



South West Region

The Chartered Institute of Logistics and Transport South West Regional Committee

Minutes of the Committee Meeting held at the Albemarle Centre, Albemarle Road, Taunton, TA1 1BA on Tuesday 29th November, 2016.

Present:

David Coombes, Regional Chairman **(DC)**
George Lang, Chairman, Devon & Cornwall Group **(GL)**
Peter Murnaghan, Regional Officer **(PM)**
Tony Walford, Regional Secretary and RAG Representative **(TW)**
Wayne Johnson, Regional Treasurer **(WJ)**
Bob Pinkett, Policy Officer and Interim Chairman, Bristol Group **(BP)**
Chris Clark, Young Professionals Representative **(CC)**
Phil Bisatt, Member and Chairman, Royal Town Planning Institute SW **(PB)**

Apologies:

Derek Small, OM Representative **(DS)**
Stephen Weall **(SW)**
Darren Beaven, **(DB)**

1. Welcome and introductions

Regional Chairman, David Coombes opened the meeting welcomed all attendees.

2. Notes of last meeting held on 15th September, 2016 in Taunton.

Notes of the last meeting were agreed and Action Points reviewed.

3. Matters arising from previous meeting

GL confirmed that write-ups had been provided to Melanie Stark (Editor of Focus) regarding all events held to date.

All other matters were covered under the present agenda items.

4. Regional Event planning update for the 2016/17 season

4 a). The committee reviewed the events proposed but not yet included in the plan for 2016/17. They are:

- Hitachi Train Depot Visit – BP reported he was still having difficulties in communicating with Hitachi to organise this event and that due to recent announcements regarding funding for Great Western Electrification it was unlikely to go ahead
- Avonmouth & Severnside – This event is planned as the SWR European Supply Chain Day Event and DC is coordinating the organisation with the LEP. **Action DC**

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- Drones in Logistics – TW agreed to contact DS to establish the current status of this event and to slip the date to later in the year (possibly September). **Action TW**
- Avon Valley Steam Railway – BP presented the options for the arrangements for this event and whether to hold it during a normal 'Steam' day or to make the event an 'Operations' based visit. The committee agree that the event was best positioned as a social event and so the visit will be held on a steam day at a probable cost of £7.50 per head and a proposed date of 24th May. **Action BP**
- FORS Event – DC reported that James Tillyer has organised this event for 18th April to be held at the Devon Hotel Exeter. All costs will be born by Corby. **Action DC**
- UWE Dissertation Showcase Evening scheduled for Wednesday 8th March 2017, with talk by Monarch Airlines will go ahead as planned. **Action PM**

Note: All the above require Event Forms to be produced/submitted to Corby.

4 b). Reports on 2016/17 Events held to date:

1. Plymouth's New Coach Station – GL reported on a very successful tour and talk by Andy Sharp with 16 members present.
2. Conflicting KPI's Breakfast Seminar – DC reported that in spite of an excellent presentation by DS there was a disappointing turn out of only 5. A discussion was held whether the early morning 'breakfast' format had hindered bookings and it was agreed that it had.
3. Rail North, Lessons for the South West – GL reported on excellent talk by Pete Brunskill with over 80 attendees.
4. Transport Policy, On the Right Track? – GL reported on another successful event at Plymouth University with an engaging discussion by the Rt Hon. Norman Baker. Over 90 attendees.
5. Sustaining the Royal Navy – GL reported on a very interesting presentation by Capt. Phil Waterhouse. Over 30 delegates.

4 c). Status of 2016/17 Events planned:

1. Autonomous Vehicles – Now with three speakers. UWE have requested sponsorship to help support the event. As it is too late to organise an external sponsor the Committee agreed to provide £250.00 towards refreshments. **Action PM**
2. Young Professionals – CC reported on progress. To date there are 15 bookings with a target of 35 for the event. CILT SWR will fund the room cost and Skills for Logistics will fund refreshments. A speaker has been identified. The Committee commended CC for his work in organising this first ever YP event in the region. **Action CC**
3. Accolade Wines Visit – DC reported that as Brian Jackson had now left Accolade this event is at risk. He is trying to make contact with the CEO of Accolade to ensure that the event goes ahead as planned. **Action DC**
4. New event CILT/CIPS Joint Seminar – GL and PM reported on this new event planned for 24th January to be held at Plymouth University with James Connolly speaking. **Action GL & PM**
5. Cornwall Air Ambulance – GL reported that this event is on plan.
6. Great Western maintenance depot at Laira - GL reported that this event is on plan.
7. Avonmouth & Sevenside – See report above.

