

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 22nd January 2022 was held remotely via the internet.

Minutes of a meeting of CALC's Executive Committee held on **Saturday 22nd January 2022 at 10am.**

Present:

Sue Castle-Clarke - Chair

Bryan Craig – Vice-Chair

Mary Bradley

David Graham

Leith Hallatsch

Mike Higginbotham

Mark Kidd

Andy Pratt

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, J. Davies and B. Pink .

2. ELECTION OF CHAIRPERSON FOR 2022

The Chair invited nominations for the position of Chair for 2022. Sue Castle-Clarke was proposed and seconded. There being no other nominations it was agreed that Sue Castle-Clarke is elected Chair for 2022.

3. ELECTION OF VICE CHAIRMAN FOR 2022

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

4. MEMBERSHIP OF THE EXECUTIVE COMMITTEE 2022

The Committee noted the membership for 2022.

5. DECLARATIONS OF INTERESTS

None declared.

6. MINUTES OF THE MEETING HELD ON 18TH SEPTEMBER 2021 AND THE EXTRAORDINARY MEETING 4TH JANUARY 2022

1. The Committee approved the minutes of the meeting held on 18th September 2021.
2. The Chair explained that the minutes of the Extraordinary meeting held on 4th January 2022 had to be signed in order to allow the bank mandates for the Cumberland and HSBC to be submitted. The Committee approved the minutes of the meeting held on 4th January 2022.

7. CALC REPRESENTATION ON NATIONAL AND LOCAL BODIES, PLUS AREAS OF INTEREST

The Committee agreed both the representative and substitute representative for CALC representation on local and national bodies see appendix 1.

8. BALANCED SCORECARD REPORT

S, Hutchinson explained to the Committee why four of the KPI's were currently at red and what actions are being taken to address them: -

1. Appraisals only one has been completed to date - S. Hutchinson will complete the two outstanding appraisals in February.
2. Complete review of appropriate legal structure for CALC – the Staffing and Governance Committee are meeting on 3rd February to go through the application to become a CIO. Following approval by the Staffing and Governance meeting an extraordinary meeting of the CALC Executive Committee will be called.
3. CALC Exec 'forward planning' session – agreed that a forward planning session will be held following receipt of the Structural Change Order.
4. Staffing costs – to note there has not been a national settlement for 2021 pay deal and the final offer is £1.75%.

As point 4 on the scorecard - 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.

The Committee noted the Balanced Scorecard.

9. TO NOTE THE UPDATED BUDGET MONITORING STATEMENT TO NOVEMBER 2021

The Committee noted the budget statement.

10. TO APPROVE THE TERMS OF REFERENCE FOR THE JOINT STAFFING AND GOVERNANCE COMMITTEE (APPENDIX 7)

The Committee approved the terms of reference for the Staffing and Governance Committee.

11. REPORTS FROM DISTRICT ASSOCIATIONS

The Committee noted the reports from District Associations.

12. REPORTS FROM CALC REPRESENTATIVES

The Committee noted the report from Cllr. Bradley and she was again thanked by the Chair for all her hard work on these projects.

The Chair confirmed in Cllr. Davies's absence that he has been attending meetings virtually and has been voted on to the Policy Committee. The Chair also pointed out that she asked him to raise the matter of the administrative time it takes county associations to collect NALC fees and as a result the Financial Policy Committee is going to look into the matter.

Cllr. Davies is also now involved with Eden's geological disposal facility and S. Hutchinson was asked to contact Cllr. Davies to ask him to give an update for Executive members via email when convenient.

13. COMMUNICATION WORKING GROUP UPDATE – DRAFT COMMUNICATION STRATEGY AND ACTION PLAN INCLUDING THE CIRCULATION OF A NEW PILOT NEWSLETTER IN FEBRUARY 2022

The Chair asked Cllr. Sim to provide an update for the Committee on the work of the Communication Working Group. Cllr. Sim provided an outline on the work that has been undertaken to date and the conclusions that have been reached namely that a new newsletter should be developed which should be brighter and most importantly should include information on case studies, experiences from parish councils and parish profiles. He went on to explain that having met with S. Hutchinson it was agreed that a strategy should be developed with an action plan that encompasses all of the key actions that the working group have identified, including work on the CALC website and the use of social media.

The Committee approved the Communication Strategy and action plan and Cllr. Sim agreed to write the first parish profile for the February newsletter which will take on the new format. D. Graham pointed that although in the action plan the responsibility sits with the Chief Officer it is important that the Executive members support the Chief Officer and the CALC team contribute to this process. It was agreed that everyone would take a turn to write parish profiles for the CALC newsletter.

14. LEGAL STRUCTURE OF CALC

The Chair asked D. Graham to provide the Committee with an update. D. Graham said that he wanted to remind everyone that this item came to the Executive Committee in September last year and it was agreed that work on it would be progressed subject to it going to Members for agreement at the AGM with the Executive Committee agreeing the detailed constitution. It was then taken to the CALC AGM in October and the Executive Committee was given approval to progress the application with the final approval coming from the membership. The intention was to set up the CIO as an association so it is a model based on a voting membership. The Staffing and Governance Committee are about to start looking at the model document on the Charities Commission website. One model doesn't fit all so it is a case of going through the document, D. Graham has already gone through the document and highlighted that there will appear to be some changes required. Once the Staffing and Governance Committee have gone through the document and agreed the model it will go back to the Executive Committee together with

the CIO constitution for approval. The next stage will be to go to the full membership at an Extraordinary General Meeting.

The Chair thanked D. Graham and the Committee noted the update.

15. STAFFING COMMITTEE UPDATE

The Committee approved the implementation of £6 per week statutory home working allowance for all employees who work from home.

The Committee approved the following appointments: -

Rachael Kelly - Town & Parish Development Officer 15 hours per week @ (SCP) 27 £16.29 per hour

Lindsay Nicholson - Town & Parish Support Officer Carlisle / Eden 10 hours per week @ (SCP) 23 £14.42 per hour.

16. PROPOSED MEETING DATES 2022/23

The Committee approved the following Executive Committee meetings starting at 10.00a.m

Saturday 23rd April 2022

Saturday 23rd July 2022

Saturday 21st January 2023

CALC AGM/Conference - Saturday 24th September 2022

There were no items for consideration at future meetings.

The meeting ended at 11.00am.