



Co-operative Councils

Innovation Network

VALUES & PRINCIPLES BOARD

Hybrid meeting

Venue: Anthony Collins Solicitors, 34 Edmund St, Birmingham B3 2ES

Meeting 1400-1600 hours on Thursday, 13 June 2024

MINUTES

Present:

Claire Ward	Anthony Collins LLP (Vice Chair) - Chair
Cllr Sandra Barr	Stevenage Borough Council (online)
Cllr Mili Patel	Brent Council (online)
Cllr Sue Woodward	Burntwood Town Council (online)
Cllr Peter Curling	Hillingdon Labour Group
Cllr Mike Stubbs	Newcastle -U-Lyme Labour Group (Vice Chair) (until item 11)
Cllr Chris Bain	Tamworth Labour & Coop Group (online)
Jo White	Co-operative Futures
Rebecca Harvey	Co-operative News (online until 3.15 pm)
Liz McIvor	Cooperative Heritage Trust
Andrew Laird	Mutual Ventures (Item 9)

In attendance:

Nicola Huckerby	Operations Lead - CCIN (Minutes)
Helen Chicot	Rochdale Council
Rob Gregory	Wigan Council
Clayton Lavallin	Oxford City Council (online)
Elizabeth Bryan	Lewisham Council (online)
Ezra Wallace	Westminster City Council (online)
Karen Barclay	Inverclyde Council (online)

Apologies:

Cllr Sarah Doyle	Liverpool City Council (Chair)
Cllr Joyce Welsh	South Tyneside Council (Vice Chair)
Cllr Jacky Alty	South Ribble Council
Cllr David Darkin	Llanelli Town Council
Richard McCready	Co-operative Party
Paul Bell	Unison
Jo Hannon	Your Coop
Cheryl Barrott	Co-operatives UK (online)
Jonathan Downs	Oldham Council

Absent:

Neil Calvert	Cooperative College
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1. **Welcome, introductions, apologies** – Chair

- 1.1. Claire Ward, Vice Chair representing the Affiliate Members, agreed to chair the meeting in Cllr Sarah Doyle's absence.
- 1.2. The chair explained that Cllr Sarah Doyle could not attend today's meeting and will likely not be seeking re-election to the Board at the end of the year. She has accepted a sabbatical from her Housing Cabinet position at Liverpool City Council whilst fulfilling her dream to become a solicitor. Cllr Mike Stubbs and Claire Ward agreed to chair meetings until the end of the current term when we will have elections for all Governance places.
- 1.3. Congratulations were offered to Cllr Chris Bain following Tamworth Labour Group's success in the Local Elections. Tamworth Borough Council will be given a year to transition from Associate Member to Full Member. Chris will continue to serve on V&P until the end of the current term, when we will have elections for the whole Governance.
- 1.4. It was explained that Neil Calvert will leave the Cooperative College at the end of June.
Agreed: that the Cooperative Heritage Trust take up the vacant position from the Coop Movement and Liz Mclvor, currently co-opted to the Board, be invited to join V&P as their representative.
- 1.5. Apologies were noted.

2. **Minutes of the last meeting – 22 February 2024** (Attached) – These were approved.

3. **Matters Arising** (there were more Matters Arising than I'd identified on the agenda circulated)

- 3.1. Minute 3.1 – CCIN Training Courses run by the Cooperative College. NH reported various approaches to the Cooperative College; we have still not been able to ascertain which individuals have completed our Training Courses.
Moved by Cllr Sue Woodward and seconded by Cllr Mike Stubbs.
Agreed: Not to pursue this any further.
- 3.2. Minute 7.2 – The Working Group should consider how to involve procurement teams in developing and disseminating the social value Toolkit.
Agreed: Clayton Lavallin (Oxford City Council) to pick this up under Item 6.
- 3.3. Minute 8 – NH reported that several actions were requested regarding the Councils' Cooperative Development Toolkit. The update for this project under Item 8e addresses these.
- 3.4. Item 10.2—At the last meeting, we agreed to invite the Greenwich officers working on the Prototype on 'Engaging & empowering the residents of the Woolwich Common Estate' to this meeting to explain how CCIN funding would be used.
Agreed: We will carry this forward for the next meeting. See item 8.3.
- 3.5. Item 11 – NH reported that all the actions related to the new delivery process had been completed, but we still need more volunteers to act as Project Sponsors. This role acts as a V&P Guide for project leads as they deliver funded projects so that Sponsors can provide guidance without waiting for a meeting of the V&P Board.
Action: All.
- 3.6. Item 12 – NH confirmed that work had begun to create a set of Brand Guidelines, which would serve as a template for final published reports.

