

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Minutes of the meeting of the Joint Executive Board of the Yorkshire Local Councils Associations held at the Bridge Hotel, Walshford, Wetherby at 10.30am on Saturday, 19 January 2019.

PRESENT

Mr M Elsmore (President), Mr I Strong (Vice President), Cllr R M Greenwood (Chairman) and (South Pennine Branch), Cllr D Wright (Vice-chairman) and (South Yorkshire Branch), Cllr S Fawcett (Vice-chairman) and (Harrogate Branch), Cllr S Bradnam and Cllr C Mollard (Hambleton Branch), Cllr R Lynn (Harrogate Branch), Cllr M Czwarno and Cllr N Fawcett (Leeds Branch), Cllr I Threlfall (Deputy) (Richmondshire Branch), Ms S Brown (Ryedale Branch), Cllr R Walker (Scarborough Branch), Cllr A Thomas (Selby Branch), Cllr P Allison, Cllr Dr J R Dunford and Cllr D Mullen (South Pennine Branch), Cllr F Jackson, Cllr D Rowley, Cllr D Liddell and Cllr A Jones (Deputy) (South Yorkshire Branch), Cllr T Saunders (Wakefield Branch) and Cllr P H F Powell (York Branch).

IN ATTENDANCE

S Spence (Chief Officer), N Moorcroft and K Canadine (Local Councils Officers).

APOLOGIES

It was noted that Cllr B Hawkins (Craven Branch), Cllr W Delf (Richmondshire Branch) and Cllr B Shaw (South Yorkshire) had tendered their apologies in advance of the meeting.

1/19 LONG SERVICE AWARD PRESENTATION TO CLLR DR JOHN DUNFORD

The Chairman Cllr R M Greenwood reported to members that Cllr Dr J R Dunford (South Pennine Branch) would be leaving the Joint Executive Board as he is relocating out of the area. He has been an active member of Heptonstall Parish Council since 2002 and during that time has carried out roles including South Pennine Branch representative on the Joint Executive Board, Vice Chairman and Chairman of YLCA, Joint Executive Board member and member of the Employment and Audit Panels and West Yorkshire representative to NALC. The Chairman thanked him for his commitment to the sector and wished him well for the future. Cllr Dr J R Dunford was then presented with a Service Award from the President of the YLCA, Mr M Elsmore.

2/19 WELCOME AND INTRODUCTIONS OF NEW MEMBERS/DEPUTIES

The Chairman welcomed Karen Canadine (Local Councils Officer) to the YLCA staff. The Chairman welcomed Cllr A Jones (South Yorkshire Branch) and Cllr I Threlfall (Richmondshire Branch) who were both deputising at the meeting.

3/19 DECLARATIONS OF INTEREST

There were none.

4/19 PRESIDENT'S REPORT

The President, Mr M Elsmore, reported that since the last meeting of the Joint Executive Board he had attended a meeting of the Office Accommodation Working Group on 19 January 2019.

5/19 CHAIRMAN'S REPORT

The Chairman reported that since the last meeting he had been involved in the recruitment process which appointed Karen Canadine as the new Local Councils Officer. He commended the hard work of Sheena Spence (Chief Officer), Nicola Moorcroft (Local Councils Officer) and Joy Morgan (Administrative Officer) who kept on top of the office workload as well as arranging a conference in the time between the Deputy Chief Officer leaving in July 2018 and the new Local Councils Officer commencing work in November 2018.

He reported his attendance at the NALC annual conference at the end of October 2018 and the Finance and General Purposes Committee and Audit Panel meetings on 5 December 2018.

The Chairman advised that he is receiving the action plans from the office team meetings which have been informative and show the level of workload being dealt with by office staff.

6/19 WORK OF THE ASSOCIATIONS

The circulated report was noted. The Chief Officer highlighted that it is intended to issue the White Rose Update fortnightly in future so that the newsletter can be shorter.

Hoey Ainscough have completed their report for Sheffield City Council on a Town Council in the Sheffield area. The report recommended that YLCA work closely with the Town Council to implement the findings of the report in relation to the introduction of new policies and procedures. The cost for this service will be charged to the Town Council.

Another council in the Harrogate area has experienced problems with the council requesting that YLCA step in to finalise the 2017/2018 accounts and liaise with the auditor on their behalf. YLCA will also assist with the recruitment process for a new clerk.

The Chairman highlighted the introduction of Twitter and an evening telephone service and the proposed use of webinars to further the engagement with member councils. She advised that disappointingly, the evening telephone service had been little used so far, a review of this will be included in the team meeting at the end of January. The Chief Officer asked those present to consider volunteering to help with the proposed trial run of the webinars over the next few weeks.

