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Association of
Democratic Services
Officers

ADSO Board Annual General Meeting Thursday, 25 November 2021 5.00 pm

Webinar ([Click here to join](#))

AGENDA

- 1. Welcome by the Chair**
- 2. Apologies for absence**
- 3. Minutes of the Annual General Meeting of ADSO held on 26 November 2020** (Pages 1 - 4)

Members are asked to approve the minutes of the ADSO Annual General Meeting held on 26th November 2020.

- 4. Chair's Annual Report 2020-21** (Pages 5 - 12)

Members are asked to note the Chair's Annual Report.

- 5. Annual Accounts and Finance Report** (Pages 13 - 20)

Members are asked to agree the recommendations in the Director of Finance's report.

- 6. Election of Directors 2021-22** (Pages 21 - 22)

Members are asked to confirm the election of the director appointments for 2022 as detailed in the report.

- 7. Any other business**

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Association of
Democratic Services
Officers

Minutes of the Annual General Meeting of the Association of Democratic Services Officers (ADSO)

Thursday, 26 November 2020 at 5pm
Hosted remotely by the LLG, view the webinar online [here](#).

In Attendance:

Chidi Agada, Matthew Archer, John Austin, Lisa Backstrom, Ann Banks, Michelle Beaumont, Trudy Bedford, Susan Biddle, Joanna Boaler, Scott Bonner, Lucianne Bowker, Rebekah Butcher, Wayne Chandai, Hannah Charlish Amelia Christopher, Thomas Crofts, Judith Dignum, Keith Durran, Cheryl Evans, Louise Fleming, Victoria Freeman, Sally Gabriel, Rachel Gibbons, Sandra Hancock, Katherine Harclerode, Mel Harris, Marcella Heath Matthew Hepburn, Nick Hughes, Kevin Jacob, Liz Jaworska, Libby Johnstone, Duncan Jowitt, Sue Keogh, Liz Kerr, Vivien Little, John Lynch, Alison Marston, Karen Martin, Alison McEwan, Nick Mills, Ann Moore, Jo Morrison, Caroline Nash, Phil O'Brien, Becky Owen, Priya Patel, Olivia Quinn, Simon Russell, Peter Sass. Pete Savage, Tracy Scollin, Linda Scott, Patrick Sebastian, Sarah Selway, Ramin Shams, Katy Sherwood, Judith Shore, Lisa Siggins, Julia Smith, Andy Spragg, Jenni Swift, Bev Thomas, Emma Tombs, Vicky Wemyss-Cooke, Martin Whelan, and Andrea Woodside.

Apologies:

Lou Albright, Alison Atherton, Rachel Basham, Andy Beesley, Matt Berry, Daniel Bird, Sarah Bradfield, Julia Brown, Dave Burn, Richard Buttress, Laura Campbell, Martyn Carver, Sarah Davis, Mark Devin, Alan Edwards, Keith Ford, Peter Foulsham, Heather Girling, James Goddard, Theresa Harden, Olwen Heap, Matthew Hepburn, Jackie Hicks, Anne Hunt, Denise Hunt. Lucinda Joyce, Helen Kilroy, Bill Lee, Palbinder Mann, Jo Martin, Katharine McDonnell, James McLaughlin, Wendy Newton-May, Nikoleta, Nikolova, Luke Phimister, Rebecca Poole, Dan Rodwell, Gill Scott, Anita Searby, Karen Shepherd, Ele Snow, Nicola Sylvester, Tracy Tiff, Pippa Tritton, Claire Tunnicliffe, Sharon Wadsworth, Sian, Walter-Browne, Paul Warne, Spencer Winnett and Sammy Wintle, Sonia Worthington.

1. Welcome and Introductions.

The Chair welcomed everyone to the meeting and explained how the virtual AGM would be conducted. The Chair introduced the Board Members present and extended a warm welcome to Hans Rijs, regional Director of the International Institute of Municipal Clerks (IIMC)) who was watching the proceedings from Holland and Colin Copus, ADSO's non-executive director.

