

AGI
COUNCIL 2000
Hand Book

Version : 1.0
Date : February
2000

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Note :

The Council handbook provides Council members with information that will enable each member to participate fully and in an informed manner in the affairs of the Council.

1 Terms of Reference

Terms of Reference - Council

The purpose of the Council is to govern the Association in accordance with the Articles of Association, which includes managing the business, controlling the Association, allocating work but not undertaking work itself. (Articles of Association clause 49)

2 Within this purpose the aims of the council will be to:

- 2.1 provide wise counsel and support to the Secretariat, the main working committees, special interest groups, regional groups and other groups established by Council from time to time.
- 2.2 ensure the Association is operating in accordance with both the Memorandum and Articles of Association and in particular that the Council itself operates within the powers delegated to it by clause 49 and 51 of the Articles of Association.
- 2.3 ensure the Association is financially sound and that adequate reserves are in place to cover its commitments.
- 2.4 provide advice and support to the Director on all income raising initiatives.
- 2.5 ensure the Association complies with the requirements of the Companies Act 1985 and other applicable legislation.
- 2.6 ensure the complement and skill set of the Secretariat together with resources available to them are adequate to accomplish the Association's remit.
- 2.7 ensure the Association's annual budget is distributed equitably and that it meets the approved annual strategy and serves all members of the Association.
- 2.8 ensure the profile of the Association is maintained at a high standard such that the AGI is widely respected.
- 2.9 delegate tasks and particular powers to the Management committee and other main committees as it sees fit.
- 2.10 monitor the working committees and consider and approve their recommendations.
- 2.11 establish special interest groups and regional groups as and when required and regularly monitor and review their progress.
- 2.12 after due consideration dissolve committees, action working groups, special interest groups, regional groups where they are no longer serving the interest of the Association and its membership.
- 2.13 initiate disciplinary action if required against a member of the Association or the Secretariat.

- 2.14 monitor developments that are pertinent to the Association and its members and make recommendations for actions where applicable.

3 Constitution

- 3.1 The composition of the council shall be the 27 elected members all of whom are Directors registered at Companies House. The Director and Assistant Director and the immediate past Chair of the Association if not an elected member, are ex officio members of the council. Council may co-opt other fully paid-up members onto council but they shall have no voting rights.
- 3.2 The chair of the Association will chair the Council.
- 3.3 Quorum: no decisions relating to expenditure or policy may be made unless at least ten Council members including at least the Chair of the Association, or the Senior Vice-chair, or the Junior Vice-chair are present.
- 3.4 The Council may elect to establish working committees or Action Working Groups to deal with particular subjects. The chair of such committees or AWG will be appointed by Council and report to Council. Other members of the Committee or AWG need not be members of the council but must be paid-up members of the Association.

4 Procedures

Council will:

- 4.1 Approve the annual budget in December each year.
- 4.2 Receive and approve annually the Association's audited Accounts prior to their submission to Company House.
- 4.3 Approve the minutes of each Council meeting.
- 4.4 Annually review and approve the Association's short term (annual) and medium to long term strategy.
- 4.5 Annually review who on the Association's behalf shall be entitled to sign bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents.
- 4.6 Annually review the membership benefits and subscriptions and recommend appropriate actions where required.
- 4.7 regularly review the management accounts and consider the honorary Treasurer's recommendations for approval where applicable.
- 4.8 regularly review the Association's action plan and deliverables and make recommendations for action where appropriate.
- 4.9 Follow the guidelines issued on conflict of interest.

- 4.10 In the event of no decision being reached about Council policy, strategy or achievement of objectives, the Chair will be responsible for deciding the matter after consulting the officers of the Association.
- 4.11 The Chair will report on behalf of Council to the Annual General meeting.

