



Notes of Meeting Held at: <b>Radisson Blu Hotel, Manchester Airport plus Zoom live streaming</b>	Meeting No: <b>2022 AGM</b>
Purpose of Meeting: <b>15th Annual General Meeting 2022</b>	Meeting Date: <b>20th June 2022</b>
<b>Attended by:</b> Den Symons Eric Hill Stewart Knowles Ian Medd Philip Gasston Tristan Brooks Linda Irons Chris van Lottum Stewart Summerfield Lyn Turner Matthew Smith Miguel-Angel Serrano Santos Richard Herman Jwan Kamla Hayden Vernals Richard Pearson Marian Coleman Robert Sargeant Nicholas Bentall Deborah Sims Libby Sands Barry Smith Steve McVeigh Daniel Harris Gavin Snowball Wojciech Barela Alan Rookes Roxanne Neufville Patrick Hall James Castle Kate Carpenter Andrea Chadwick Kate Yeo Peter Duncanson Peter Taylor Kathryn Carman Mannia Georgiadou Julian Bartlett Wing King Lee Ben Trump Tim Askew Chris Winney Matthew Ellistron Robert Cyples John Boorman	
<b>Distribution:</b> to be posted on SoRSA website	
<b>Prepared By</b> Linda Irons	<b>Date</b> 20th June 2022

No	Item	Comment
	The meeting commenced at 17:40	
1	<b>Apologies for Absence</b> Stuart Kay - Honorary Secretary Anya Bownes - Treasurer	
	Due to last year's conference being held virtually, an official handover of the Chair's regalia was made by Stewart Knowles to Den Symons	
2	<b>Election of Ordinary Committee Member (Newsletter Editor)</b> <b>Nomination</b> – Hayden Vernals <b>Proposed</b> – Libby Sands <b>Seconded</b> – Linda Irons	accepted
3	<b>Election of Ordinary Committee Member (Wales)</b> <b>Nomination</b> – Tristan Brookes <b>Proposed</b> – Chris Van Lottum <b>Seconded</b> – Stewart Knowles	accepted
4	<b>Election of Ordinary Committee Members</b> <b>(3-year positions)</b> <b>Nominations</b> – Jwan Kamla & Chris Gooch <b>Proposed</b> – Libby Sands <b>Seconded</b> – Richard Pearson <b>(1-year position)</b> <b>Nomination</b> – Ian Medd <b>Proposed</b> – Libby Sands <b>Seconded</b> – Richard Pearson	accepted
5	<b>Chairman's Report</b> As attached	
6	<b>Minutes of the 14th Annual General Meeting</b> As attached	
7	<b>Matters Arising from the above Minutes</b> None arising <b>Proposed</b> – Tim Askew <b>Seconded</b> – Julian Bartlett	
8	<b>Financial Report</b> Presented by Chris Gooch - As attached	
9	<b>Approval of 2021 Annual Accounts</b> <b>Proposed</b> -Stewart Knowles <b>Seconded</b> - Chris Van Lottum	accepted

10	<p><b>Appointment of Newsletter Editor, Ordinary Committee member (Wales) and three other Ordinary Committee Members.</b></p> <p>The following persons were formally appointed</p> <p><b>Election of Newsletter Editors</b> Hayden Vernals</p> <p><b>Election of Ordinary Committee Member (Wales)</b> Tristan Brooks</p> <p><b>Ordinary Committee Members</b> Jwan Kamla Chris Gooch Ian Medd (1 year position)</p>	
11	<p><b>Motion from SoRSA Committee: All Officer and Committee Member voting papers are destroyed.</b></p> <p>No voting papers were required</p>	
12	<p><b>SoRSA Constitution</b></p> <p>It was proposed that the SoRSA constitution should be updated to</p> <ul style="list-style-type: none"> <li>• reflect the current titles of a number of membership boards</li> <li>• align with other CIHT branches in that Committee Members may serve 2 consecutive terms of office and then in line with standing orders are not eligible to be nominated for election for one year.</li> </ul> <p>Proposed changes to the tenure for current Committee Members will commence when their current election period completes.</p> <p><b>Proposed</b> – Libby Sands <b>Seconded</b> – Linda Irons</p>	accepted
	The meeting ended 18:00	

## SoRSA - Chairs Report 2022

I would like to again welcome those present here this evening and those that are joining us virtually via Zoom for this AGM.