2. Apologies for absence.

The chair confirmed that the number of online attendees was well in excess of the 5% required for the meeting to be quorate and that several apologies had been received and would be included in the minutes (see above lists).

3. Minutes of the Annual General Meeting held on 21 November 2019.

Resolved: that the minutes of the Annual General Meeting held on 21 November 2019 be approved.

4. Proposed amendments to the Articles of Association.

The Company Secretary explained the proposed changes to the Articles of Association that the Board had considered during the year and recommended to the AGM for approval. The changes were for the following purposes: To;

- Confirm the provision to allow free membership for 12 months for people without employment (including students) who are seeking employment as a democratic services or governance officer.
- Make provision for directors to be joint appointments.
- Make provision for urgent executive decisions to be taken by the Company Secretary in consultation with the relevant director, subject to report to the next Board meeting.
- Include provision for the Board to fill casual vacancies of directors.
- Add the “Combined and themed region” to the list of regions.

Resolved: that the proposed changes to the Articles of Association as set out in the annex to the report be approved.

5. Chair’s Annual Report.

The Chair introduced his report and commended the recommendations to the AGM.

Resolved: that the Annual report be received

6. Annual accounts and finance report.

The Director of Finance introduced his report and asked the AGM to confirm the appointment of accountants.

Resolved that:

1. The annual accounts and finance report be noted; and
2. Steele Robertson Goddard be confirmed as the Association’s accountants.

7. Election of Directors 2020-21.

The Chair reported that Section 7 of the Articles of Association provide that the officers of the Association shall be elected at the Annual General Meeting of the Association. The following valid nominations had been received in accordance with the provisions of the articles:

- Chair – John Austin, former Assistant Director of Corporate Governance, London Borough of Enfield.
- Vice-Chair – Peter Sass, SSA Head of Governance for Richmond and Wandsworth Councils.
- Director of Finance – John Lynch, former Head of Democratic Services, Kent County Council.

- Director of Training – Susan Biddle, freelance training consultant.
- Director of Communications – Joanna Boaler, Head of Democracy and Transparency, Statutory Scrutiny Officer and Deputy Monitoring Officer, Essex County Council.
- Joint Company Secretaries – Priya Patel, Democratic Services Manager and Michelle Beaumont, Democratic Services Officer (London Boroughs of Richmond and Wandsworth).

The Chair expressed his thanks and gratitude to Pete Savage, Company Secretary, who had made a tremendous contribution to ADSO and wished him a very happy retirement.

Resolved that the following individuals be elected as directors of the Association of Democratic Services Officers:

- a) Chair – John Austin
- b) Vice-Chair – Peter Sass
- c) Director of Finance – John Lynch
- d) Director of Training – Susan Biddle
- e) Director of Communications – Joanna Boaler
- f) Joint Company Secretary – Michelle Beaumont and Priya Patel

8. Any other business.

The Chair reminded attendees that the ADSO awards would be starting shortly and suggested everyone take a comfort break before re-joining colleagues to watch and share in the fantastic achievements of not just those members that had been nominated for an award but of all ADSO members during what had been a truly challenging and remarkable year.

The meeting terminated at 5.24pm.

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Association of
Democratic Services
Officers

Chair's Report to Annual General Meeting – 25 November 2021

Author: John Austin – ADSO Chair

1. Introduction

- 1.1 Welcome to my Chair's annual report for 2020/21. It's been two years since the last one and so much has happened since then - for you as well as ADSO.
- 1.2 This report looks back over some of our achievements during those two years and provides an insight into our current and future plans. It should be read in conjunction with the reports from John Lynch and the AGM agenda.

2. The ADSO Board

- 2.1 We have an excellent Board – the most representative of our membership so far in my view. Directors and regional representatives continue to work so hard on your behalf. They are fully committed to delivering the best possible services. My thanks to every single one for their work and support. There have been some changes throughout the two years as people stand down for various reasons and others take their place. Whilst it's always sad to lose colleagues from the Board, it's great to welcome new members with fresh ideas.
- 2.2 My thanks to all who have served on the Board during the last two years and have stood down. You have all made a significant contribution to the development of ADSO.
- 2.3 Wherever possible, we have an ADSO Director present at regional meetings to provide a corporate update and to answer any questions from members.

