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Assessing the quality of a Democracy



- **Introduction**
- *Methodology*
- *Reporting*
- *Room for Improvement*
- *Conclusions*

Today's Agenda

- Introduction
- Methodology
- Reporting
- Room for Improvement
- Conclusions / Questions?



- *Introduction*
- Methodology
- *Reporting*
- *Room for Improvement*
- *Conclusions*

Methodology

- 1. establish parameters
 - a) period of review / (costs)
 - b) permissions re. Access to documentation
 - c) permissions re. access to meetings
 - d) permissions re. access to staff
 - e) expectations re. reporting / feedback / use of Data



- *Introduction*
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Methodology

- 2. documentation
 - a) Mem & Arts / Constitution
 - b) Secondary Rules
 - c) Annual Reports & Accounts
 - d) Current Business Plan
 - e) Minutes



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Methodology

- 2. documentation
 - e) Minutes
 - Decision Tracking
 - Coefficient of Decision Making

- Introduction
- Methodology

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DA CS2 Decision Tracking

DECISION TRACKING AT COMPANY B

OVERVIEW MEETINGS

Not unless otherwise stated, all Decisions shown are CARRIED.

Types of Decisions:

Routine (R), Major Policy (Ma), Minor Policy (Mi), Supplementary (S), and Carried Forward (CF)

3/1/00 Overview Present: 6++1

Minutes are always taken as agreed due to posting for comments

Matters Arising

Alison to ask Barry re year end accounts

Alison to check if Roger's note has reached the file

Still awaiting quotes from Matrix R and Gittens

Rob to contact John Cantor re heat pump

Joan to talk to Dave and John re relocation

Financial Controls

Monthly and cumulative spend figures to go to budget heads every month

Sub-headings to be the same as in baseline budget

Want budget heads to exercise financial control at point of order and retrospective monthly monitoring

cheque stubs to be checked against invoices

Work programmes/Time sheets

All dep'ts to produce outline of year's programme inc aims & objects

show tie in with 5 year plan

Alison to produce grid formats

to be filled and returned by 17 Jan

need indications of time spent on ELG, Charity, Catalyst

also time off sick, on holiday, at meetings and communal duties

also time on courses, tours, consultancy, publications

Joan to collect time sheets and chase non-returns

OV reps to review with staff every 3 months

Standing Agenda Items

Once a month report back on Courses and Consultancy

Preference for course budgets to be divided by type

Cindy to discuss with Joan and David

Finance to report monthly on visitor numbers, spend per head, cash situation, and any significant over/under spend

Study Centre Project Management

Without quotes from Matrix and Gittens, can only confirm Paul's distribution of work, ie 3 days Catalyst, 2 days info

Joan to spend 2.5 days/week on Catalyst for 2 months

AOB

Alison now servicing OV

Roger needs to hand over windfarm work

keep management in-house for now

then contract out to Dulac or Ecogen

approach Lesley and Rob

DDMM

10/1/00

10&12/1/00 Present: 5++1

Matters Arising

Joan to be budget head for whole education budget

Problems with office space and computers

Pay Sarah's new employers £2000 for end of year accounts

Roger's note re ELG performance is in Company file

Alison has drafted cheque stubs for tracking expenditure

Also has time sheets for distribution

Wind Farm Management

Rob & Lesley to do this; report to OV fortnightly

They to record time spent on this

All costs to be accounted separately

They to produce cash flow forecast

Study Centre Management

£34k in budget for architecture and survey

Pat has quoted £12k for architecture

Matrix R have quoted £19850

Gittens have quoted £32k

Appoint Pat as site architect

he to investigate using local QS

OV to decide after 24th Jan

Roger to show Pat Matrix quote

Paul to continue to do Materials Sponsorship (and buying?)

