraghty suggested after today's seminars that we need to tap into the interest for Housing. Agreed for that to be considered by the Leadership Team.</p>	

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<b>7.</b>	<b>President's Update</b>	<b>Simon Neilson</b>
	<p>Simon reflected on his priorities for his year as President. These included 'making the case for place' and building alliances with others – looking to improve / amplify ADEPT's voice, be more tactical and run campaigns ADEPT will be recognised for, celebrate the success of ADEPT and its members, reflecting on the developing role of contemporary Place Directors, and engagement – are we continuing to represent our membership, and how can we engage better. Whilst there is always more to do, Simon recognised the organisation had delivered many outcomes and achievements while continuing to modernise and adapt to changing context.</p> <p>Simon thanked the Leadership Team, and members generally, for their support throughout the last year.</p> <p>Simon also thanked the following for all their support they have shown during his tenure as President – David Dale, Nicola Parkins, Julie Everett, Alison Shea and Manjit Kaur. Special thanks to Hannah who manages the whole organisation with her time and commitment, and ensures that we make everything that we do, possible.</p> <p>Simon went on to say we need to keep modernising and enhance our social media presence. The Board structures work to a level but we may need to review the governance and see if there are any missing components. Finally – he stressed that it was important to appreciate the tangibles – the networks, friendships, therapy.</p>	
<b>8.</b>	<b>Changes to the Presidents Team</b>	<b>Simon Neilson</b>
<b>8.1</b>	<p><b>Confirmation of President: Neil Gibson</b> Simon Neil Proposed, motion carried.</p> <p>Neil thanked everyone for their support in being elected as President. He emphasised that it's a team effort and we will continue to build on what we've already done; we have a strategic plan to make things happen. We also need to bring diversity and bring talent to the organisation and lead from the front.</p> <p>Neil finished with saying he was looking forward to the coming 12 months and working closely with the Leadership Team and members to build on what we already have; to be the 'leaders in the place space'.</p> <p>Neil was presented with the President's chain of office.</p>	

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<b>8.2</b>	<b>Election of 1<sup>st</sup> Vice President :Nigel Riglar</b> Neil proposed, motion carried	
<b>8.3</b>	<b>Confirmation of 2<sup>nd</sup> Vice President : Darryl Eyers</b> Neil proposed, motion carried	
<b>8.4</b>	<b>Election of 2<sup>nd</sup> Vice President: Paula Hewitt</b> Neil proposed, motion carried	
<b>9.</b>	<b>Any Other Business</b>	<b>Simon Neilson</b>
	There was no other business	
<b>10.</b>	<b>Dates of Future meetings</b>	
	Dates have been circulated for the future Leadership Team meetings. November Conference will be 22/23 November 2018, Manchester	
<b>11.</b>	<b>Formal Close</b>	
	Meeting closed at 3.30pm	