These meetings are in my view the lifeblood of the association and have thrived in many areas now that we meet remotely. If you haven't attended, you are missing out. The meetings are a great way of networking and meeting colleagues from nearby authorities. The only downside with remote meetings is that there is no free lunch!

- 2.4 The nominations for the Board for the coming year have been set out in the AGM agenda. We say goodbye to Michelle Beaumont who is standing down as Joint Company Secretary. I know that Michelle intends to stay fully involved in ADSO in other ways. Thank you, Michelle, for all your hard work despite coping with two job changes during that time.

3. A difficult 18 months or so...

- 3.1 The last 18 months have been unprecedented. You don't need me to tell you that. You have scaled new heights to deliver remote meetings to your members and communities and then revert to in-house meetings. You have all done an amazing job and I couldn't be prouder to be part of an association with such dedicated and professional people. I have said this in other forums but through your efforts, the profile, value and reputation of democratic services has reached new heights.
- 3.2 ADSO committed a significant amount of time and financial resources to supporting you and trying to get the law changed to permit remote meetings. John Lynch will set out the financial cost in his report. Unfortunately, the result of the High Court case was not what we wanted, but it was still time and money well spent in my view. It put the issue of remote meetings on the national stage and encouraged other partners such as the Local Government Association (LGA), the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and even belatedly the Secretary of State to join the campaign. That campaign still goes on and we continue to lobby government as much as we can in a number of ways.
- 3.3 My thanks to all councils, organisations, and individuals who contributed to our fundraising campaign to support our submission to the High Court. Together with LLG we exceeded our target of £20,000.
- 3.4 I truly appreciate the positive messages of support and thanks we received from ADSO members during the court case. It was also good to see that membership numbers increased during this time – a sign that others looking in saw the value of a professional association working on their behalf.

4. Working with Others

- 4.1 The campaign for remote meetings most certainly consolidated our ability to work collaboratively with others. Lawyers in Local Government (LLG) have been by our side throughout the last 18 months or so, and I thank them for their support and advice. I know that you as members appreciated the guidance notes we issued as regulations were introduced and updated and

LLG played an important role in producing those. My particular thanks to Helen McGrath from LLG who gave us the benefit of her first-class legal expertise and who spent many an unsocial hour with me remotely pouring over the latest documents coming from Government and producing the guidance/advice notes.

- 4.2 The sudden change to remote meetings elevated our role to one of advisors and experts in the field. We received queries from the local government press, BBC radio, other professional associations, local authorities and individual members seeking our views and advice. We appeared in articles in the trade press and were interviewed on radio. It was truly the time when ADSO came of age as a nationally respected professional body.
- 4.3 We became an important part of the LGA Partnership Group giving advice and support to councils. We contributed to the LGA digital hub which I know was a popular resource for members and officers. We took part in webinars and on-line conferences hosted by the LGA, LLG and others.
- 4.4 Thank you to Modern.Gov (Civica), our main conference sponsor, for their continued support and to all our sponsors for their support both at conference and throughout the year. Sponsorship has increased and that is a sign of our increased profile and value to our partners. Thanks to Hans Rijs from the Netherlands and an IIMC Regional XI Director, we attracted international sponsors to the 2019 conference, and they have continued to support us throughout 2020 and 2021.
- 4.4 We have also worked closely with IIMC to provide international webinars with colleagues from other nations to share experiences and information. I would encourage as many of you as possible to attend any that are held in the future. Those who have attended have found them very informative. My thanks to Tom van der Hoven for organising these events.
- 4.5 We are already working with Hans and the IIMC to organise another Region XI Symposium in the Netherlands in 2023.