also to compile and send 6 monthly reports

materials buying to be sub-contractor responsibility

Clive and David Watson to do construction management

For phase 1, David to be main person

Overview to be responsible for informing and liaising with staff

OV will eventually appoint one OV person to represent Client between OV meetings

Schedule for Full Co-op meeting

Postponed until next time

Mentors for Chris and Christine

Chris's work mentor is Peter

Christine's work mentor is David Reynolds

They should choose their own personal mentors

CAT Birthday Video

Video would repay its costs within one year

Opt for buying finished copies of video from Dilwyn

Andy and Alison to discuss other queries with Dilwyn

Joan asked for more consultation on content of video

AOB

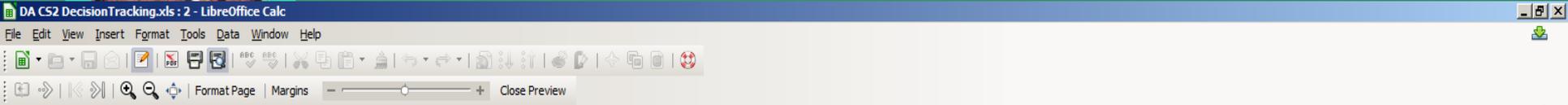
Lesley to tell us her plans for spending marketing budget

Would like to see a synopsis of birthday book as soon as possible

Dave cannot assume to go to Africa in work time until we have discussed it

Concerned that he should apply for grant using CAT name without prior consultation

- Introduction
- Methodology



DECISION TRACKING at Company B

OverView

Note - Unless otherwise stated, all Decisions shown are CARRIED.

Types of Decisions:

Routine (R), Major Policy (Ma), Minor Policy (Mi), Supplementary (S), and Carried Forward (CF)

Total Coefficient Staff
Total Number of Meetings

Pres: = numbers Present, Dur: = hours Duration

Meeting of:	Pres:	Dur:	Ratios					Dec. per		Total Coefficient Staff	Total Number of Meetings	
Type of Decision:	(R)	(Ma)	(Mi)	(S)	(CF)	CF/Total	Ma/Total	Ma/Mi	R/Total	Staff Hour		
Meeting of: 3/1/00	7	4								7		
Total for Meeting:	2	7	4	14	2	0.069	0.241	1.750	0.069	1.036	1.04	1
Cumulative Total:	2	7	4	14	2	0.069	0.241	1.750	0.069			
Meeting of: 10+12/1/00	6	4								6		
Total for Meeting:	6	4	8	14	1	0.030	0.121	0.500	0.182	1.375	1.38	1
Cumulative Total:	8	11	12	28	3	0.048	0.177	0.917	0.129			
Meeting of: 24/1/00	5	4								5		
Total for Meeting:	2	0	7	19	3	0.097	0.000	0.000	0.065	1.550	1.55	1
Cumulative Total:	10	11	19	47	6	0.065	0.118	0.579	0.108			
Meeting of: 26/1/00	6	4								6		
Total for Meeting:	0	0	1	3	0	0.000	0.000	0.000	0.000	0.167	0.17	1
Cumulative Total:	10	11	20	50	6	0.062	0.113	0.550	0.103			
Meeting of: 7/2/00	6	4								6		
Total for Meeting:	2	9	11	9	2	0.061	0.273	0.818	0.061	1.375	1.38	1
Cumulative Total:	12	20	31	59	8	0.062	0.154	0.645	0.092			
Meeting of: 14/2/00	5	4								5		
Type of Decision:	(R)	(Ma)	(Mi)	(S)	(CF)	CF/Total	Ma/Total	Ma/Mi	R/Total	Staff Hour		



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Methodology

- 3. attendance at Meetings
 - a) Agenda / Minutes
 - b) observers
 - c) templates



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Methodology

- 4. subjective Interviews
 - a) operative truths
 - b) consistency of questioning
 - c) templates



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Reporting & Feedback

- 1. refer to established parameters
 - a) written report(s)
 - b) presentation at Meeting(s)
 - c) internal postings on location(s)
 - d) public postings on web site(s)



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Reporting & Feedback

- 1. refer to established parameters
 - a) written report(s)
 - Main Report
 - Survey Report
 - Decision-Tracking
 - Coefficient of Decision-Making



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Reporting & Feedback

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 - b) presentation at Meeting(s)
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Room for Improvement

- established parameters
- methodology
- reporting



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Conclusions / Questions

Thank you

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