

CUMBRIA ASSOCIATION OF LOCAL COUNCILS

EXECUTIVE COMMITTEE

Minutes

In line with government guidance regarding the Covid-19 pandemic announced on 23rd March 2020, the scheduled meeting of the CALC Executive Meeting on 23rd April 2022 was held remotely via the internet.

Minutes of a meeting of CALC's Executive Committee held on **Saturday 23rd April 2022 at 10am.**

Present:

Sue Castle-Clarke - Chair

Bryan Craig – Vice-Chair

Mary Bradley

Jonathan Davies

David Graham

Leith Hallatsch

Mike Higginbotham

Mark Kidd

Bev Pink

Doug Sim

Peter Smillie

Jane Tea

David Wilson

In attendance: Sonia Hutchinson Chief Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M. Cummings, A. Pratt .

2. DECLARATIONS OF INTEREST

Cllr. J. Davies and S. Hutchinson both declared an interest.

3. MINUTES OF THE MEETING HELD ON 23RD APRIL 2022

The Committee approved the minutes of the meeting held on 18th September 2021.

4. STAFFING COMMITTEE UPDATE

1. The Committee approved the appointment of the Project Officer for Resilience.

2. The Committee approved the decision to award all CALC employees the nationally agreed uplift to NJC pay scales of £1.75% for 2021/2022 in monetary value this is an increase on salaries for 2021/2022 of £1,613.
3. The Committee approved the appointment of the Parish Support Officer South Lakes. S Hutchinson confirmed that Julie Hendry has been appointed and will start on 10th May. Cllr. Hallatsch asked S. Hutchinson to contact Julie and ask her to contact Cllr. Hallatsch for a chat prior to her appointment commencing on 10th May.

5. RESILIENCE PROJECT – WELCOME TO THE NEW RESILIENCE PROJECT OFFICER AND UPDATE ON THE PROJECT.

The Chair welcomed Kate McGibbon the Project Officer for Resilience and Kate gave a presentation on the current position regarding the project and explained that she will shortly be holding a CALC together with Refugees, county wide event in May.

The Chair asked if anyone had any questions for Kate. Cllr. Bradley wanted to make Kate aware that some major work had been done on the ABC approach in Cumbria which had been driven by Public Health. Cllr. Bradley agreed to forward what she had on to Kate.

Cllr. Kidd asked Kate if she has been able to determine yet from the responses to the questionnaire what sort of help Parish councils are asking for. Kate confirmed that she hasn't completed the analysis of the questionnaire yet but that she will get back to any parish council requesting support.

Cllr. Davies asked Kate if she has contacted the Police and Crime Commissioner as he may have some funding to support resilience initiatives.

6. BALANCED SCORECARD REPORT

S, Hutchinson explained to the Committee why one of the KPI's was currently still red and 3 others were amber.

1. KPI 4 induction pack to Exec Committee for completion and return states that some are still outstanding it was agreed that S, Hutchinson will contact any Executive member that has still not returned the documentation.
2. KPI 11 Complete review of appropriate legal structure for CALC – the Staffing and Governance Committee have gone through the application to become a CIO and a date is to be agreed for the application to go to the Executive Committee.
3. KPI 12 CALC Exec 'forward planning' session – date to be agreed to meet in 2022.
4. KPI's 21,22 & 23 All Local Authority Stakeholders were visited once and arrangements are being made to visit all District Borough councils and Shadow Authorities.

S. Hutchinson also confirmed that she has put some new KPIs in place and that they will be brought to the next meeting.

The Committee noted the balanced scorecard report for the period to the end of 31st March 2022.

7. FINANCE MATTERS

1. The Committee noted the updated budget monitoring statement to 31st March. S. Hutchinson left the meeting at this point as she had previously declared an interest in agenda item 7.2.
2. The Committee considered the report on staff pensions and agreed to maintain the status quo with regards to the level of employer's contribution for staff, which is 7.5% for the position of Chief Officer and 3% for all other employees.
S. Hutchinson re-joined the meeting.
3. The Committee agreed the proposal for an increase in hourly rate from Fingertips, which provides admin and accountancy support, to £15.50 per hour for 15 hours per week.
4. The Committee noted the proposed budget for 2022/2023. S. Hutchinson explained that one area of concern may be staff costs as the Union staff consultation for the NJC pay award for 2022/2023 is recommending a significant uplift which may be spread over 3 years. Cllr. Bradley also wanted to point out that CALC may incur additional costs as a result of LGR. Both these points were noted.