This is the first time since June 2019 that we have returned to a 'Face to Face' event. That was when Stewart Knowles was installed as Chair of SoRSA, and I became Vice Chair. A lot has happened since then, with the pandemic taking centre stage and cancelling many events.

I became Chair last year in June 2021, at an event which took place virtually. It was strange to accept the role, whilst sat at home looking at the monitor. During my acceptance speech, I promoted my vision to strengthen SoRSA both nationally and internationally.

The first 12 months has been difficult, owing to the ongoing restrictions that were still in place in 2021. However, I can confirm that SoRSA have been supporting & assisting CIHT with their Strategic Plan 2022 – 2027 and their Equality, Diversity & Inclusion (EDI) Strategy. Hopefully, some more of my vision will be achieved in the next 12 months.

The SoRSA Committee have continued to meet up regularly over the past year, with a combination of virtual meetings and one hybrid. Most of the output from these meetings was the planning of this year's Workshop & Conference and I want to pass on my thanks and gratitude to all those who have been involved from the committee and for the additional support from Ciara and the rest of the team at CIHT.

We have managed to present several webinars to assist members with their CPD over the past 12 months. These included Design & Road Safety Audit Relationship (Dec 21) and Dementia & Road User (Jan 22). Further to this CIHT launched their LEARN digital learning platform in 2022 and I would encourage all members to access this, as there is some useful on-line learning available, some of which is free.

SoRSA are hoping to continue with the webinars over the next 12 months. We are also looking at more 'Face to Face' events and have already offered our services to all the CIHT Branches. Just as a reminder for all members, the Webinars that have taken place in 2021 and those to date in 2022 are still available to access via the CIHT website. So, there is no excuse in not being able to maintain your CPD requirements. As previously included in one of my 'Message from the Chair' Newsletters, we have updated the CIHT Road Safety Audit Guidelines and have now included report templates. It was strange to see that these have been utilised when reviewing Audit Reports on behalf of National Highways. Please check the CIHT guidelines, which are readily accessible from the SoRSA Homepage, as they do contain useful information. Now to discuss the dreaded 'Annual Reviews'. These have caused some consternation among members this year. Your comments have been noted and will be reviewed by the Membership Working Group to see how they can be addressed, and the process simplified. What was disappointing is that this frustration was aimed at the Membership Secretary.

We all have different opinions and that is why, when we undertake RSAs, we work as a team, where both may have different views of the issues identified. SoRSA has never intended to criticise our members and I would hope that any comments you receive are received as part of ongoing learning to improve the quality of reports and complying with the appropriate standards they have been prepared to.

Finally, as some of you here are already aware, it is my intention to retire from National Highways later this year. This will give me more time for SoRSA during the next 12 months and all the subsequent meetings and boards within CIHT.

Many thanks again and I look forward to meeting you all during the remainder of this conference and at future events that we will be organising.

### Financial Report Meeting AGM, 20th June 2022

## 2021 Accounts

The Covid-19 pandemic continued to significantly impact SoRSA's finances in 2021, but overall SoRSA ended the year with a higher than expected surplus.

SoRSA commenced 2021 with two budget scenarios based on when travel and meeting restrictions around the nations would be lifted. The first, assumed that live events would be able to proceed as planned from the Autumn, with a live CPD event and Committee meeting taking place. The second scenario was that no live events or meetings would be able to take place throughout 2021. Variations of this included the addition of a virtual Annual Conference.

A summary of the 2021 budget for the various scenarios, as submitted to CIHT on 6<sup>th</sup> October 2020, is as follows:

	<b>2021 Budget - Scenario 1</b>	<b>2021 Budget - Scenario 1b</b>	<b>2021 Budget - Scenario 2</b>	<b>2021 Budget - Scenario 2b</b>
	<i>Live events from Autumn only. Rescheduled AGM / Annual Conference</i>	<i>Live events from Autumn only. Virtual AGM / Annual Conference</i>	<i>No live events throughout 2021</i>	<i>No live events throughout 2021. Virtual AGM / Annual Conference.</i>
<b>Income</b>	£81,000	£15,000	£625	£15,000
<b>Expenditure</b>	£74,653	£3,490	£0	£0
<b>Surplus</b>	£6,347	£11,510	£625	£15,000

**Table 1:** SoRSA 2021 budget forecast – scenario planning

*All figures exclude VAT*

In actuality, a successful virtual Annual Conference took place in June 2021 and was attended by 280 paying attendees, generating £18,625 in income. A better than forecasted income generation through online CPD events and a live Scottish event in October 2021 generated a further £966. This brings the total income for the year to £19,591.

