

CUMBRIA ASSOCIATION OF LOCAL COUNCILS

EXECUTIVE COMMITTEE

Minutes

The meeting of the CALC Executive Meeting on 21st December 2022 was held remotely via the internet.

Minutes of a meeting of CALC's Executive Committee held on Wednesday 21st December 2022 at 7pm.

Present:

Sue Castle-Clarke - Chair

Bryan Craig – Vice-Chair

Mary Bradley

David Graham

Leith Hallatsch

Mike Higginbotham

Mark Kidd

Andy Pratt

Peter Smillie

Jane Tea

David Wilson

In attendance: Sonia Hutchinson Chief Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M. Cummings and D. Sim. Cllr. B. Pink was also not in attendance.

2. ELECTION OF CHAIRPERSON FOR 2022

The Chair invited nominations for the position of Chair for 2023. Mary Bradley was proposed and seconded. There being no other nominations it was agreed that Mary Bradley is elected Chair for 2023.

3. ELECTION OF VICE CHAIRMAN FOR 2022

The Chair invited nominations for the position of Vice-Chair for 2022. Jane Tea was proposed and seconded. There being no other nominations it was agreed that Jane Tea is elected Vice-Chair for 2023.

4. DECLARATIONS OF INTERESTS

None declared.

5. MINUTES OF THE MEETING HELD ON 23RD JULY 2022

Cllr. Hallatsch asked that the minutes for the 23rd July are amended to reflect that he had sent his apologies for the meeting. The minutes for that meeting have been amended to confirm his apologies were given.

The Chair asked for confirmation that there was a nomination from the Barrow District Association for the Executive Committee and the Chief Officer confirmed that Cllr. Mike Cummings had withdrawn his resignation from the CALC Executive and as he is still the Chairman for Barrow District Association, he is the nomination for Barrow on the CALC Executive Committee.

The Chair also asked if an explanation could be added to the minutes to reflect the fact that the CALC AGM was postponed following the death of Queen Elizabeth the 2nd.

Subject to the above the minutes for the 23rd July 2022 were approved.

6. CIO APPLICATION – LETTER RECEIVED FROM WETHERAL PARISH COUNCIL

The Chair asked if agenda item 7 could be taken before agenda item 6 as the discussion on role profiles may impact on the outcome of any decision made under agenda item 6. It was agreed to take agenda item 7 first.

Following the decision taken in agenda item 7 the Chair returned to agenda item 6.

The Chair explained that following the letter received from Wetheral Parish Council a similar letter has also been received from Dalston Parish Council. Both letters were circulated prior to the meeting and both letters express concern that CALC Board members will be selected rather than elected. The Chair went on to outline the current process for the appointment of Executive Committee members and then explain that going forward 6 Board members would still come through via the same route and be selected on a geographical basis. Concerns were raised as follows: -

- why the numbers have decreased from areas and the chair explained that a further five members will be appointed on a skills basis from anywhere across the membership. This was accepted by the Executive.
- historically CALC is here to serve parish councils and the membership for the Executive Committee should be made up off parish councils, this has now been clarified in that unless there is no one with the skills to fill a specialist role such as the Treasurer all Trustee Board members will be selected from the membership.
- Would the selection process suggested enable CALC Board membership to become political.

To sum up the Chair then suggested that CALC need to clarify: -

- how Board members are going to be elected,
- what the process is for selection of Board members including the criteria for selection,
- the term of office for Board members.

It was pointed out that section 13.5 of the constitution already outlines what the terms of office will be for Trustee Board members. The Chair agreed that a lot of the information is already in the CIO application but added that it needs to be more robust and clarified for parish councils.

It was agreed that the Chair and the Chief Officer will write to the two parish councils that have raised concerns and clarify how parish councillors are going to be elected and selected under the new constitution, with, whenever possible, a 50/50 split between Cumberland and Westmorland and Furness areas. It was also agreed that this information would be shared with all parish councils so that everyone is clear of the open and transparent approach to electing and selecting CALC Trust Board members within the CIO application.

7. ROLE PROFILE FOR BOARD OF TRUSTEES

The Chair explained that she has drawn up a generic job description for the role of a Board Trustee and then expanded this to include the additional qualities and skills needed for the roles of Chair and Treasurer. Having identified the additional requirements for these roles the question is whether or not the role of Treasurer should be a CALC member especially when this question relates to a lot of the issues that both of the letters which have been received from parish councils refer to (agenda item 6).

Following a discussion in which the following points were raised: -

- The role of treasurer can be really hard to recruit to, so if CALC restrict the filling of this role to just CALC Members, then CALC will be limiting the pool and in such a case broadening the pool would be a useful thing.
- In the first instance CALC should be aiming for a serving councillor and if we exhaust all possibilities without finding somebody, then CALC should look for somebody who is not a councillor as a last resort.
- That the points raised agree with and are contained in section 13 of the CIO Constitution. There was a perceived skill vacancy. 13.6 - If there is a perceived skills vacancy on the Board which cannot be filled from the existing membership of the CIO, the Board may make a trustee appointment from outside the membership organisations as a non-voting member.
- Considering the number of parish councillors, that are CALC members, CALC should be able to find someone with the skills and abilities to fill the role of treasurer within the membership.
- That common sense should apply, and if the role specification can't be met by a parish councillor after reasonable advertising, then CALC should be able to go outside the organisation.
- It's not just about someone having someone who's got skills, it's about that someone being willing to be on the board of a CIO, it's about them being willing to actually put the time and effort in, but CALC should try to find those skills from within the membership, the fallback position of going outside of the CALC membership to fill a specialist role is literally the fallback position.

The Executive Committee agreed that: -

- The CIO will need to have a Treasurer.
- The person appointed to the role of Treasurer has to be competent to undertake the role.
- CALC will initially try to recruit to the role of Treasurer from within the CALC membership. If the Treasurer is appointed from the membership then it will be a voting role.
- If CALC are unable to recruit to the role of Treasurer from within the membership then CALC will go outside of the membership to recruit to the role of treasurer.

- If the role of Treasurer is filled from outside of the CALC membership then it will be a non-voting position.

The Chair then confirmed that the job profiles would be taken to the Staffing and Governance Committee to be finalised.

8. LGR WORKING GROUP – BUILDING COMMUNITIES DOCUMENT

The Building Communities Document was approved for use with current and future partners with the following amendment: -

There is a glossary of terms which explains that reference to parish councils is a generic term which includes community councils and parish meetings etc. which are members of CALC.

9. DATE AND TIME OF NEXT MEETING

21st January 2023

The Chair suggested extending the next CALC Executive meeting to include a Forward Planning session after the Executive meeting finishes.

It was agreed to hold a virtual CALC Executive Committee meeting followed by a Forward Planning meeting between 9.30am and 1.30pm on 21st January with a comfort break in the middle. Any agenda items to be sent to the Chief Officer by 12th January 2023.

10. ANY OTHER BUSINESS

Insurance – The Chief Officer explained that a quote had been received through Gallaghers Insurance Brokers for professional advice indemnity cover at a cost of £1055 per annum (documentation on policy previously circulated).

It was agreed to accept the quote and the Chief Officer was asked to confirm this with Gallaghers Insurance Brokers.

It was also agreed that when new Trustee Board members are appointed, they will be asked to declare that they meet all the criteria required from a Trustee Board member within the insurance policy documentation.