

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

27 September 2017

Dear Colleague,

The next meeting of the **East Riding (Central) District Committee** will be held as follows:

Date: Wednesday 11 October 2017
Time: 7.00pm
Venue: Beverley Town Council offices

The Town Council offices are located in Well Lane. There are no parking facilities and attendees should use the Market Place or the car park by the East Riding Theatre. Well Lane is accessed from the pedestrian shopping area and is just opposite Marks and Spencers.

You will recall that the Executive Committee resolved to run a trial during 2017 whereby the Executive Officer would only attend one meeting during the year. Attendance at the majority of district committee meetings had been very low whereas the demand placed on the services such as the Desktop Advisory Service continued to grow. In order to make the optimum use of staff time, it was been agreed that the Executive Officer would not attend the April or October round of meetings.

During October councils will be asked for their views about this trial and the responses received from councils will used by the Executive Committee to make a decision on how future district committee meetings are supported. Councils are therefore urged to take part in this forthcoming survey. The matter has also been included on the agenda for this meeting in order that delegates can exchange views informally.

All Councillors and Clerks are welcome to attend, although only two representatives per Council are invited to vote. The Clerk may be a voting delegate. Please be kind enough to forward the enclosed agenda papers to your Council's delegates and any other members who may wish to attend. Additional copies of the documentation can be downloaded from the ERNLLCA website.

Yours sincerely



Alan Barker
Executive Officer

AGENDA

- 1 Introductions and apologies
- 2 To consider the minutes of the meeting held on 12 July 2017
- 3 Matters arising from the minutes
- 4 Executive Committee report
- 5 ERNLLCA Officer attendance at district committee meetings
- 6 To note ERNLLCA Annual Conference 17 November 2017 – invitations have been sent to councils and booking forms are available on the ERNLLCA website.
- 7 Open Forum (time permitting and at the Chairman's discretion)
- 8 Agenda items for future meetings
- 9 Dates agreed for future meetings:
 - 11 April 2018
 - 11 July 2018 (Annual Meeting)

Venues are currently being booked.

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

EAST RIDING (CENTRAL) DISTRICT COMMITTEE

**Minutes of the meeting held on 12 July 2017
at Bishop Burton Village Hall**

Present: Councillor R. Begnett (Beverley TC); T. Galbraith (Elloughton cum Brough TC); J. Gill ((Welton PC); M. Hoddinott & J. Wray (Bishop Burton PC)

Clerks – H. Watson (Beverley TC)

Apologies: Councillors D. Prattley (Hessle TC); P. Astell (Beverley TC); A, Wright (Cottingham PC) and K. Galbraith (Elloughton cum Brough PC)

Clerks – K. Cooper (Hessle TC)

Officers: A. Barker, Executive Officer

G301 Election of Chairman for the year 2017/2018

RESOLVED: That Councillor T. Galbraith is elected.

G302 Welcome and apologies

The Chairman asked everyone to introduce themselves in turn.

G303 Election of Vice-Chairman for the year 2017/2018

RESOLVED: That Councillor P. Astell is elected.

G304 Minutes of the meeting held 12 April 2017

RESOLVED: That the minutes be agreed and accepted as a true record.

G305 Matters arising

There were no matters arising

G306 Election to the Executive Committee for the year 2017/2018

RESOLVED: That Councillors T. Galbraith and P. Astell are elected

G307 Election to the East Riding Committee for the year 2017/2018

RESOLVED: That Councillors T. Galbraith and P. Astell are elected

G308 2017 Annual General Meeting

- RESOLVED:**
- A: That the date of the Annual General Meeting is noted
 - B:
 - (i) This Association calls for parish and town councils to be beneficiaries of Community Foundation funding.
 - (ii) This Association supports work being undertaken to improve the Members' Code of Conduct
 - C: That Councillor Thurston of Hedon Town Council is nominated for the post of President
 - D: That Councillor T. Cooper is nominated for the post of Vice-President.

G309 Executive Committee report

The Executive Officer summarised the report that had been circulated with the agenda. Those present were pleased to note the healthy set of accounts for 2016/2017 although attention was drawn to the fact that membership fees alone do not fund the costs of running the ERNLLCA office.

The question of the high turnover of Clerks was discussed which, all agreed, was a worrying trend. The committee discussed the use of analytical timesheets to help both Clerks and Councillors better understand the time involved in carrying out the Clerk's role. Those present discussed the various training opportunities available to Clerks.

Members went on to discuss the weaknesses with the current Code of Conduct.

RESOLVED: That the report is noted

G310 ERNLLCA Annual Conference

The Chairman drew everyone's attention to the date and venue for the 2017 annual conference which will be held at the Village Hotel in Hull 17 November. The ERNLLCA office will issue further details in due course.

G311 Quick Brief – Complaints

The Executive Officer explained the rationale behind including this topic as a Quick Brief. There were rising concerns about the amount of time being consumed by councils and by ERNLLCA in trying to resolve disputes between councillors and officers, and vice versa.