5. Financial and commercial income for the Association

This has been covered in John Lynch's report and I thank him once again for his efficient stewardship of ADSO's funds and for his work on attracting increased sponsorship. We are in a very stable position financially and we will continue to prioritise value for money for our members. As mentioned above, we have incurred considerable costs in our High Court action, but we budgeted for that and (thanks to our prudent financial management in earlier years) it will not impact on our ability to deliver services to you in the future.

6. What we have achieved

- 6.1 Whilst so much of our efforts went into the remote meetings, it is a credit to the Directors that so much more has been achieved during the last 2 years. Some of these include:

6.2 **ADSO Awards**

We had a fantastic awards ceremony last year with our very first rookie of the year award - congratulations to Emelia Peters. We also had our very first joint winners as the judges could not separate two excellent submissions for the Team of the Year. Well done again to North Kesteven and West Suffolk Councils and who can forget Jenni Swift's acceptance speech? It summed up so perfectly how magnificent you all are. Last but definitely not least we had Nicholas Mills walking off with the Learner of the year award. Well done Nicholas.

We look forward to another great awards night this year. Thanks to Peter Sass for leading on the awards for the last two years and to his team comprising John Lynch, Sue Keogh, Steve Garratt from Civica (remember the ducks?), Priya Patel, and Colin Copus for their hard work in judging the applications. I did it for a number of years and it's such a difficult job.

Thank you also to all those who submitted entries for both years. You may not have won but you played a key role in two fantastic occasions.

6.3 **Webinars**

We have run a full programme of free webinars this year covering a wide range of issues. They have proved a resounding success with many being over-subscribed. We are already planning the programme for next year. My thanks to all involved including the facilitators, Katherine Harclerode, Andy Spragg and Susan Biddle and to Sarah Hawkins for her excellent administrative support.

6.4 **Bursaries**

Following a suggestion at last year's AGM we have set up a bursary scheme totalling £5000 for those wishing to undertake one of our two professional qualifications.

6.5 **New Code of Conduct**

Led by the LGA, we contributed to the content of the new code and the more recently published guidance.

6.6 **Local Council Toolkit**

Working together with LLG and SLCC we produced the local council toolkit to support parish clerks in their roles. Links to that document can be found on our website.

6.7 Improved communications

Led by Joanna Boaler, we have significantly improved our communications and social media presence. I hope you have noticed both. A lot of work has also gone on behind the scenes to improve the functionality of the website and our e mail system, partly to resolve issues some authorities had with receiving the weekly newsletter. This is work you will not notice but it is so important we get it right.

6.8 Training & Development

Our training programme continues to go from strength to strength. We now have a dedicated pool of expert trainers who have revamped the content of the courses for remote delivery. My thanks to them, Susan Biddle our Director of Training and to East Midlands Councils (particularly Kirsty Lowe) for all their hard work and support. Attendance at the courses has been excellent and we will continue to work hard to improve their variety and content.

In addition to our annual training programme, we are increasingly being asked to deliver ad hoc courses for individual authorities at both member and officer level. These have included

- Chairing skills & effective meetings
- The rules of debate at council and committee meetings,
- Constitutions and related processes
- Ethics & Standards including the Code of Conduct
- Changes in Governance Arrangements
- Officer-Member relations and appropriate use of social media by Councillors.
- Roles & Responsibilities of members
- Cabinet governance

Please contact me if you want further information.

Sue Keogh has recently stood down from the role of Qualifications Manager and she leaves with our thanks and best wishes. Sue was one of the main architects of the new qualifications and their success is due in no small way to her expertise and dedication. My thanks also to South-West Councils (particularly Sue Crosland) for their excellent management of the qualifications on our behalf.

We have also agreed new payment methods for our qualifications for those who are self-funding.

The qualifications are only as good as the people who support it. So, if you think you have the ability to be an adviser to one of our learners, please contact me.

6.9 Consultancy Services

This is an increasing part of our service offer. We have to date reviewed:

- The structure, role and functions of democratic services teams
- Constitutions
- Schemes of delegation
- Members' roles including scrutiny
- Changes in governance arrangements

Again, please contact me if you would like further information of what we offer.

