

CUMBRIA ASSOCIATION OF LOCAL COUNCILS

EXECUTIVE COMMITTEE

Minutes

The meeting of the CALC Executive Meeting on 21st January 2023 was held remotely via the internet.

Minutes of a meeting of CALC's Executive Committee held on Saturday 21st January 2023 at 10.00am.

Present:

Mary Bradley – Chair
Jane Tea – Vice Chair
Sue Castle-Clarke
Bryan Craig
Mike Cummings
David Graham
Leith Hallatsch
Mike Higginbotham
Doug Sim
David Wilson

In attendance: Sonia Hutchinson Chief Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. M. Kidd. Cllrs. A. Pratt, P. Smillie and B. Pink were also not in attendance.

2. MEMBERSHIP OF THE EXECUTIVE COMMITTEE 2023

The Committee noted the membership for 2022.

3. DECLARATIONS OF INTERESTS – TO DECLARE PERSONAL OR PREJUDICIAL INTERESTS IN ANY ITEMS ON THE JANUARY 2023 AGENDA

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD ON 21ST DECEMBER 2022

The draft minutes of the meeting held on 21st December were approved.

5. CALC REPRESENTATION ON NATIONAL AND LOCAL BODIES, PLUS AREAS OF INTEREST (APPENDIX 3) AND CALC EXECUTIVE SUBCOMMITTEE MEMBERSHIP.

The Committee agreed both the representative and substitute representative for CALC representation on local and national bodies see appendix 1. Cllr. Castle-Clarke agreed to continue to attend the North-West Federation of Local Councils and Cllr. Bradley agreed to be the NALC representative. S. Hutchinson to inform NALC. Cllr. Higginbotham asked S. Hutchinson to confirm with NALC that the NALC representative is covered by NALC indemnity insurance. S. Hutchinson agreed to check.

Cllr. Bradley also informed the Executive Committee that Cllr. Higginbotham had expressed an interest in sitting on the Staffing and Governance subcommittee. It was agreed that Cllr. Higginbotham will join the Staffing and Governance subcommittee. S. Hutchinson agreed to send Cllr. Higginbotham the terms of reference for the subcommittee. It was also agreed as part of the Forward Planning day to review the LGR working group, identify any other subcommittees that may be required following LGR (reference was made to larger and smaller councils) and what skills will be required for Cllrs. sitting on those committees.

6. BALANCED SCORECARD REPORT

S. Hutchinson provided an overview on the current scorecard and Cllr. Bradley asked for the CALC team to be congratulated on their hard work, often going the extra mile to put members first.

7. FINANCE MATTERS

- a) The Chief Officer gave a verbal update on the financial position and the payments and receipts from 1st April to 30th November 2022 were noted
- b) A verbal update from the Chief Officer on the transfer to Unity Bank was noted.

8. REPORT FROM RESILIENCE PROJECT OFFICER

The report from the Resilience Project Officer was noted. Cllr. Bradley added that she has an appointment to meet with Colin Cox, Director of Public Health regarding the resilience position and submitting a bid to extend the funding for a further 12 months. It was also agreed to discuss the resilience agenda on the Forward Planning day. Cllr. Castle-Clarke also asked for it to be recorded in the minutes that the work Kate McGibbon has produced has been of excellent quality and value to CALC and the Executive thank her for that.

9. REPORT FROM CHIEF OFFICER

The report from the Chief Officer was noted

10. REPORTS FROM DISTRICT ASSOCIATIONS

The reports from the District Associations were noted. Cllr. Cummings asked if going forward the report for South Lakeland and Barrow Associations can be split into two reports one specifically for Barrow and the other South Lakeland. S. Hutchinson agreed to action.

11. REPORTS FROM CALC REPRESENTATIVES

- a) Cllr. Castle Clarke gave an update on the Northern Group of Associations of Local Councils 2 December 2022 which was noted. She went on to explain that this meeting occurs once a quarter, with people in attendance being county officers, members and national assembly members.
- b) Cllr. Craig provided an update on St. Cuthberts Garden Village Pathfinder Programme which was again noted. He added that although currently not a lot appears to be happening it is worthwhile attending any events on behalf of CALC.
- c) Cllr. Bradley provided updates on the Health Weight Partnership, Sustainable Food and Support Community Food Growing. The key point that she asked to be noted is how we are going to continue to support and engage with these groups in the future and is this something else we should be considering on the Forward Planning day.

12. CIO APPLICATION – VERBAL UPDATE BY THE CHAIR

Cllr. Bradley explained that two parish councils had raised some concerns regarding section 13 of the CIO constitution which is about how we appoint Trustees and that the matter was discussed at the last Executive Committee, when it was agreed that the Staffing and Governance Committee should meet to take the matter forward. She went on to explain that the Staffing and Governance Committee revisited the documents on the roles and appointments of Trustees and agreed that they would be reformatted for recruitment purposes and that a job role profile would be sourced for the president. Cllr. Bradley explained that having already sent a holding letter to the two councils concerned following this meeting she would write to them both again to give them a further update. Cllr. Higginbotham raised the matter of geographical representatives in the future and Cllr. Bradley confirmed that this was something that would have to be discussed on the Forward Planning day. It was agreed to move forward and submit the CIO application.

13. STAFFING COMMITTEE – VERBAL UPDATE BY THE CHAIR

- a) The appointment of the Parish Development Officer for South Lakeland was approved.
- b) The disciplinary action taken against a CALC employee was noted.
- c) The outcomes from Staffing and Governance Committee held on 16th January 2023 included acceptance from a CALC employee to retire on 31st March and for that employee to receive carer leave until retirement due to their current personal circumstances. The Executive Committee approved carer leave for the employee until 31st March 2023. S. Hutchinson confirmed that until that time the CALC team will absorb the work commitments of that employee with recruitment being held back until after the Forward Planning day.

14. PROPOSED MEETING DATES 2023/24

The Executive Committee approved holding Executive Committee meetings virtually every two months starting at 10.00 on 25th March with the Forward Planning day. It was agreed that some business for example data reporting will still take place every quarter rather than at every meeting with time at those additional meetings concentrating on business items. Meetings will now take place in March, May, July, September, November and January with the CALC AGM /Conference taking place in October 2023. Cllr. Bradley stated that she would be contacting everyone prior to the agenda going out for the Forward Planning day to get their views on what they would like to see included on the agenda. Could anyone who would like an item included on the agenda email S. Hutchinson by 15th March. Cllr. Hallatsch asked for it to be noted that he will have to give his apologies for the meeting on the 25th of March.

There were no further items for discussion and the meeting closed.

Signed by the Chairperson