3 Council member's responsibilities & Code of conduct

3.1 Code of Conduct

Council members are expected to abide by the following code of conduct :

- to participate freely and in a professional manner;
- to maintain commercial confidence at all times;
- to represent the interests of all AGI members at all times;
- to use information gained to promote the AGI;
- to conform to the standards and procedures of the AGI;
- to declare any personal interests that may affect their recommendation(s) or participation in the CAC.

3.2 Involvement of the Council 2000 Members within the AGI

1 Council Members involvement in the working committees and regional groups

Name	Mgmt Committee	CAC	Conference Committee	DAC	Education committee	AGI Cymur	AGI Scotland
Robert Barr	*		*				
Tony Black	*		*				
Hugh Buchanan							
Spencer Chainey					*		
Peter Cook							
Chris Corbin	*	*				*	
Andy Coote	*		*				
Michael Curtis		*					
Lionell Elliott	*						
Bruce Gittings				*			*
David Green							
David Grimshaw	*				*		
Vanessa Lawrence	*		*				
John Leonard		*					
Rob Lewis							
Richard Ley	*			*			
Ian Masser		*					
Helen Mounsey	*						
Cliff Nicklin		*			*		
Christopher Roper							
Mary Short							
Peter Smith		*					
Paul Sommerfeld		*					
Peter Thorpe				*			
Andrew Wilson							
Roy Wood							
Bruce Yeoman							

Council Members involvement in AGI initiatives

Name	CPD	EUROGI	London Initiative	MF Contract Negs.	N Issues	Standards
Robert Barr					*	
Tony Black					*	
Hugh Buchanan						
Spencer Chainey			*			
Peter Cook						
Chris Corbin		*	*			
Andy Coote						
Michael Curtis			*			
Lionell Elliott						
Bruce Gittings						
David Green						
David Grimshaw						
Vanessa Lawrence					*	
John Leonard						
Rob Lewis						
Richard Ley						
Ian Masser		*				
Helen Mounsey						
Cliff Nicklin	*					
Christopher Roper					*	
Mary Short						
Peter Smith						
Paul Sommerfeld			*			
Peter Thorpe						
Andrew Wilson						
Roy Wood						
Bruce Yeoman					*	

Other areas that each Council member can contribute include an under taking to:

- produce an article that appears in the media during 2000;
- produce a case study that shows the benefits to be gained from GI;
- produce a draft press release for the Secretariat on AGI activities;
- provide copy for the AGI newsletter;
- regularly visit the AGI web site and provide feedback to the Information Officer;
- assist the membership campaign;
- spread the AGI message far and wide.

4 AGI Objectives for 2000

(Presented to Council on 13th December 1999) (refer also to the AGI web site www.agi.org.uk)

The Mission

To maximise the use of geographic information for the benefit of the citizen, good governance and commerce

Deliverables for 2000

Quarter 1 January - March 2000

- * Review and document how AGI can work successfully with bodies involved in GI, who may or may not be AGI members to the optimum benefit of the community.
- * Undertake a membership survey to populate the new database.
- * Review and make recommendations regarding all communication methods with members.
- * Renew and make one further deal with GI services for AGI members.
- * Set up an advanced budgeting system for all parts of the Association.

Quarter 2 April - June 2000

- * Establish a mechanism for formulating AGI policy.
- * Support, promote and build upon the PITCOM event.
- * Hold a high-level review meeting on the e-government framework strategy.
- * Complete the first half-year review of the Continuous Professional Development service.
- * Complete the contractual review negotiations with Miller Freeman.
- * Establish a joint working relationship with IGGI and agreeing a programme of actions and events.
- * Support a membership drive to recruit at least 2 new sponsor members and 10 corporate members.

Notes:

Objectives 1, 4 reviewing one existing AGI process and establishing one key new process.

Objective 5, 7 consolidating income for this year and subsequent years.

Objective 2 external relationships to support pro-active lobbying

Objective 6 improving working relationships with other key bodies within the sector.