A summary of the additional items in the report is given below which covers the period October 2018 – 10 January 2019:

Casework: total of 311 written casework enquiries (112 in October, 122 in November, 60 in December and 14 in January (to 10 Jan 19)) with an additional 142 telephone enquires (56 in October, 48 in November, 24 in December and 14 in January (to 10 Jan 2019)).

In October and November, YLCA officers delivered training sessions on Chairmanship, Finance and Powers, Policies & Procedures as well as a new well received Experienced Clerks day. Steve Parkinson delivered 2 training sessions (a half day on VAT and a full day on finance for councils with expenditure over £200,000.

No training sessions were held in December or January (to 10 January 19) although a few full council training sessions are planned for later in January.

YLCA representatives, the Chief Officer and Karen Canadine (Local Councils Officer) attended the NALC conference at the end of October 2018.

Karen Canadine started work with the YLCA in November 2018 and attended an induction day at the NALC office in London with Avis Thomas in November.

Weekly officer team meetings are held to plan workload. The 2019 training programme is nearing completion.

The December meetings of the Finance and General Purposes committee, Employment Panel and Audit Panel were serviced.

An in-depth health check of a member council has been completed with input from all officers.

The chief officer met with county officers in Northampton to share best practice.

7/19 CONFIRMATION OF MINUTES AND MATTERS ARISING FROM THE MINUTES

RESOLVED

That the minutes of the meeting held on 20 October 2018 be confirmed and signed by the chairman as a correct record.

RESIGNATION OF DAVID MORTON (LOCAL COUNCILS OFFICER)

RESOLVED

That the resignation of David Morton be noted.

David Morton left YLCA employment at the end of December 2018 after 13 years service as a Local Councils Officer. The Chairman advised that he had written to David thanking him for his work with the YLCA and for his courteous, calm and professional manner in his work. The Chief Officer advised that the staff and YLCA had contributed towards a leaving present for him. It is hoped that David will help with the new councillor training in 2019. At the time of leaving he worked 5 hours per week for the YLCA, it is not intended to employ a replacement for the time being.

8/19 FINANCIAL REPORT AND BUDGET

Financial report to 31 December 2018

The Chief Officer presented the financial report to 31 December 2018 which Cllr D Wright, Chairman of the YLCA Audit Panel then spoke to.

RESOLVED

That the Financial report to 31 December 2018 be received and the following be noted:

That the training course income exceeds expectations;

The forecast for the cost of Joint Executive Meetings for 2019 needs to be addressed with a cost comparison against previous years;

The income on investments is higher than forecast due to high interest rates;

The finance and general purposes committee agreed to hold any further investment in the CCLA fund due to the uncertainty of BREXIT.

Anticipated NALC for 2019/2020 be reviewed at the March meeting of the Audit Panel.

Bank Reconciliation to 31 December 2018

RESOLVED

That the Bank Reconciliation to 31 December 2018 be received.

9/19 FINANCE AND GENERAL PURPOSES COMMITTEE (F&GP)

RESOLVED

That the minutes of the Finance and General Purposes Committee meeting held on 5 December 2018 be endorsed.

Matters recommended for endorsement from the Finance and General Purposes Committee:

RESOLVED

That the charges levied for training and other services outside of the membership fee for 2019/2020 remain the same as those charged in the current financial year.

10/19 EMPLOYMENT PANEL

RESOLVED

That the minutes of the Employment Panel held on 5 December 2018 be endorsed with the amendment that Cllr R Greenwood did not attend (as he attended the meeting of the Audit Panel which convened at the same time).

Matters recommended for endorsement from the Employment Panel meeting:

Health and Safety Policy

RESOLVED

That the Health and Safety Policy has been reviewed and no amendments are required.

Personal Development Policy

RESOLVED

That the Personal Development Policy is referred for further consideration to the Employment Panel.

TOIL Policy

RESOLVED

That the TOIL Policy be endorsed with no amendments.

Capability Policy

RESOLVED

That the Capability Policy be referred for further consideration to the Employment Panel.

Mileage /Travel Policy

RESOLVED

That the Mileage/Travel Policy be endorsed with no amendments.

11/19 AUDIT PANEL

RESOLVED

That the minutes of the Audit Panel held on 5 December 2018 be endorsed with the amendment that Cllr Dr J R Dunford was not present and sent apologies, and that Cllr R Greenwood was present. There were no matters arising.

12/19 OFFICE ACCOMMODATION WORKING GROUP

To receive a report from a meeting of the working group held on 17 January 2019.

