

# ERNLLCA

East Riding and Northern Lincolnshire  
Local Councils Association

4 October 2017

Dear Colleague,

The next meeting of the **North East Lincolnshire District Committee** will be held as follows:

**Date:** Thursday 19 October 2017  
**Time:** 7.00pm  
**Venue:** Immingham Town Council offices

The town council offices are located within the Civic Centre building which sits at the junction of Pelham Road and Washdyke Lane. There is car park accessible from Washdyke Lane. The meeting itself will be held in the council chamber which is located on the first floor and is accessed from the main doors on Pelham Road.

**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 be 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 20 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:
  - 19 April 2018
  - 19 July 2018 (Annual Meeting)

Venues are currently being booked.

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

**NORTH EAST LINCOLNSHIRE DISTRICT COMMITTEE**

**Minutes of the meeting held on 20 July 2017  
at Wendover Hall, Humberston**

**Present:** Councillor J. Bratton (Barnoldby le Beck PC); A. Poppleton & V. Turner (Bradley PC); S. Bailey, J. Barron, C. Hall, H. Hall, D. Robinson, P. Scoffin; & A-M. Tuplin (Humberston PC); R. Breed (New Waltham PC); M. Archer & L. Connolly (Waltham PC)

Clerks – K. Peers (Habrough, Healing, Humberston, New Waltham & Stallingborough PC's)

**Apologies:** Councillors M. Hodgins (Barnoldby le Beck PC) and members of Healing PC

**Officers:** A. Barker, Executive Officer

**I401 Election of Chairman for the year 2017/2018**

**RESOLVED:** That Councillor Archer is elected.

**I402 Welcome and apologies**

The Chairman thanked Humberston PC for its hospitality and asked everyone to introduce themselves in turn.

**I403 Election of Vice-Chairman for the year 2017/2018**

**RESOLVED:** That Councillor H. Hall is elected.

**I404 Minutes of the meeting held 20 April 2017**

**RESOLVED:** That the minutes be agreed and accepted as a true record subject to two matters of accuracy that in Minute 1397 the word “though” should be replaced with “thought” and the word “no” should be replaced with “not”.

**I405 Matters arising**

There were no matters arising

**I406 Election to the Executive Committee for the year 2017/2018**

**RESOLVED:** That Councillors Archer and Connolly are elected

#### **I407 2017 Annual General Meeting**

- RESOLVED:** A: That the date of the Annual General Meeting is noted  
B: No resolutions were presented  
C: No proposal was made  
D: No proposal was made.

#### **I408 Executive Committee report**

The Executive Officer summarised the report that had been circulated with the agenda. The healthy set of accounts for 2016/2017 was reported on and the challenge ERNLLCA faces every year in generating revenue from sources other than membership fees.

The question of the high turnover of Clerks was discussed together with the potential reasons why some councils cannot retain the services of a good Clerk. Reference was made to an upcoming Induction Event for new Clerks.

The ever-growing volume of business passing through the Desktop Advice Service was reported on.

The Chairman invited the Executive Officer to explain the staffing changes that will take place within the ERNLLCA team.

**RESOLVED:** That the report is noted

#### **I409 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.

#### **I410 Matters referred from the previous meeting**

A: Contact lists

The Executive Officer sought clarification of what the district committee had discussed. Members asked if it is possible for ERNLLCA to hold a list of all council appointed delegates. It was pointed out that Clerks forward the ERNLLCA meeting notices and agendas by email to all councillors as soon as they are received.

Those present were also reminded that meeting papers are posted on the ERNLLCA website as soon as they are sent to Clerks and that the dates of all meetings are set by the committee itself.

B: Granting of dispensations

The Executive Officer explained that it is ERNLLCA's recommended policy that councils should devolve to the Clerk the responsibility for granting dispensations and that it should not be left in the hands of a council or a committee. It was clarified that this is advice and it is for each council to decide whether or not to devolve the authority to the Clerk.

**I411 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 behind councillors and officers, and vice versa.

Members considered the worth of mediation, or like techniques, as a means of avoiding time-consuming and sometimes damaging conflict situations. The point was made that a good personnel committee will wish to resolve employment problems at the earliest possible opportunity.

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

**I412 Open Forum**

A Humberston PC

Councillors noted that the speed limit on Humberston Avenue had been changed but that there had been no consultation or notification from North East Lincolnshire Council. Members discussed other examples of lack of communication and an apparent lack of knowledge of the Parish Charter on the part of the principal contractor of NELC. It was agreed that the relationship between NELC, the contractor and parish councils is not a matter for ERNLLCA and should be pursued through the ward councillors and the parish liaison meetings. All agreed that the Parish Charter could be revised to further clarify joint responsibilities as regards effective communication.

**I413 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.

**I414 Dates of future meetings**

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

- 19 October 2017
- 19 April 2018
- 19 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**

<b>Report title:</b>	<b>Executive Committee report</b>
<b>Report prepared for:</b>	<b>North East Lincolnshire District Committee</b>
<b>Agenda number:</b>	<b>4</b>
<b>Date:</b>	<b>19 October 2017</b>
<b>Status:</b>	<b>Open</b>
<b>Report prepared by:</b>	<b>Alan Barker</b>
<b>Recommendations:</b>	<b>That the report is received</b>

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