Objective 3 establishing policy in one key area

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Quarter 3 July - September 2000

- Not yet defined

Quarter 4 October - December 2000

- Not yet defined

5 Council – 2000

5.1 Council Members

Robert Barr University of Manchester Department of Geography Manchester, M13 9PL Tel: 0161 275 3648 Fax: 01925 750 911 email: r.barr@manchester.ac.uk	London, SE11 5EE Tel: 020 7820 0127 Fax: 020 7735 7892 email: m.curtis@ordsvy.gov.uk
Tony Black Ordnance Survey Romsey Road Southampton, SO16 4GU Tel: 01703-792-722 Fax: 01703-792-039 email: tblack@ordsvy.gov.uk	Lionel Elliott DETR Eland House Bressendon Place London, SW1E 5DU Tel: 020 7890 5522 Fax: 020 7890 5519 Email: Lionel_Elliott@detr.gsi.gov.uk
Hugh Buchanan EDINA - Data Library University of Edinburgh George Street Edinburgh, EH8 9LJ Tel: 0131 651 1641 Fax: 0131 650 3308 Email: hugh.buchanan@ed.ac.uk	Bruce Gittings University of Edinburgh Geography Department Drummond Street Edinburgh, EH8 9XP Tel: 0131 650 1000 Fax: 0131 650 2524 email: bruce@geo.ed.ac.uk
Spencer Chainey Dataview Solutions Ltd 40-42 Parker Street LONDON, WC2B 5PQ Tel: 020 7404 0640 Fax: 020 7404 0664 Email: schainey@dataview-solutions.co.uk	David Green University Of Aberdeen Geography Department Centre For Remote Sensing & Mapping Science ABERDEEN, AB24 3UF Tel: 01224 272 324 Fax: 01224 272 331 Email: d.r.green@abdn.ac.uk
Peter Cook Intergraph (UK) Ltd Delta Business Park Great Western Way Swindon Wilts, SN5 7XP Tel: 01793 619 999 Fax: 01793 492 790 email: pcook@ingr.com	David Grimshaw Cranfield University Cranfield Beds, MK43 0AL Tel: 01234 754391 Fax: 01234 756236 Email: d.j.grimshaw@cranfield.ac.uk
Chris Corbin Corbins Consultancy 50 Stanford Road Brighton, BN1 5PR Tel: 01273 553 110 Fax: 01273 389 497 email: corbinceh@pavilion.co.uk	Vanessa Lawrence Autodesk Ltd Cross Lanes Guildford, GU1 1UJ Tel: 01483 462600 x2226 Fax: 01483 304 556 email: vanessa.lawrence@eur.autodesk.com
Andy Coote ESRI (UK) Ltd Presendal House Parson's Fee AYLESBURY Tel: 01296 745 526 Fax: Email: acoote@esriuk.com	John Leonard Hubert Road St Cross Winchester, SO23 9RG Tel: 01962 866273 Fax: 01962 849696 Email: JohnLeonard2@compuserve.com
Michael Curtis Ordnance Survey 9 Graphite Square Vauxhall Walk	Rob Lewis London Research Centre 81 Black Prince Road London, SE1 7SZ Tel: 020 7787 5652 Fax: 020 7787 5606 Email: rob.lewis@london-research.gov.uk
	Richard Ley