8. Metrobus – WJ reported that plans were in progress with a probable venue of UWE.

Action WJ

9. Devonport - GL reported that this event is on plan.

5. Chair's Report.

DC reported on the recent NRCC and in particular the presentation by Kevin Richardson (KR) regarding the future direction of the Institute (see attached presentation) and a discussion was held on document which was viewed as a positive step.

DC shared the Event Brochures developed by the other Nations and Regions under the new CILT Branding Guidelines, to show the comparison to the SWR brochure.

After the discussion PM proposed that future SWR Event Brochures should have the email contact addresses of all the Committee Members added in a similar way to that of North West Region replacing the current 'National Events'. The motion was seconded by GL and approved unanimously by the Committee.

PM also proposed to maintain the A5 Fanfold format with one event per column and a brief description of the event. This motion was seconded by GL and approved unanimously by the Committee.

DC reported on the new appointment of Richard Atkinson (RA) to the position of Director of Marketing & Communications reporting to KR. PM provided a brief on RA's resume with the RAF. Whilst applauding the appointment as a direct report to KR, the committee expressed concern that RA appeared to lack private sector commercial marketing experience.

DC reported that there was a debate being held regarding the value of having both NRCC and RAG as there was significant overlap of participants at both committees.

DC reported that he had requested that the Regional budgets include an allowance from the income from training as well as membership fees. Corby are considering this proposal for inclusion in the 2017/18 budget cycle.

6. Report from Regional Officer.

PM reported:

- Bath University have launched a new MSc in Supply Chain accredited by CILT. He presented the benefits of joining CILT to the new cohort of students along-side a representative from CIPS, but was disappointed when CIPS announced free membership for student members versus the £50 p.a. charge from CILT.
- Corby are recruiting for a new Careers Mentoring position.
- The next RO meeting will take place in two weeks time.
- The appointment of a new apprentice at Corby to support Stephanie Latta in Regions & Forums.
- Circulated the new range of marketing materials available from Corby under the new CILT Branding Guidelines.

- That CILT staff appraisals are underway.

7. Reports from CILT National Groups

NRCC:

See Chair's report above

PPC:

BP reported that he had been unable to attend the recent PPC, where the following topics had been discussed:

- CILT response to Government Consultations on:
 - Railway planning GW Electrification and HS2
 - Airport Expansion
 - Bus Lanes
 - BREXIT
 - Devolution to Scotland, N. Ireland, Wales and the English Regions

BP proposed that CILT SWR submit a paper to the West of England Joint Transport Strategy Consultation and agreed to draft a paper for circulation to the Committee. The proposal was seconded by DC and approved unanimously by the Committee. **Action BP**

RAG:

TW reported that the RAG held on 19th October had discussed the following:

- Applications for funds from the Aspire Charity
- The Fellows Lunch
- BREXIT and the need to maintain a consistent message to the Devolved Governments
- That next year's International Convention will be held in Macao and that there are hopes the following year's will be in the UK in support of the CILT Centenary.
- That Hazel Cook had presented the new Marketing Plan and Branding Guidelines
- That RAG had reviewed the SWOT Analysis prepared for presentation to the Board.

TW will circulate the minutes of RAG when they are issued.

Action TW

8. Treasurer's Report

WJ reported he would attend the Finance Committee to be held in Corby on 30th November.

WJ reported that the SWR Budget for 2016/17 had been approved at £3,599.00.

WJ reported that last year SWR had a small overspend for the first time, but that this had been absorbed by Corby.

WJ reported that all costs associated with NRCC / PPC / RAG are against Corby's budget but that YP costs remain at the region.

WJ reported that he is now in possession of a Regional Expenses Credit Card



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9. Local Enterprise Partnerships

Deferred

10. Young Professionals

CC was in attendance and reported on progress towards organising the first SWR YP Event, planned for January 2017.

CC proposed the implementation of a SWR Young Professional Group on LinkedIn. The motion was seconded by TW and approved unanimously by the Committee. **Action CC**

11. Discussion on the implications for CILT in the South West of the Hinckley Point Nuclear Power Station development

This item was deferred but DC requested it be a higher priority for the next agenda.

Action TW

12. Discussion on engaging with Schools to promote Transport, Logistics & Supply Chain Careers

This item was deferred but DC requested it be a higher priority for the next agenda.

Action TW

14. Any other business

There was no other business to discuss.

15. Date of next meeting

The next meeting was agreed for **Tuesday 7th February 2017** at 11:00-1400 at the Albemarle Centre, Albemarle Road, Taunton, TA1 1BA. A working lunch will be provided.

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