6.10 Themed and Combined Authorities

I am pleased to say that we have had a steady increase in members from themed and combined authorities in recent times. By themed we mean authorities such as Fire and Rescue and Passenger Transport. It was important therefore that ADSO responded to ensure that we provided relevant and quality services to meet those members' needs. We therefore set up a new region for those authorities and I am delighted at the progress that has been achieved, but we have much more to do.

7. Future Plans

We will be meeting as a Board in December to agree our objectives for 2022. So, we will tell you more after that. What I can say now is that we will:

- Continue to work for a change in the law to give Council's the option of remote meetings
- Improve and increase still further our communications and social media policies and practices
- Increase our resource capacity to enable ADSO to continue to develop our services to you, our partnership working and our influence nationally
- Work hard with our regions to ensure that the 2022 ADSO awards are bigger and better
- Explore joint training opportunities for those involved in health governance, particularly where it impacts on local authority governance through the Integrated Care System and Health and Wellbeing Boards
- Increase our training and consultancy capacity.

8. Conclusion

- 8.1 Once again, huge congratulations to all of you for your amazing achievements in 2020 and 2021. I hope the conference this year, the AGM and the awards will give you an opportunity to reflect and celebrate your successes. My thanks again to every single person past and present who has contributed to ADSO being what it is today.
- 8.2 It continues to be an absolute honour and privilege to be chair of such a wonderful organisation. Thank you all for your trust and confidence. It means a great deal.
- 8.3 You will by now have received your membership renewal notices. Please renew quickly if you haven't already. Also, please encourage colleagues to join and highlight the benefits of membership to your managers. Membership fees have once again been frozen, so the cost is still great value for the services you receive.
- 8.4 I look forward to seeing as many of you at the virtual conference as possible. I know we will have a great time. Thank you once again for your support and very best wishes.

John Austin
Chair ADSO Board

November 2021

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Association of
Democratic Services
Officers

Finance Report

ADSO AGM: 25th November 2021

Report by ADSO Director for Finance

1. INTRODUCTION

- 1.1 The Association was formally established as a company on 5th November 2009 and registered for VAT on 30th November 2009. It has been trading continuously since formal designation and the Articles of Association of the Company require the accounts to be submitted to the AGM each year. However, the accounting period for the submission of accounts to Companies House is the calendar year.
- 1.2 The eleventh set of accounts relating to 2020 were approved by the ADSO Board earlier this year and circulated to the membership for information.
- 1.3 As the full accounts for the Association for 2021 will not be ready until early in 2022, this report will bring members up to date with finances as of 31st October 2021.
- 1.4 A full copy of the accounts will be placed on the members' only part of the website when they are ready early in 2022.

2. COMMENTARY ON THE 2020 ACCOUNTS

- 2.1 The 2020 accounts show the organisation continues to grow year on year and has a sound financial position. The Association is a virtual organisation in that it does not own or rent any premises and does not employ any staff.
- 2.2 Book keeping has been carried out by Caroline Wood from Lupton Wood and Partners since January 2016. I work closely with Caroline on day to day financial arrangements and she is doing an invaluable job on providing detailed breakdown and information for the Board and ensuring invoices are paid and money owing to the association is followed up quickly.

- 2.3 Steele Robertson Goddard continue to act as our accountants and have a very good understanding of our business and sector having been our accountants since we started. Their charges are in line with market rates.
- 2.4 Our income decreased overall from £175,000 to £128,000 in 2020 which was predominantly due to there being no conference income and training income being drastically down due to the pandemic. Expenses decreased from £72,000 to £40,000, again due to there being no conference or catering etc. Overheads were consistent at approximately £50,000 for the year. Travel expenses were down on last year for the same reasons. Bank interest receivable was up from previous years as a number of bonds matured in the year. The amount of cash in bank accounts and bonds amounted to £620,000.
- 2.5 The surplus for the year was £42,972 compared with £53,742 in 2019. Our cash balances have increased to £603,327.
- 2.6 As the Association pays tax on interest earned via our fixed rate bonds, the corporation tax liability for the year was £1,154.06 which was paid in October 2021.
- 2.7 The Board agreed to freeze the price of membership for the coming year with continuing to offer the discounts based on the numbers of members joining from an authority. As of 3rd November 2021, we had 1,299 members which is our highest number yet. Renewals have now gone out and we are waiting for payments to come through. We also introduced reduced membership charges for those that work part time.

