

EXECUTIVE COMMITTEE

Minutes

Minutes of a meeting of CALC's Executive Committee held on **Saturday 18th January 2020** at 10.00 am at the Community Fire Station, Penrith.

PRESENT:

Sue Castle-Clarke
Bryan Craig
Jonathan Davies
Leith Hallatsch
Roger Hart
Mike Higginbotham
Rick Petecki
David Peters
Andy Pratt
Jane Tea
Peter Smillie

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Councillors Mike Cumming and Oliver Dorgan.

ELECTION OF CHAIRMAN 2020

2. The Chair invited nominations for the position of Chair for 2020. Sue Castle-Clarke was proposed and seconded. There being no other nominations it was **agreed** that Sue Castle-Clarke be elected Chair for 2020.
(Sue in the chair)

MEMBERSHIP OF THE EXECUTIVE COMMITTEE 2020

3. The Committee noted the membership for 2020.
4. The Chair proposed to arrange an opportunity for the new members of the committee to get together to talk about their new role with CALC and new members agreed. (Jonathan Davies, Oliver Dorgan, Andy Pratt, Peter Smillie and David Graham)

MINUTES

5. The minutes of the meeting of the Executive Committee held on 12th October 2019 were considered and approved as a true record of the meeting.

MATTERS ARISING

6. Learning and Development: the Chief Officer reported that the actions had been either carried out or had been initiated but some were still to be completed. Rick as Chair of Allerdale was concerned that it was difficult to find the transparency information on many websites and told the meeting that he intended to ask members in Allerdale to put the (links to and actual) transparency information on one page of the website for ease of access. He also encouraged all executive members to follow up in their districts to ensure that all the smaller parish councils (with annual turnover less than £25k) are fully compliant with the Transparency Regulations that came into force in 2015. Rick also warned that being free from external audit is not a right and that if the government is concerned that smaller councils are not fully transparent, this state of affairs could be removed, adding more cost to smaller councils.
7. Members also raised the need for parish council websites to be accessible by autumn of 2020.
8. The Executive Committee want to see the transparency issue resolved by June.
9. Sue offered to share her transparency workshop flyer with all the Executive members to encourage them to do the same in their districts.

Agreed:

- a) That CALC writes to all smaller councils to remind them what they need to have on their website to be fully transparent.
 - b) To request all parishes have a one click route to their transparency documents.
10. LCAS – Sue reminded all the Executive members that LCAS is important and should be promoted by all of the Executive. It should also be included at the CALC AGM as a workshop/seminar

ELECTION OF VICE-CHAIRMAN 2020

11. Cllrs Bryan Craig and Leith Hallatsch were proposed and seconded. Cllr Bryan Craig received the majority of votes and was duly elected Vice Chair of CALC for 2020.

UPDATE ON CALC STAFF STRUCTURE REVIEW

12. The committee considered the report and **agreed** the recommendations below:
 - I. That the Parish Liaison Officer role is amended as set out below:
 - a) the PLO job description is rewritten to reflect new strategic aims of CALC.
 - b) That amendments are made to the contracts and job descriptions to reflect the core hours required.
 - c) That, once the new job description is agreed with the staff, the Chief Officer carries out a review in 6 months and a formal appraisal in 12 months.
 - d) That the workload of the Chief Officer is considered and prioritised.
 - e)

- II. Additional Hours for Chief Officer and Administration
- a) That the Chief Officer returns to 24 hours per week but with the discretion to agree additional hours on specific projects on agreement by the Staffing Sub-Committee
 - b) 4 additional hours agreed for administrative support for the Penrith office from 1 April 2020, to be reviewed after 12 months.
- III. In addition, Members agreed that:
- a) That the Staffing Sub-Committee reports back to the Executive in 6 months to update on progress and any staffing issues.
 - b) That the Staffing Sub-Committee, as a committee of CALC, need to be reconfirmed annually.