8. COMMUNICATION WORKING GROUP

Cllr. Davies left the meeting at this point as he had previously declared an interest in agenda item 8.

S. Hutchinson explained that following discussions with Cumbria County Council and confirmation from the ICT Department that they do not have the capacity to update the CALC website, the Communications Working Group met and agreed to submit a paper to the Executive Committee asking the Committee to consider moving to an external provider for the CALC Website.

Cllr. Davies was approached to provide costing for the development of a website for CALC which included domain name and hosting for a 3-year period. In addition a quote had been received during 2021 for a different provider which was also outlined in the report.

The Committee agreed the following: -

The Executive Committee approve using Cllr. Davies to develop the website based on the costings provided in the report £170 per month on a 3-year rolling programme agreement,

But that in addition to him being the preferred provider the Chief Officer will gain further information on costings that would include hosting and domain name etc. for 3 years.

9. LEGAL STRUCTURE OF CALC

The Chair gave a verbal update confirming that the Staffing and Governance Committee have now completed a draft constitution for a charitable incorporated organisation, which is part of the preparation work for an application to the Charities Commission. The draft proposal is for how to become a charitable incorporated organisation based on a recognised standard association model, which means we'd have a voting membership that reflects our current framework, and I know when we discussed this before everybody was very keen that we still had a voting membership framework.

The Chair thanked the staffing and Governance Committee for all their work to date and asked the Executive Committee if a date could be agreed at this meeting to meet to discuss the proposal.

The Committee agreed to meet on the 19th May at 7pm to discuss the draft constitution.

10. MP LOBBY WEEK

The Committee noted the report from Cllr. S. Castle-Clarke.

11. LOCAL ELECTRICITY BILL – PRIVATE MEMBERS BILL

The Committee agreed to register CALC's support for the Local Electricity Bill. Cllr. Davies asked for the proposal to be recirculated to all parish councils and asked members to agree to a press release showing CALC's support for the Bill. It was agreed that S. Hutchinson would action both points.

12. LOCAL GOVERNMENT RE-ORGANISATION

S. Hutchinson gave an overview of the report and recommendations : -
To set up a working group and to approve the Building Communities document as a framework for the working group to build upon.

The Committee agreed to set up a LGR working group comprising Cllrs M. Higginbotham, M. Bradley, D. Wilson, J. Davies and S. Hutchinson. It was agreed that this group would meet as a priority.

The Committee approved the use of the Building Communities paper.

13. REPORTS FROM DISTRICT ASSOCIATIONS

The Committee noted the reports from the District Associations.

14. REPORTS FROM CALC REPRESENTATIVES

The Committee noted the following reports: -

1. Healthy Weight Partnership report – Cllr. M. Bradley
 2. Northern Group of Local Council Associations – Cllr. S Castle-Clarke
- It was agreed that going forward Cllr. Davies would join the Northern Group of Local Council associations.

Cllr. Davies also informed the members that he would circulate a NALC update which he had just received prior to the meeting.

15. CALC CONFERENCE 24TH SEPTEMBER 2022 – TO CONSIDER POSSIBLE SPEAKERS

Cllr. Bradley suggested the County Officer for Northamptonshire to speak about LGR from his perspective. S. Hutchinson to take forward.

The Chair asked everyone to let S. Hutchinson know if they can think of a second speaker.

16. NEXT MEETING DATE – SATURDAY 23RD JULY 2022

In addition there will be, as agreed, a meeting on 19th May to discuss the constitution.

Items for consideration at future meetings

S. Hutchinson said that she would like to re-establish a working group to look at subscriptions and will include it on the July agenda.