3. DETAILS

- 3.1 As of 3rd November 2021 our bank balances were as follows:

Main Account £113,360

Qualifications Account £226,843

OTHER SPENDING

- 3.2 The Association has continued to support various other events as part of our networking and partnership work including the Lawyers in Local Government Conference, Society of Local Council Clerks Conference, Not Westminster Event, Scrutiny Meetup and supporting our own Regional events. We also use our funds to provide free membership of the International Institute of Municipal Clerks; subsidised attendance at their European symposiums; free webinars for members; free financial advice from Lycett Law Wealth Management, cash prizes for Awards and Charitable donations.

The other major spending for 2021 will be in the region of £30,000 and is in relation to the legal costs associated with the High Court challenge to the government on the remote meeting legislation.

- 3.3 Payments made to HMRC for VAT for the last four quarters has been as follows:

Q4 2020 £13,381.24

Q1 2021 £8,759.03

Q2 2021 £6,472.59

Q3 2021 £7,441.03

SAVINGS

- 3.4 The Association uses an online Business Account with Barclays to keep costs low. However, this does not pay any interest on funds in our accounts.

- 3.5 We have, therefore, made use of Fixed Rate Bonds, where possible, given that interest rates generally are very low for businesses. We are also conscious to ensure any savings/investments we make are as secure as possible and therefore each of our savings is within the Financial Services Compensation Scheme limit of £85,000.

- 3.6 We currently have the following money invested:

£85k - 1 Year Fixed Rate Bond with Aldermore Business Savings till Jan 2022 paying 0.75% AER

£85k - 2 Year Fixed Rate Bond with Cambridge and Counties Bank till Jan 2023 paying 1.00% AER

£85k - 2 Year Business Bond with Shawbrook Bank till February 2023 paying 0.85% AER

£85K - 2 Year Fixed rate Business Bond with Hampshire Trust Bank till June 2023 paying 0.75% AER

- 3.7 The Profit and Loss Account for January to October 2021 together with the comparative figures for the same period in 2020 and 2019 is attached. Our projected profit for 2021 after taking into account Legal fees for the govt legal challenge is £80,535

- 3.8 We have increased the amount of consultancy work we have carried out for authorities, and this continues to rise each year. However, we are limited in what we can take on by the number of consultants we have in our pool so if you would like to do some consultancy for ADSO please let us know.

- 3.9 Following last year's AGM the Board agreed to introduce reduced membership charges for part time members and to introduce a Bursaries Scheme for those undertaking the ADSO Certificate and Diploma. The first tranche that will benefit from the scheme will be the March 2022 Certificate Cohort followed by the Diploma October 2022 cohort. Full details of this are on the website.

DIRECTORS' RENUMERATION

- 3.10 The Board and the AGM agreed the Directors Performance Management Framework and Remuneration report at their meetings in July and November 2016, respectively. This introduced Directors being paid for the first time since the organisation was established and set out role profiles for each Director along with a framework for performance management which was externally assessed each year.
- 3.11 To recognise the work and responsibilities Directors undertook it was agreed that remuneration would be set at £4,000 per Director with 75% of this set as a basic allowance and 25% set as performance related.
- 3.12 Since 2016 the Association has continued to grow, and the work of Directors has increased considerably. Two of the Directors are retired from full time work whereas the rest of the Directors are in full time employment with local government or self-employed and therefore are carrying out their Director's duties in addition to this.
- 3.13 The last 18 months have seen ADSOs profile and workload grow massively. This has largely been due to the pandemic and the need to implement remote meetings. ADSO have not only produced guidance for authorities but challenged the government on the ability to be able to continue using remote meetings for the future. We have also converted all of our face-to-face training offers into virtual courses as well as offering free webinars for members on a number of issues throughout the year. The amount of consultancy undertaken by us has also grown considerably.
- 3.14 The hours that Directors are having to put into their roles is increasing each year and if you had to employ external support for these roles the costs which be very much higher than the current amount Directors are paid.
- 3.15 The Board at their meeting on 10th September 2021 therefore agreed to recommend to the AGM to increase Directors' remuneration by £2,000 but still keeping the 25% performance related element as previous. This would bring the total to £6,000 per Director. This was supported by the Regional Representatives at the meeting.