4. **Member Engagement updates**

- 4.1. Associate Member Engagement – There was no update on behalf of Associate Members.

- 4.2. Affiliate Member Engagement – Claire Ward, the Chair, reported that she was waiting for an update on the production of the Strategy & Action Plan before arranging a meeting of the Affiliate Group.
NH reported on the progress being made by the Officer Group in using the LGA Knowledge Hub to share ideas about the new Strategy's content.

5. **Funded Project Tracker Update (schedule attached)** – Nicola Huckerby

- 5.1. NH explained that updates had been circulated for Policy Prototypes and Policy Labs and that the items on the agenda required approval or feedback from the Board.

Project Updates

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

- 6.1. Clayton Lavallin gave an update on progress regarding the delivery of this project, which Oxford had led during its first phase. He reported that several new members had agreed to participate.
- 6.2. Simon Grove-White, the former Lead Officer, has recently left Oxford. Having asked other Member Councils if they would like to take over this work, and no volunteers coming forward, Oldham Council has agreed to contract with Simon directly, on behalf of the CCIN, to complete the project and produce the final Toolkit before the end of the year.
- 6.3. **Update Approved.**
- 6.4. **Agreed:** To note Simon Grove-White's appointment.

7. **Improving Accessibility (Lewisham – 2023-4)**

- 7.1. Elizabeth Bryan explained that the project was about Improving Accessibility in the Borough by reshaping their 'Love Clean Streets App' so that it is more accessible for deaf, disabled, and those with learning difficulties to report issues related to Accessibility in the Borough.
- 7.2. EB had requested the opportunity to respond to some of the feedback following the joint EOC and V&P session earlier in the year.
- Ensure the App is transferable to other places, including learning from Town Centre development.
 - Host a national event to communicate the app's developments and perhaps rebrand it as more than 'Love Clean Streets'.
- 7.3. EB explained that they could not commit entirely to ensuring the App was transferable to other places but they could support other users of the 'Love Clean Streets App' and similar Apps for places who were considering making these adjustments. They could not commit to rebranding (changing the name of) the App, but they would introduce a communications campaign so that users were aware that the App could be used to highlight areas that could be improved to enhance the experience of those with disabilities as they moved around the Borough.
- 7.4. NH clarified that any launch could be done as a CCIN webinar or as a workshop at our annual conference. The CCIN does not expect the £2k budget to cover the delivery of a National in-person event without further funding.
- 7.5. **Agreed:** to approve Lewisham's progress with this project.

8. **Approval for other Active Policy Projects**

Claire Ward explained that all updates received have been circulated. She asked Board members to confirm that they were happy with the updates received, and the following decisions were taken:

- 8.1 **Update Approved:** Empowering communities through crowdfunding (CWAC)

- 8.2 **Update Approved:** Employment and Skills project (Brent)
- 8.3 Engaging and Empowering the Residents of the Woolwich Common Estate (Greenwich). It was noted that the project is completed.
Agreed: The final report should clearly state how the CCIN contribution was spent, the project's legacy, and how the learning can be shared across the CCIN. To consider this report at the next meeting.
- 8.4 Co-operative Culture Making in Rochdale (Rochdale).
Agreed: To circulate the final report to V&P for comments and approval ahead of the next meeting.
- 8.5 **Update Approved:** Councils' Cooperative Development Toolkit (Kirklees)
- 8.6 **Update Approved:** Fairer Help (Hackney)
- 8.5 Cooperative Community Bank of Kindness (Stevenage). The update states that the project is completed.
Agreed: Cllr Sandra Barr will speak to officers to request the final report to be circulated for approval.
- 8.6 **Update Approved:** Empowering residents within housing estates to adopt sustainable behaviours (Westminster)
- 8.7 **Update Approved:** Tackling Violence Against Women and Girls (Trafford)
- 8.8 **Update Approved:** Councils' Cooperative Development Toolkit (Rochdale)

