

## **I.R.R.V**

### **Association Representatives Meeting**

28<sup>th</sup> April 2010 – Keele Management Centre

#### **Present**

John Hewitson  
Wendy Livings  
John Clark  
Andrew Ludwig  
Hilary Harvey  
Michael Fisher  
Dean Thomas  
Helen Stokes  
Iain Marshalsay  
Islwyn Lewis Jones  
Andrew Stevens  
Nick Rowe  
Kath Leonard  
Pete Coles  
Deb Davies  
John Warne  
Mike Carr  
Lee Sirdifield

#### **Association**

Association Representatives – Chair  
Association Representatives – Vice-Chair  
Association Representatives – Secretary  
West Midlands  
Wessex  
Lancashire & Cheshire  
South Wales  
West Wales  
North Wales  
North Wales  
South Eastern  
London & Home Counties  
Thames Valley  
Sevenside  
Yorkshire & District  
Sevenside  
East Midlands  
East Midlands

#### **Chair's Opening Remarks**

J Hewitson – Association Reps

Thanks to everyone for their openness and honesty yesterday. The agenda was always going to provoke sensitive debate as long as this is healthy and focused then hopefully the Associations will be stronger as a result of what was proposed yesterday.

JH also wished 'Clarky' happy birthday, 61 again!

## **Apologies for Absence**

Apologies for absence were received from the following Associations

- East Anglia
- Northern Ireland
- South Western
- Sussex & Surrey

There were no apologies or attendance at the meeting from the following Associations

- Scotland

## **Minutes of previous meeting held 28<sup>th</sup> September 2009**

The minutes of the last meeting were approved and agreed as an accurate record of the meeting

- Proposed – Wendy Livings – London & Home Counties
- Seconded – Kath Leonard – Thames Valley

## **Matters outstanding.**

No matters are outstanding from the previous meeting

## **Chief Executive Report**

J Hewitson asked for comment on the content of the report from David & Gary from the meeting on Tuesday afternoon.

J Hewitson – Association Reps

We need to take the initiative and produce a report on those Associations who are active and sustainable. If we are seen to be more proactive in this area then it will strengthen our case in terms of support from Headquarters.

Can all Associations start to or continue to advise John, Wendy and John of their activities and keep the communication going, including details of changes to their executive committee and more importantly details of all their meetings and seminars.

For their part, JH and JC will try to attend at least one meeting of each Association per year to ensure that we have regular communication with the Associations.

## **Education Report**

Following on from the report given by Michael Hopkins, the overall view was that the Associations needed clarity and more regular feedback as this is something that would affect new students and therefore the drive to increase membership.

Currently the following Associations hold training courses aimed at a variety of levels

Lancashire & Cheshire -  
Northern Counties / Yorkshire & district  
West Midlands

### Action Point

- 1. John Clark to write to Allan Traynor to request full details of the education changes, and to circulate to all Associations*

## **Association Reps Pre Meeting 27.4.10**

### J Clark – Association Reps

To recap what had been proposed at yesterday's meeting. The proposal was to look to merge various Associations to make them more sustainable and active, the proposals were

- 1. Align the Northern Counties with both Yorkshire & District, and Lancashire & Cheshire*
- 2. Align South Western with Severnside and rename "Western Counties"*
- 3. Align South Wales with West Wales and rename "South Wales"*
- 4. Arrange a meeting between South Eastern and Sussex & Surrey to look at possible closer working.*
- 5. All Associations within the proposals to arrange meetings which will need to be attended by Chief Executive or Deputy Chief Executive as well as Chair of Association representatives.*

#### N Rowe – London & Home Counties

The discussion regarding Insurance was somewhat of a surprise, like most Associations, London & Home Counties assumed that all events run by Associations on behalf of the Institute would have the coverage of insurance for Headquarters.

If this is not the case then future events may in jeopardy due to increases in cost to cover the insurance.

#### J Clark- Association Reps

Yorkshire host a number of events across their region including a dinner dance where approximately 100-120 guests are in attendance. To the best of my knowledge, we do not have separate insurance and have never been asked to obtain some before.

More fearful that this is a cost cutting exercise from Headquarters but increasing the financial burden of individual Associations.

#### Action Point

1. *John Clark to write to Gary Watson to seek clarification and ask for details of the Insurers used by Headquarters as there may be some negotiation for group discount.*

### **A.O.B**

#### Sussex & Surrey

Could the meeting held in April be held somewhere other than Keele, the venue is difficult for people to attend?

#### Response

The idea of moving to Keele was to reduce costs as the accommodation is cheaper than it is in larger city venues. In addition most Associations have some representation at the meeting as they have members already attending the revision week for a variety of reasons. Therefore, the mid year meeting will remain at Keele.

#### Yorkshire & District

Should papers submitted via the Institute be sent to Associations in advance for discussion at regional executive level? This would ensure a more widespread consultation

Response

In principal this is a good idea, and could be done via the website on a discussion forum providing the security was sufficient.

J Clark to write to Gary Watson on behalf of the Associations to see what Council's viewpoint is.

Lancashire & Cheshire

Historically associations have had a card or template with information from member Authorities such as number of hereditaments, benefit case load, recovery costs etc.

This seems to have stopped in some regions, would it not be beneficial to start this again and have the information on the Reps website.

Response

Agreed, Mike Fisher to send details of the Lancashire & Cheshire example to John Clark for circulation to the Associations.

West Midlands

In order to improve communication between the Associations, should all Associations have "Association Representatives" as a standing item on their agendas?

Response

Agreed.