CALC REPRESENTATION ON NATIONAL AND LOCAL BODIES

13. The Committee received a schedule of bodies to which CALC made appointments.

It was agreed:

- a) that Bryan Craig be appointed to the Cumbria Strategic Flood Partnership
- b) that Mike Higginbotham be appointed to the Eden Regional Catchment Management Board.
- c) That Rick Petecki be appointed to the West Cumbria Regional Catchment Management Board.
- d) That Sue Castle-Clarke takes up her seat on the Cumbria Leaders Board
- e) That Leith Hallatsch is the representative on the LDNP Partnership
- f) That Jonathan Davies is the CALC representative on the Cumbria Health and Well-being Alliance.

It was agreed that the Chief Officer would:

- ensure that the names of the CALC representatives are on the circulation lists for the Catchment Management Boards.
- Write to Cumbria County Council to confirm the new representative on the Cumbria Leaders Board and the

See Appendix 1 for the updated schedule of representatives.

14. Members discussed the creation of subject contacts within the Executive Body, depending on members personal interests. There was discussion of the practicalities of such an arrangement but generally agreed that it was an informal and voluntary way of members engaging with CALC staff and members, if needed.

Agreed that:

- a) the following would act as Subject Contacts on the following:
 - Bryan Craig on training
 - Jonathan Davies on transport

- David Peters and Peter Smillie on Standards

b) Members skills forms be sent to all members again

CALC PAYMENTS AND RECEIPTS TO DECEMBER 2019

15. The Committee noted the statement of payments and receipts for the period ended 31st December, 2019.

Agreed that:

Invoices to principal authorities to be sent out at the start of the new financial year.

REPORTS FROM DISTRICT ASSOCIATIONS

16. The Committee noted the reports from the District Associations, including Eden and Carlisle's report which was circulated in hard copy.

CHIEF OFFICER UPDATES

17. The Committee noted the update from the Chief Officer.

REPORTS FROM CALC REPRESENTATIVES

18. The Committee noted the reports. The Chief Officer was asked to ensure that the LDNP Partnership added Leith Hallatsch to their circulation list for the meetings. Members highlighted the need to address website accessibility.

19. It was also noted that the Local Government Association is looking unlikely to introduce a revision to the existing Code of Conduct for councils to allow the suspension or other sanctions. This was seen as a disappointing direction for the revised Code of Conduct – the final agreed code will be published in June/July 2020.

20. Rick Petecki reminded members that he has been elected to the NALC Policy Committee for 2 years and that he would like all executive members to think about any policy aims that would help member councils achieve their strategic aims. Members can discuss this with Rick.

21. Rick Petecki reported back that councils are now beginning for the first time, to add another criteria to their method of awarding councils contracts, this time based on decisions that will be best for the climate (ie not necessarily best value).

22. Borderlands Inclusive Deal - Mike Higginbotham recommended that members read the powerful presentation that the Chief Executive of Dumfries and Galloway Council made at the recent Borderlands Conference.

Action: Carlisle Parish Liaison Officer to circulate.

PROPOSED MEETING DATES

23. The committee considered the report on the meeting dates. The proposal that the AGM should form part of a parish conference day was accepted but there was some concern about the length of time between meetings in the proposed meeting schedule.

It was **agreed:**

That the decision regarding the Executive Committee meetings will be deferred until new dates can be circulated.

ANY OTHER BUSINESS

- 24. Rick reported that NALC's Lobby Day in Westminster is happening again this year, on 10th March. As the CALC National Assembly member, Rick is invited to attend and asked members to let him know any matters that they wished to be raised.
- 25. An inaccuracy in the Annual Report was raised and it was agreed that the Chief Officer would highlight the correct position in the newsletter for members. It was also agreed that draft Annual Reports would be sent to members before going to print.

CALC AGM 2019

- 26. The Committee received, for information, the draft minutes of the CALC AGM held on 9th November, 2019.

Signed by the Chairman