In terms of expenditure, the deposit to the Radisson Blu Hotel Manchester Airport and items for the Annual Conference delegate packs rolled over from 2020 and accounted for £6,513.75 spend in 2021. Committee Meeting expenditure for travel and accommodation totalled £570.20. This equals a total expenditure of £7,083.95.

This leaves the SoRSA branch with a surplus of £12,507.05, exceeding the forecast for Scenario 1b - live events from Autumn onwards with a virtual annual conference.

	<b>2021 Budget - Scenario 1b</b>	<b>2021 Actuals</b>
	<i>Live events from Autumn only. Virtual AGM / Annual Conference</i>	
<b>Income</b>	£15,000	£19,591
<b>Expenditure</b>	£3,490	£7,084
<b>Surplus</b>	£11,510	£12,507

**Table 2:** SoRSA 2021 Actuals v Forecast Budget

## **2022 Budget**

With the relaxation of meeting and travel restrictions, SoRSA's 2022 budget is on more familiar territory. £81,000 has been forecast as income for 2022, coming from the Annual Conference only. Any CPD events will be arranged ad-hoc and will contribute to any surplus funds at the end of the year. A total of £69,950 is forecast as expenditure. This is based on expenditure associated with the Annual Conference, including gifts, as well as an assumed four Committee Meetings, two meetings with CIHT at Britannia Walk and one international event requiring travel and expenditure.

This equals a forecast surplus of £11,050 at the end of the year.

	<b>2022 Budget</b>	<b>To date</b>
<b>Income</b>	£81,000	
<b>Income to date</b>		£4,408
<b>Expenditure</b>	£69,950	
<b>Expenditure to date</b>		£1,082
<b>Surplus / Deficit</b>	£11,050	£3,325

**Table 2:** SoRSA 2022 Budget

*All figures exclude VAT*

## **CIHT Changes to Finance Arrangements**

At a CIHT Regional Treasurers meeting, two key accounting changes were agreed, which have now been actioned by JS2:

- (1) To revert back to showing a monthly movement column in the management accounts instead of a YTD year on year comparison
- (2) To remove the funds brought forward figure as this is no longer a meaningful number
- (3)

Prior to our switch from RBS to Clydesdale bank, each CIHT Region had a bank account for use in directly making payments and for banking income. As of the 2021 AGM, SoRSA's bank account had a balance of £26,690 in surplus funds.

Recognising cash flow impacts, each Region was guided by the CIHT Financial Regulations to maintain a cash surplus of up to £10k per annum to ensure individual accounts did not go overdrawn.

It should be noted that the balance shown on the former bank accounts simply reflected the net difference between gross income deposited in the account and payments made from the account. It did not account for the VAT impacts or reflect payments made centrally on behalf of a Region. As such, the former bank balances have never provided a way to accurately record the gross operating surplus of a Region in conducting local activities.

Under the new financial framework, Regional Treasurers no longer need to manage cash flow on a bank account as all operations are administered centrally. The requirement for a Region is to manage its financial position against the agreed budget signed off by Trustees. This is reported through the monthly management accounts to each Regional Treasurer. This provides a full audit trail of income and expenditure transactions, and highlights the gross operating surplus/ deficit at that point in time, which is then reported at each Committee meeting.

As such going forward, SoRSA's year-end actual position compared to the budget will be presented at the AGM. The balance of SoRSA's former bank account is now held in CIHT's central account. In closing I would like to extend my thanks to the our chair, Den Symons, the rest of the SoRSA Committee and CIHT for their hard work through the year, and especially to those SoRSA Members who have offered their time preparing and delivering both online and live CPD events to maximise SoRSA income as we come out of the pandemic.