

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Minutes of the meeting of the Joint Executive Board of the Yorkshire Local Councils Associations held at Best Western Plus, Milford Hotel, Great North Road, Leeds at 10.30am on Saturday, 13 April 2019.

PRESENT

Mr M Elsmore (President), Cllr R M Greenwood (Chairman) and (South Pennine Branch), Cllr D Wright (Vice-chairman) and (South Yorkshire Branch), Cllr B Hawkins (Craven Branch), Cllr S Bradnam and Cllr C Mollard (Hambleton Branch), Cllr M Czwarno and Cllr N Fawcett (Leeds Branch), Cllr W Delf (Richmondshire Branch), Ms S Brown (Ryedale Branch), Cllr A Thomas (Selby Branch), Cllr P Allison, Cllr Dr J R Dunford and Cllr E Shaw (Deputy) (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) and K Canadine (Local Councils Officers).

APOLOGIES

Apologies were received from Cllr S Fawcett (Vice-chairman) and (Harrogate Branch), Cllr R Lynn (Harrogate Branch), Cllr R Walker (Scarborough Branch), Cllr D Mullen (South Pennine Branch) and Cllr B Shaw (South Yorkshire) all of whom had tendered their apologies in advance of the meeting.

21/19 WELCOME AND INTRODUCTIONS

The Chairman welcomed Cllr Shaw, a South Pennine Branch deputy.

22/19 DECLARATIONS OF INTEREST

There were none.

23/19 PRESIDENT'S REPORT

The President, Mr M Elsmore, reported that since the last meeting of the Board he had attended a meeting of the Finance and General Purposes Committee on 15 March 2019. He reported that he was encouraged by the attendance numbers at the February Branch meetings, in particular those for the Craven Branch.

24/19 CHAIRMAN'S REPORT

RESOLVED

To defer this item to the end of the meeting.

25/19 WORK OF THE ASSOCIATIONS

The report circulated with meeting papers was noted. The Chief Officer highlighted that March had seen another record number of e-mail casework enquiries, in a month with reduced staff levels due to Local Council Officers holiday leave and compassionate leave.

In answer to questions, the Chief Officer advised that the Ryedale training for new Clerks had been attended by 20 new clerks, Shipley Town Council campaign group in the Bradford area is at the stage of submitting its petition for the creation of a new local council and Waverley Community Council in the Rotherham area has held its first meeting at which the Chairman asked for thanks to be minuted to the staff at YLCA who have provided advice and support to the officers of Rotherham MBC and volunteers from the Waverley Community Council task and finish group.

A summary of the additional items in the report is given below which covers the period January to March 2019:

Casework: total of 388 written casework enquiries (117 in January, 143 in February and 128 in March) with an additional 160 telephone enquires (48 in January, 55 in February and 57 in March).

In January, February and March 2019 YLCA officers delivered three training sessions for CiLCA clerks, a free training event in collaboration with Ryedale DC for small councils in the Ryedale area, new RFO training days x 2 which were fully booked and 3 whole council training sessions.

Additionally, outside trainers provided training sessions on play area inspections in March and April and planning in March and April (which was facilitated by Joint Executive Board members rather than LCO's).

Internal Examiner attended office for annual examination on 10 April 2019.

Two salary evaluations have been completed. Member invoices have been prepared and distributed.

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

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

The Chief Officer and LCO (NM) attended the county officer's forum meeting at the CCLA Offices in London on 6 February 2019. The Chief Officer and Local Council Officer (KC) attended Lacey Day at the county officer's forum on 1 April 2019 at the CCLA Offices (financial training day).

26/19 CONFIRMATION OF MINUTES AND MATTERS ARISING FROM THE MINUTES

RESOLVED

That the minutes of the meeting held on 19 January 2019 be confirmed as a true and accurate record. There were no matters arising from the minutes.

27/19 RESIGNATION OF VICE-PRESIDENT

RESOLVED

To note the resignation of Vice-President Ian Strong. The Joint Executive Board records its thanks to Ian who was Chief Officer of the YLCA before retiring from the officer role and taking on the role of Vice-President. The President will send a letter of thanks for Ian's contribution to the Associations over the years.

RESOLVED

To note that the Strategic Working Group is tasked with looking at the nomination of Vice-Presidents at its next meeting.