4. RECOMMENDATIONS

That the AGM:

1. note the Finance report and agree to continue to use Steele Robertson Goddard as our accountants;
2. agree to increase Directors' Remuneration by £2,000 to give a total of £6,000 per Director with 25% of this total being performance related.

John Lynch
Finance Director
3rd November 2021

Est . YE 2021January - October

		<u>2021</u>		<u>2020</u>		<u>2019</u>		<u>2018</u>
Sales								
Membership	57442	41442		29941		40818		34560
Job Adverts	59885	49885		22240		42020		36681
Qualifications	8250	8250		7425		8095		6025
Conference	9825	8825		0		33814		30480
Training	26515	22015		2055		22377		15642
Sponsorship / Grants	9400	9400		500		510		500
In House Training	59190	39265		14475		12326		3577
Previous year income	-390	-390		4878.38		-530		
Bank Interest received	6214	6214		85		1170		3577
		236331	184906		81600		160600	131041
Purchases								
Membership	31298	28798		9412		5792		7705
Job Adverts	719	719						175
Qualifications	4867	4767		2851		3584		21405
Conference	5513	513		1000		14894		15878
Training	16068	13068		2573		9862		10273
Sponsorship and Member grants	1031	1031		750		8827		2732
In House Training	19032	12202		5112		7755		
Other Purchases						16		3458
		78528	61098		21698		50731	61625
Direct Expenses								
Sales Promotion	140	140				0		0
Gross Profit/(Loss):		157804	123809		59902		109869	69415
Overheads								
Gross Wages	20484	15484		15072		12445		13638
Travelling and Entertainment	150	50		989		9831		6426
Printing and Stationery				64		303		7
Internet, Computer and Telephone	4724	4464		5280		2141		1699
Professional Fees	16687	13187		13656		14129		10759
Bank Charges and Interest	179	145		167		152		184
General Expenses	5044	3044		3854		1296		3233
		47268	36374		39083		40296	35945
Net Profit/(Loss):		110535	87434		20819		69573	33470

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Association of
Democratic Services
Officers

Directors of the Association

Report from Priya Patel: Joint Company Secretary

Section 7 of the Articles of Association provide that the officers of the Association shall be elected at the Annual General Meeting of the Association. The following valid nominations were received in accordance with the provisions of the articles:

- Chair – John Austin, former Assistant Director of Corporate Governance, London Borough of Enfield
- Vice-Chair – Peter Sass, SSA Head of Governance for Richmond and Wandsworth Councils
- Director of Finance – John Lynch, former Head of Democratic Services, Kent County Council
- Director of Training – Susan Biddle, freelance training consultant
- Director of Communications – Joanna Boaler, Head of Democracy and Transparency, Essex County Council
- Company Secretary – Priya Patel, Democratic Services Manager, Richmond and Wandsworth Councils

The AGM is asked to confirm the election of the director appointments listed above.

Recommendation:

That the following individuals be elected as directors of the Association of Democratic Services Officers:

- a) Chair – John Austin
- b) Vice-Chair – Peter Sass
- c) Director of Finance – John Lynch
- d) Director of Training – Susan Biddle
- e) Director of Communications – Joanna Boaler
- f) Company Secretary – Priya Patel

Priya Patel
Joint Company Secretary

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