VALUES & PRINCIPLES BOARD

Online – Zoom meeting

Meeting 1100 - 1300 hours on Thursday, 22 February 2024

M I N U T E S

Present:

Claire Ward	Anthony Collins LLP (Vice Chair) - Chair
Cllr Joyce Welsh	South Tyneside Council (Vice Chair)
Cllr Sandra Barr	Stevenage Borough Council
Cllr Jacky Alty	South Ribble Council
Cllr Mili Patel	Brent Council
Cllr Sue Woodward	Burntwood Town Council
Cllr Peter Curling	Hillingdon Labour Group
Cllr Chris Bain	Tamworth Labour & Coop Group
Cllr David Darkin	Llanelli Town Council
Jo Hannon	Your Coop
Rebecca Harvey	Co-operative News
Richard McCready	Co-operative Party
Liz McIvor	Cooperative Heritage Trust
Paul Bell	Unison
Andrew Laird	Mutual Ventures
Cheryl Barrott	Co-operatives UK

In attendance:

Nicola Huckerby	Operations Lead - CCIN (Minutes)
Ash Crane	South Tyneside Council
Jonathan Nunn	Kirklees Council
Simon Grove-White	Oxford City Council
Emma Moseley	Trafford Council
Dina Patel	Royal Borough of Greenwich
Dannii Jones	Royal Borough of Greenwich

Apologies:

Cllr Sarah Doyle	Liverpool City Council (Chair)
Cllr Mike Stubbs	Newcastle -U-L Labour & Coop Group (Vice Chair)
Jo White	Co-operative Futures

Absent:

Neil Calvert	Co-operative College

1. Welcome, introductions and apologies

1.1. Claire Ward welcomed everyone to the meeting; she apologised on behalf of Cllr Sarah Doyle, who could not attend due to illness. A warm welcome was extended to new members of the Board:
- Cllr Jacky Alty - South Ribble Council

- Cllr Chris Bain – Tamworth Labour and Coop Group
- Jo Hannon – Your Coop
- Liz McIvor – Cooperative Heritage Trust

1.2. Thanks were extended to Gavin Callaghan from Beartas, who had resigned from the Group at the end of last year.

1.3. Apologies and absences were recorded.

2. Minutes of the last meeting – 20 September 2023 - These were approved.

3. Matters Arising

3.1. CCIN Training courses – NH reported that the Cooperative College had given access to the data on who had registered to do the training courses, but we still didn't know who had completed it.
 Action: Nicola Huckerby/Neil Calvert

4. Any Other Urgent Business – there was none.

5. Member Engagement updates

5.1. Associate Member Engagement – There was no update on behalf of the Associate members.

5.2. Affiliate Member Engagement – Claire Ward reported that she would be convening a session about the new Strategy for Affiliate Members.
Action: Clare Ward.

6. Funded Project Tracker Update– Nicola Huckerby took the Board through the Tracker.

6.1. It was noted that V&P was still waiting for the final versions of the Policy Labs led by Oldham Council (Cooperative Approaches to Sustainable Food—2019 and Tackling the Barriers to Building the Coop Economy—2021). Both reports had been promised for the June meeting when the Board can decide how they should be launched.

6.2. Members were asked if they would like a presentation from all current projects (Policy Labs and Prototypes) at each meeting or at certain points of the year so that they could assess progress and offer support and guidance during the delivery phase. It was agreed to consider this under Item 11.

6.3. NH explained project leads provided the updates and that these related to:
- Estimated Project Completion Date.
- Update on progress.
- Any risks identified to completing the project.

6.4. In response to Liz McIvor's question about the Training Course modules, NH confirmed that the Cooperative College had yet to provide the resources from the policy lab they had been working on, but once received, they would be shared with the Board to decide how to move forward with member training.

7. Social Value Toolkit for Councils (Oxford City Council – 2022-3)

7.1. Simon Grove-White from Oxford City Council gave an update on progress. The partnership team comprised academics from UCLAN and the University of East London, legal input from Anthony Collins and E3M along with Birmingham City Council, Hackney Council, Kirklees Council, Liverpool City Council, Manchester City Council, Oxford City Council, and Rochdale Metropolitan Borough Council.

7.2. Following the two Workshops at the Annual Conference in Sunderland, the partnership team had begun to focus on what the Toolkit was seeking to address:
- **The Problem—**The Social Value Act should facilitate Community Wealth-Building and bring CCIN values into practice; however, SV is often considered an add-on, inhibiting some members' deeper ambitions. They also examined the CCIN Values and how SV underpinned some of that thinking. The Group also touched on a relational theory of value as a potential frame for this project – ie looking at Value as something that resides in relationships rather than 'things' (products or services).