28/19 FINANCIAL REPORT AND BUDGET

Financial report to 31 March 2019

The Chief Officer presented the financial report to 31 March 2019 which Cllr D Wright (Chairman of the YLCA Audit Panel) then spoke to. It was noted that training course income in the year had far exceeded expectation once again and that the Finance and General Purposes Committee agreed to hold any further investment in the CCLA fund or any other institution due to the uncertainty of BREXIT. Cllr Wright went through the proposed amended budget and clarified figures as recommended by the Finance and General Purposes Committee.

RESOLVED

That the Financial report including Bank Reconciliation to 31 March 2019 be received and the following be noted

RESOLVED

That the revised budget, as recommended by the Finance and General Purposes Committee be approved.

Subscription Income to date

The meeting received a verbal report from the Chief Officer on subscription income to date. Members were informed that Drax Parish Council has joined as a new member and Seamer Parish Council in the Scarborough area has resigned membership and the Chief Officer is to write to the chairman of the council to clarify the reasons for this and advise the Council that it should ensure that it has made provision for the procurement of legal advice. Cllr D Liddell will raise the issue of the importance of membership of a county association at the next NALC/SLCC joint meeting.

RESOLVED

That an article will be included in the White Rose Update reminding members that the YLCA represents and gives advice to local councils whereas the SLCC advises the Clerk. The Chief Officer and Cllr A Thomas will also liaise to discuss how the YLCA and SLCC Branches could work together.

Approval of Annual Accounts to 31 March 2019

RESOLVED

That the Finance and General Purposes Committee is delegated to approve the annual accounts to 31 March 2019.

29/19 FINANCE AND GENERAL PURPOSES COMMITTEE (F&GP)

RESOLVED

That the minutes of the Finance and General Purposes Committee meeting held on 15 March 2019 be endorsed.

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

Information Service for Chairmen

RESOLVED

That the Associations' provide an 'information' service for chairmen of member councils.

Local Council Award Scheme pool of assessors

RESOLVED

That the Local Council Award Scheme pool of assessors is amended as required and that a panel chairman is selected from the pool by the Chief Officer for individual applications.

RESOLVED

That Cllr D Liddell be approved as a Local Council Award Scheme assessor.

RESOLVED

That members of Joint Executive Board consider joining the pool of assessors, further information is available from the Chief Officer outside the meeting if required.

RESOLVED

To note that Hebden Royd Town Council have achieved the Foundation and quality award level in the Local Council Award Scheme.

30/19 EMPLOYMENT PANEL

RESOLVED

That the minutes of the Employment Panel held on 15 March 2019 be endorsed.

Matters recommended for endorsement from the Employment Panel meeting:

Equal Opportunities Policy

RESOLVED

That the amended Equal Opportunities Policy as recommended by the Employment Panel be adopted.

Recruitment Policy and Eyesight Test Policy

It was noted that the Employment Panel had reviewed these policies and was recommending no revisions.

31/19 AUDIT PANEL

RESOLVED

That the minutes of the Audit Panel held on 15 March 2019 be endorsed. There were no matters arising.

32/19 JOINT MEETING OF THE AUDIT PANEL AND EMPLOYMENT PANEL

RESOLVED

That the minutes of the Joint meeting of the Audit Panel and Employment Panel held on 15 March 2019 be endorsed. It was noted that Karen Mann has been appointed as Local Councils Officer for 2 days per week. The Joint Executive Board wished to welcome Karen to the YLCA team.

33/19 BRANCH MATTERS

Matters raised by Branches

The Leeds Branch raised an issue relating to temporary allotment sites and at what point they should become a statutory permanent site.

RESOLVED

That the motion be supported by the Board and that the Chief Officer and Cllr N Fawcett will liaise to devise a suitable policy motion to be sent to NALC.

RESOLVED

That all Branch minutes (Jan/Feb 2019) be received by the Joint Executive Board.

34/19 NATIONAL ASSOCIATION OF LOCAL COUNCILS

To receive reports from the recent NALC meetings

Cllr D Liddell reported that he had attended the NALC Management Board meeting and the NCVO conference which was very informative; he commended the NCVO website to members. It was noted that NALC are looking for new offices.

Cllr P Allison reported that the three Associations' representatives had attended the National Assembly on 13 March 2019. A key focus of the Assembly was loneliness, health and wellbeing in parish areas. An article will be included in the White Rose Update to seek examples from local councils of how to engage with local communities to combat loneliness.