The president Mr M Elsmore gave a verbal report on the need for an office relocation.

RESOLVED

That the YLCA office is relocated (as soon as is practicable given the lease end date of August 2019).

RESOLVED

That this Joint Executive Board delegate the relocation process to the Office Accommodation Working Party, to take decisions in conjunction with the Finance and General Purposes Committee.

13/19 BRANCH MATTERS

That there were no matters raised by Branches

To receive branch minutes

RESOLVED

That all branch minutes be received by the Joint Executive Board

14/19 75TH ANNIVERSARY CELEBRATION

To receive an update on arrangements being made (Ian Strong & Shirley Fawcett)

Vice President Mr I Strong and Cllr S Fawcett provided a verbal report on the arrangements.

RESOLVED

That the report on the progress of arrangements for the 75th anniversary celebration be noted and to thank Mr I Strong and Cllr S Fawcett for progressing the arrangements for this event. Mr Ian Strong will write an article promoting the event for White Rose Update.

15/19 NATIONAL ASSOCIATION OF LOCAL COUNCILS

To receive reports from the recent NALC meetings

Cllr D Liddell reported that the 2019 NALC conference would be held at Milton Keynes but that following feedback from the last conference a new venue will be found for the 2020 conference. NALC has issued a letter outlining its achievements, this has been received by YLCA and will be circulated to member councils/parish meetings. NALC is to appoint a new head of service.

Cllr D Rowley advised that a motion regarding the proposed re-routing of HS2 went to the NALC conference but was considered by NALC to be a local issue.

RESOLVED

That the YLCA, on behalf of this Joint Executive Board write to the Minister who will make the ultimate decision on the route.

To receive the resignation of Cllr Dr J R Dunford as the West Yorkshire representative to the National Association of Local Councils.

RESOLVED

That the resignation of Cllr Dr J R Dunford as the West Yorkshire representative to the National Association of Local Councils be received, with regret

To make an appointment to the position of West Yorkshire representative to the National Association of Local Councils

RESOLVED

That Cllr P Allison be elected as West Yorkshire representative to the National Association of Local Councils.

That Cllr D Mullen be elected as deputy West Yorkshire representative to the National Association of Local Councils.

NALC Spring conference 11 February 2019

RESOLVED

That it be noted that Cllr P Allison has volunteered to attend the NALC Spring Conference on 11 February 2019.

16/19 TRAINING AND CONFERENCE UPDATE

YLCA Training Programme 2019

RESOLVED

That a verbal report provided by the Chief Officer be received. It was noted that YLCA officers are currently working on the YLCA training programme for the whole of 2019. New additions to the programme will include a course of 6 sessions for new councillors covering the basics of council and meeting procedures, finance and employment post elections in May 2019 as well as new webinars on focussed topics.

To receive a verbal update on the work of the Yorkshire and Humber Regional Training Partnership (Cllr D Wright)

RESOLVED

That Cllr D Wright gave a verbal report on the work of the YHRTP highlighting the recent influx of CiLCA candidates and that a CiLCA training day will be held on Saturday, 26 January 2019.

17/19 LOCAL COUNCILS AWARD SCHEME (LCAS)

To receive an update on the assessment of applications

YLCA Chief Officer provided an update on LCAS which was noted.

To consider and approve David Morton as a LCAS assessor

RESOLVED

That David Morton be approved as a LCAS assessor.

To note that the F&GP Committee will be reviewing the current LCAS pool at its next meeting.

NOTED

That the F&GP Committee will be reviewing the current LCAS pool at its next meeting.

18/19 NORTHERN GROUP OF COUNTY ASSOCIATIONS

RESOLVED

That the minutes of the Northern Group of County Associations held on 23 October 2018 be noted.

RESOLVED

That Cllr P Allison, Vice Chairman of YLCA will be the new West Yorkshire representative for the YLCA on the Northern Group of County Associations (replacing Cllr Dr J R Dunford).

19/19 REPORTS FROM EXTERNAL REPRESENTATIVES

Yorkshire in Bloom (Cllr S Fawcett)

Cllr S Fawcett provided a verbal report. It was noted that there are 79 entries for 2019 with 15 choosing to enter for Spring judging only.

National Society of Allotment and Leisure Gardeners (Cllr N Fawcett)

Cllr N Fawcett provided a written report that had been circulated to all members prior to the meeting.

20/19 DATE AND VENUE FOR NEXT MEETING

RESOLVED

That in accordance with the previously agreed date, the next Joint Executive Board meeting will be held on Saturday, 13 April 2019 at 10.30am, venue to be confirmed.

Chairman..... Date