- From a practical perspective, SV needs to be policy-led and engaging 'Simple, Slick and Strategic'.
- They are looking at producing two documents:
  - One which might look at some of the theory and the SV Act.
  - One which would be more concise and targeted at Practitioners.
  - The Team were aware that they needed to be mindful of financial constraints on councils and are looking at delivering a Toolkit which is about collaboration not competition.
- Delivery date is October 2024.
- The plan is to produce a Practitioner's Handbook and a Toolkit. The important thing was that the outputs needed to be something that could be put in front of procurement teams and, therefore, needed to have the necessary rigour behind it.
- SG-W explained that he saw both outputs as PDF documents.

Action: The Working Group should consider how to involve Procurement Teams in developing and disseminating the toolkit.

Potential to launch this Toolkit online to coincide with the Procurement Act becoming law in October.

8. **Councils' Cooperative Development Toolkit (match-funded by Power to Change) 2021-2**

8.1. Jonathan Nunn from Kirklees Council explained that the process for developing this Toolkit had been adjusted as the project progressed, this was for two reasons:
- Phase 1 of the project (desk-based research) had not offered up as many tools as everyone had hoped
- Councils that were going to test the tools had already progressed with their coop development work and some councils were developing new tools that could be shared across the Network.

8.2. JN had commissioned an academic from York St John's University to prepare a robust set of case studies on different types of cooperatives.

8.3. Manchester Metropolitan University is conducting a rapid review of the academic work on the benefits of cooperatives, supported by Coops UK and Coop Development Scotland.

8.4. The plan is to include case studies from cooperatives in England, Scotland, Wales and hopefully NI.
Agreed: NH offered to encourage Scottish and Welsh members to participate. JN to follow up. Agreed: any Case Studies should also be produced in a format that can be shared on the CCIN website.

8.5. JN was to meet with the project consultants the following week to discuss a project plan for launching the Toolkit in June/July and the Toolkit format.
Concern was expressed that:
- the Board had yet to see any of the toolkit's content, and they were due to meet again in mid-June so there is a question about how engaged the Board will be in developing the Toolkit.
- Some cabinet members whose councils were involved in this project felt they needed to be more engaged, but it was agreed that this was an action for the participating officers to ensure that they were effectively briefing elected members.

Action: Jonathan Nunn agreed to follow this up.
Agreed: to revisit the testing phase to make sure that all the councils involved in this project had had the opportunity to test the Tools, provide feedback, and become ambassadors for the content within their own local authorities.
Action: Jonathan Nunn

8.6. No decision was taken on what format the launch of the Toolkit would take. One suggestion was to do this in phases and to engage with the various stakeholders encouraging them to use it and comment on it before a final launch. Potential events were: Cooperative Congress and the LGA Conference Innovation Zone.
Action: Jonathan Nunn to report back.

9. **Tackling Violence Against Women and Girls 2022-23**

9.1. Emma Moseley from Trafford Council gave an update on progress, including the delivery of several "Regional Learning Exchanges"
- Newcastle City Council had agreed to run one for the North East.
- Stevenage Borough Council were looking at running one for the South.
- Trafford Council was working with MCC and Wigan Council to run one in the North West.

- These events would take place over the Spring/Early Summer.

9.2. 'Bystander Training' would be arranged in the Spring and was seeking to engage 70 participants (2 per council) from across the Membership at both in person sessions and online.

9.3. The Communications and Engagement plan (agreed in June) would be enacted over the Summer once the Learning Exchanges had been completed.

9.4. The planned end date is August 2024.

9.5. Cllr Peter Curling expressed a particular interest in this project on behalf of Hillingdon Borough's Domestic Violence Victim's Advocate, Cllr Janet Gardner.
Agreed: Cllr Curling will introduce Emma to Cllr Gardner.
Agreed: A lot of work was required across the network to meet the deadlines set by Trafford.
Action: Cllr Sandra Barr extended an invitation to councillors in Hillingdon to visit Stevenage Against Domestic Abuse (SADA)

10. Engaging & empowering the residents of Woolwich Common Estate (Greenwich – 2022-3)

10.1. Dina Patel and Dannii Jones from the Royal Borough of Greenwich updated on this Policy Prototype. DJ reported that Greenwich Council had paid the Greenwich Coop Development Agency £20k to develop and deliver a joint community and coop model to improve safety and security on the Woolwich Common Estate, and she gave an update on the progress of that project.

10.2. The Board heard that the £2k CCIN budget remains to be allocated, and that there was an underspend on the £20k that the council has already given to GCDA. The project was due to end in April but will be extended to September.
Agreed: to receive an update on the project at the next meeting, as to how the CCIN funding will be specifically utilised. One suggestion from the Board was this could be a video involving residents.
Agreed: some of the learning in behavioural change from recycling would be useful for those involved in the new Westminster Policy Prototype on 'Empowering residents in housing estates to adopt sustainable behaviours.'
Action: NH to introduce both groups of officers.