To receive a report prepared by Cllr P Allison from the NALC Spring Conference on 11 February 2019

RESOLVED

To receive the report on the NALC Spring Conference from Cllr P Allison with thanks. It was noted that the Committee for Standards in Public Life have recommended training for councillors through political parties which excludes those local councillors who are not members of a political party.

NALC Policy Committee – Yorkshire Associations; motion regarding future proofing for smaller/micro councils

RESOLVED

To note that the NALC Policy Committee have supported the future proofing of all local councils regardless of size.

NALC's annual parliamentary Lobby Day

It was noted that with the uncertainty of Brexit it is not known at present whether the Lobby Day on 9 July 2019 will go ahead. It was agreed that a NALC representative and YLCA officer will attend lobby day subject to workload at the time.

To agree attendance at the NALC Conference, Exhibition and AGM, 28/29 October at Milton Keynes

RESOLVED

That as in previous years the YLCA will fund nine YLCA representatives (three from each Association) in addition to two YLCA officers to attend the NALC Conference in October. The Joint Executive Board will nominate representatives to attend at the AGM in July 2019.

35/19 TRAINING AND CONFERENCE UPDATE

YLCA Training Programme 2019

The Chief Officer gave a verbal report on training to be held up to end of April and asked the meeting to note that the updated training programme for April to November 2019 will be issued to member councils as soon as possible.

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

To note that there has been no recent meeting of the YH RTP. The Chief Officer advised that there are currently around 20 candidates in Yorkshire registered for CiLCA and having appointed a few more tutors, there are now 8 tutors. A training day was held on 29 March for CiLCA mentors.

To receive a report on the re-launched YLCA Internal Audit Scheme

It was noted that the previously approved Internal Audit Scheme that had been put on hold, has been relaunched. Seven internal auditors attended a training day. The pilot scheme in 2019 will be aimed at smaller councils with gross budgeted income or expenditure (whichever is the higher) below £25,000 and will be restricted to a maximum of twenty local councils.

36/19 LOCAL COUNCILS AWARD SCHEME (LCAS)

To receive an update on the assessment of applications

It was noted that a number of applications are mid assessment.

To invite expressions of interest from Board members to join the assessment pool

The Chief Officer reminded anyone from the Executive to apply to join the pool as there is a lack of councillor members at the current time.

37/19 NORTHERN GROUP OF COUNTY ASSOCIATIONS

To receive a report from a meeting held of the Northern Group of County Associations on 27 March 2019

RESOLVED

To note the verbal report of Cllr P Allison on the meeting of the Northern Group of County Associations held on 27 March 2019. It was noted that the North West Association has merged with the Northern Group. The Cheshire County Association send six representatives to the meeting, but the Board agreed that three representatives from YLCA is sufficient for the purpose of this meeting. It was also noted that the Northern Group had suggested five venues for a Northern Conference to NALC but had received no response.

38/19 REPORTS FROM EXTERNAL REPRESENTATIVES

Yorkshire in Bloom (Cllr S Fawcett)

RESOLVED

To receive a written report from Cllr S Fawcett, in her absence, with thanks.

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

Cllr N Fawcett reported that it appeared that the YLCA is no longer in membership of the NSALG which had meant that he had missed the last meeting of the Yorkshire Federation.

RESOLVED

To join the NSALG as soon as possible.

39/19 CHAIRMAN'S REPORT

The Chairman thanked members for waiting to the end of the meeting to hear his report which is his last as Chairman of the Joint Executive Board. At the next meeting he will oversee the election of the new chairman and it was noted that as per the agreed cycle, it is the turn of the North Yorkshire Association to nominate a Chairman of the Joint Executive Board.

Cllr R Greenwood thanked the President of the YLCA, Mr M Elsmore and Vice Chairmen Cllr D Wright and Cllr S Fawcett for their support throughout his term of office. Thanks were also

expressed to Cllrs D Wright and P Allison, Chairmen of the Audit and Employment and the officers of the Associations’.

Mr M Elsmore as President of the YLCA and on behalf of the Joint Executive Board thanked Cllr R Greenwood for his commitment to the role of Chairman during his term of office.

The President went on to highlight that this meeting will be Cllr Dr J Dunford’s last Board meeting, he and all members of the Board wished him well.

40/19 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 July 2019 at The Bridge Hotel, Walshford near Wetherby which will be the Annual Meeting of the Board followed by the Joint Annual Meeting of the three Associations.

Chairman..... Date

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