<p>DERA Space Department, Room GO79A Arthur C Clarke Building Farnborough Hants, GU14 0LX Tel: 01252 397 069 Fax: 01252 394 208 email: R_G_Ley@scs.dra.hmg.gb</p>	<p>London, WC2A 3PH Tel: 020 7917 8888 x4350 Fax: 020 7955 0110 email: pjsmith@lrdit.demon.co.uk</p>
<p>Ian Masser ITC Division of Urban Survey 7 Hengelostraat 99 7500 AA Enschede The Netherlands Tel: + 31 53 487 4455 Fax: + 31 53 487 4399 Email: masser@itc.nl</p>	<p>Paul Sommerfeld 22 Tiverton Road LONDON, NW10 3HL Tel: 020 8969 4830 Fax: 020 8960 0069 Email: paul@somhealy.demon.co.uk</p>
<p>Helen Mounsey PriceWaterHouseCoopers 1 Embankment Place London, WC2N 6NN Tel: 020 7213 2841/1602 secretary Fax: 020 7213 2454 email: helen.m.mounsey@uk.pwcglobal.com</p>	<p>Peter Thorpe Peter Thorpe Consultancy 18 Mercia Avenue Kenilworth Warwickshire, CV8 1EU Tel: 01926 852 799 fax: 01926 852 799 email: pthorpe@compuserve.com</p>
<p>Cliff Nicklin 8 Ugg Mere Court Road Ramsey-St-Marys HUNTINGDON Cambs PE17 1RQ Tel: 01480 456111 ex2222 Fax: 01480 422243 Email: cliff.nicklin@lineone.net</p>	<p>Andrew Wilson London Group Manager Ordnance Survey 9 Graphite Square Vauxhall Walk LONDON, SE11 5EE Tel: 020 7820 0127 Fax: 020 7735 7892 Email: awilson@ordsvy.gov.uk</p>
<p>Christopher Roper Landmark Information Group 7 Abbey Court Eagle Way Sowton Exeter, EX2 7HY Tel: 01392 441700 Fax: 01392 441709 Email: croper@landmark-information.co.uk</p>	<p>Roy Wood Geo UK Ltd Pantiles House 22 London Road Bagshot Surrey GU19 5HN Tel: 01276 473 579 Fax: 01276 473 603 email: rwood@geo-uk.com</p>
<p>Mary Short Commercial Director Kingswood Ltd Canal Court 155 High Street BRENTFORD TW8 8JA Tel: 020 8568 7000 Fax: 020 8568 7400 Email: mary@kingswood.ltd.uk</p>	<p>Bruce Yeoman Westmarch Pilgrims Way Chew Stoke Bristol, BS40 8XB Tel: 01275 331186 Email: bayeoman@cix.co.uk</p>
<p>Peter Smith HM Land Registry Lincoln Inn Fields</p>	

6 Council and committee Meeting Dates

Month	Holidays	Management	Council	CAC	DAC	I&E
January	3.01.00					
February		8.02.00	8.02.00	8.02.00		
March						1.03.00
April	21.04.00 24.04.00	4.04.00 26.04.00	26.04.00	11.04.00		
May	1.05.00 29.05.00					
June		28.06.00	28.06.00	6.06.00	13.06.00	
July						
August	28.08.00					
September				5.09.00	19.09.00	
October		4.10.00	4.10.00			
November				28.11.00	23.11.00	
December	25.12.00 26.12.00	13.12.00	13.12.00			
Total	8	6	5	5		

AGENDA
for
the Council Meeting
on
xx yyyyyy 2000
at 14.00 hours at xxxxxx
(a sandwich lunch will be served before the meeting)

1. Apologies
- * 2. Minutes of the last meeting
3. Matters arising
4. Reports
 - * 4.2 Chairs report
 - * 4.3 Directors report
 - * 4.4 Committee reports
 - * 4.4.1 Conference Committee
 - * 4.4.2 Corporate Affairs Committee
 - * 4.4.3 Direct Action Committee
 - * 4.4.4 Education Committee
 - * 4.5 Regional Groups
 - * 4.5.1 AGI Cymru
 - * 4.5.2 AGI Scotland
 - * 4.6 AGI Initiatives

Tea break

5. Items for decision
 - 4.1
 - 5.1
 - 5.2
 - 5.3
 - 5.4
 - 5.5
 - 5.6
 - 5.7
 - 5.8
 - 5.9
6. Policy areas for consideration
 - 6.2.1
7. Any Other Business
8. Date of meetings in 2000