11. Review and agree the delivery process for 2023-4 funded Policy projects

11.1. Nicola Huckerby gave a presentation explaining the existing process for reviewing and agreeing funded projects so that the Board could consider any changes.

11.2. Existing Reporting Framework:
- The CCIN will need an update on your project's progress at each Values & Principles (V&P) Board meeting. The V&P Board will alert our Executive Oversight committee if it has any concerns over delivery, scope and content. The dates of these meetings are published on the CCIN website: https://www.councils.coop/events/upcoming/.
- You are kindly asked to submit your update ten days before these meetings so they can be distributed with the meeting papers. The first meeting will take place in Manchester on Thursday, 15th June, and you should send your update to me at this email address before 31st May.
- Updates should include:
    - Estimated completion date.
    - Update on delivery and any amendments to the work programme.
    - Any risks identified to complete the project.
    - *These are then slotted into the Tracker.*

11.3. Accessing the funding:
- The following documents should be submitted to the first V&P Board after an offer of funding (usually June):
    - Work Programme/Project Plan
    - Budget
    - Communications Plan
    - Cooperative Difference
- Once the V&P Board has approved the above, the project lead is invited to submit an invoice for 50% of the funding. This sum includes any VAT elements you can't recover as a local authority.

- Once the V&P Board approves the final report, it is submitted to the Executive Oversight Committee for budget sign-off and final approval. Once EOC has approved the final report the project lead is invited to submit an invoice for the final 50% of the funding.

11.4. Agreed amendments to the process:
- All Policy Lab Project leads are asked to submit an **update for each meeting** on how their project is progressing (with a word limit) on a template to be provided:
    - Reminding the V&P Board of the proposed outcomes
    - Giving progress on the Work Programme/Project Plan to include Milestones and projected completion date
    - Any risks identified to completing the project
    - Budget Update
    - Communications Plan Update
    - How the project is aligned with the CCIN Principles
    - What is the 'Cooperative Difference' between how this problem is being tackled and how a non-Cooperative Council might tackle the project
    - What will the legacy of this project be
- Agreed: to ask Policy Lab Leads to report back once a project has been completed and launched on
    - how they have taken that learning forward
    - what other organisations they have engaged with
    - undertake a survey of all members on their engagement with a project led by another council
- All Policy Prototype Leads are asked to submit an update for each meeting on how their project is progressing (with a word limit) on a template to be provided:
    - Reminding the V&P Board of the proposed outcomes
    - Giving progress on the Work Programme/Project Plan to include Milestones and projected completion date
    - Any risks identified to completing the project
    - How the project is aligned with the CCIN Principles
    - What is the 'Cooperative Difference' between how this problem is being tackled and how a non-Cooperative Council might tackle the project
    - What will the legacy of this project be
- Agreed: Identify a 'Sponsor' from V&P to support each Policy Project. The Sponsor is responsible for guiding a project through the delivery process and arranging a presentation to the Board if they (or anyone else) have any concerns on progress. These are individuals are not directly involved in the delivery of the project.
- Agreed: Prepare a document for all successful bidders outlining what we expect regarding our monitoring requirements, including content for the final report.
- Agreed: The following members put themselves forward as Project Sponsors:
    - Tackling Violence Against Women and Girls (Trafford) – Cllr Sandra Barr (Stevenage)
    - Social Value Toolkit for Council (Oxford) – Claire Ward (Anthony Collins Solicitors)
    - Councils' Cooperative Development Toolkit (Kirklees) – volunteer required
    - Tackling Health Inequality (Westminster) – volunteer required
    - Cooperative Governance (Rochdale) – volunteer required
    - Cooperative values driven AI (Wigan) – volunteer required
- There are also several Policy Prototypes in development that could also have a Sponsor:
    - Engaging & Empowering the residents of Woolwich Common (Greenwich) - Cllr Sandra Barr (Stevenage)
    - Co-operative Community Bank of Kindness (Stevenage)
    - Turning Strategic Plans into Art (Inverclyde)
    - Cooperative Culture Making in Rochdale (Rochdale)
    - Empowering Residents in housing estates to adopt sustainable behaviours (Westminster)
    - Improving Accessibility (Lewisham)
    - Employability and Skills project (Brent)
    - Fairer Help (Hackney)

- Empowering Communities through Crowdfunding (Cheshire West & Chester)

12. Template for final published reports

12.1. NH explained that the CCIN used a design template the Cooperative Press prepared to develop a branded family of CCIN publications. This process worked well when the CCIN managed a publication, but we needed more control when a member was overseeing a report, as we did not state our expectations in terms of final design when approving Bids.

Agreed: Introduce a template to describe what we are seeking regarding the design of our funded project final reports.

Action: Nicola Huckerby

13. Future Meetings

2pm – 4pm - Thursday, 13th June in Birmingham – Aston University

Thursday, 12th September - online