9. Cooperative values-driven AI (Wigan Council – 2023-4)

- 9.1. Andrew Laird joined the meeting to discuss this item.
The Board received a presentation by Rob Gregory on this new Policy Lab.
Agreed: To approve the Budget, Work Programme and Comms Plan.
Agreed: To release 50% of the funding so the project can proceed. R Gregory to submit an invoice for £9,750.

10. Being Cooperative: Towards a Model of Brave and Inclusive Governance in Local Government (Rochdale Council – 2023-4)

- 10.1. Helen Chicot presented to the board on this new Policy Lab. The project's name has changed from 'Cooperative Governance' to 'Being Cooperative: Towards a Model of Brave and Inclusive Governance in Local Government'.
Agreed: To approve the Work Programme and Comms Plan. The Budget was being prepared through participatory budgeting and will follow.
Agreed: To release 50% of the funding so the project can proceed. H Chicot will submit an invoice for £8,750.

Cllr Mike Stubbs left the meeting.

11. Taking a cooperative approach to tackling health inequalities (Westminster – 2023-4)

- 11.1 The Board received a presentation by Ezra Wallace on this new Policy Lab.
Action: Cllr Chris Bain and EW to discuss the long-term cultural change needed in this area.
Agreed: To approve the Budget, Work Programme and Comms Plan.
Agreed: To release 50% of the funding so the project can proceed. E Wallace will submit an invoice for £10,000.

Final Report Approvals

12. Tackling the Barriers to Building a Coop Economy (Oldham – 2020-1)

- 12.1. **Agreed:** The presentation on this item will be deferred until the next meeting as Jonathan Downs could not attend.
- 12.2. **Action:** All members were asked to review the draft report and submit comments before the end of July to give feedback to JD.

13. Cooperative Approaches to Sustainable Food (Oldham – 2019)

- 13.1. **Agreed:** The presentation on this item was deferred until the next meeting as Jonathan Downs could not attend.
- 13.2. **Action:** All members were asked to review the draft report and submit comments before the end of July to give feedback to JD.

14. Turning Strategic Plans into Art (Inverclyde – 2022-3)

- 14.1. The Board received a presentation by Karen Barclay on the draft report for this Policy Prototype.

Agreed: That the report required some additional input:

- images of 'before & after' of the final Strategic Plans produced using the ICT equipment funded through the project.
- images of the collateral produced for the events (pull-up banners, mini leaflets, etc).
- information on the process that was followed, eg what software was purchased and why, and the challenges faced, eg condensing such lengthy documents.
- what the legacy of the project is.
- what learning can be shared across the network?

Agreed: Recirculate the report once these amendments have been made, with a view to approving the report before the next meeting.

15. Governance Elections for 2025 – 2026

- 15.1. Elections for places on the Executive Oversight Committee and the Values & Principles Board will be held in the Autumn. Self-nominations for **all** Full Council, Associate and Affiliate Member places will be sought. Further information is available here: <https://www.councils.coop/about-us/governance/>.
- 15.2. Claire Ward gave an update on the work she and Cllr Mike Stubbs are doing regarding a new legal constitution for the CCIN. At its next meeting, the EOC will consider two options: a cooperative society and a charitable incorporated organisation. At this stage, it was unclear what impact a new legal structure would have on the governance elections.

16. Any Urgent Business

- 16.1. There will be an online seminar for New Members on July 16th from 3 pm to 4 pm. All are welcome.

17. Future meetings

Thursday, 12th September, online. Time to be agreed.