Those present were reminded that all have the right to complain and that there are formal processes in place within all councils to resolve such complaints. None of the foregoing is perfect and every mechanism is time consuming, using up scarce and valuable council resources and inevitably the experience will leave a scar.

Examples of conflict being resolved by discussion were considered. So the point of this brief is to promote alternative strategies to making a formal complaint. Dispute within a council hurts everyone including tax-payer. Alternatives to formal processes were discussed including the use of a third party. The committee agreed everyone should have a right to be heard but that does not mean everyone is always right. The committee agreed that councils should consider other forms of resolving disputes.

RESOLVED: That ERNLLCA be asked to include the concept of mediation in the Member/Officer Protocol and re-issue it to councils

G312 Open Forum

Those present were of the view that there had been good discussion around the main agenda items and that no further discussion was needed.

G313 Agenda items for future meetings

The Chairman reminded everyone that if they would like an item to be included on the agenda, they should contact the ERNLLCA office.

G314 Dates of future meetings

RESOLVED: That the dates for the next meetings were agreed as –

- 11 October 2017
- 11 April 2018
- 11 July 2018 which will be the Annual Meeting with venues being secured across the district.

<i>Signature</i>	<i>Date</i>

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

Report title: Executive Committee report

Report prepared for: East Riding (Central) District Committee

Agenda number: 4

Date: 11 October 2017

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The Annual Meeting of the Executive Committee was held on Saturday 29 July 2017 and dealt with a number of governance items and constitutional business. The following appointments were made;

- Chairman: Councillor Tony Cooper (Driffield Town Council)
- Vice-Chairman: Councillor David Knowles (Beverley Town Council)
- Resources Sub-Committee: Councillors Martin Archer (Waltham Parish Council); Brian Brooks (Hibaldstow Parish Council); Tony Cooper; Gordon Thurston (Hedon Town Council); and David Wells (Kirmington and Croxton Parish Council)
- Resources Sub-Committee Chair: Councillor David Wells
- Resources Sub-Committee Vice-Chair: Councillor David Knowles
- NALC Council: Councillor Gordon Thurston
- NALC Annual General Meeting: Councillors Tony Cooper; Gordon Thurston and Peter Hemmerman (Market Weighton Town Council). The Executive Officer to attend in a non-voting capacity
- Northern Group of Local Councils Associations: Councillors Peter Hemmerman and Gordon Thurston with Councillors David Whiteley (Bottesford Town Council) and Tony Cooper as deputies
- Yorkshire and Humber Regional Training Partnership: Councillor Tony Cooper and the Executive Officer.

Members concurred that the Member/Officer Protocol could be revised to incorporate a proposal that mediation of some form should be entered into before formal processes are entered into in an attempt to address a grievance or allegation. It was further suggested that this could be viewed as a prequel to ERNLLCA becoming involved and that the Executive Officer could levy a charge for any intervention work undertaken to assist a council resolve a problem where mediation had not been explored.

Members considered the suggestion from a district committee that the Executive Committee is asked to explore the creation of a pool of trained people who could act as a first point of intervention to help councils overcome internal problems. Discussion centred on the cost of

training such individuals, their independence, how their performance could be monitored, the creation of an “ERNLLCA culture” in terms of how all such individuals would operate and what liability might accrue to ERNLLCA. The matter will be re-considered following the preparation of the Member/Officer Protocol.

Councillor Thurston presented his report which had been circulated with the agenda. Members of the Executive Committee expressed concern over the deficit NALC appeared to be operating. The Executive Officer was asked about the number of legal enquiries he had sent to NALC and about the helpfulness of the replies. Reference was made to the Government advocating a better take-up of Neighbourhood Plans but members of the Committee expressed some alarm at the cost of undertaking such a venture and the limited grant funding that is available.

The Executive Officer summarised the Transparency Code update report that had been circulated with the agenda and drew attention to ERNLLCA’s on-going success rate in helping councils access funding. ERNLLCA, in terms of funding allocated to councils, was noted as being the second-best performance county association in the country.

The Executive Officer summarised the report that had been circulated with the agenda. He explained that two councils had not renewed their membership and that, in addition to the three councils reported on at the last meeting, another parish council has asked to join the Association. Since the Executive Committee meeting, the two non-renewing councils have rejoined.

The Executive Officer reported on the work being undertaken through the Desktop Advisory Service and in delivering training. He expressed grave concerns about the functioning of two un-named member councils and the disproportionate amount of time given over to them.

Members discussed the Constitution and whether or not there was a need to bring it into line with other county association constitutions in terms of who qualifies to be elected to the Executive Committee. Discussion also centred on how ERNLLCA should promote training and development of councillors. Two resolutions were agreed for presentation to the Annual General Meeting.

The Executive Officer briefed the Committee on progress with the recruitment of a Local Councils Development Officer.

The date of the next meeting is Saturday 25 November 2017