

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

5 April 2018

Dear Colleague,

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

Date: Wednesday 25 April 2018
Time: 6.00pm
Venue: Civic Centre, Ashby Road, Scunthorpe

This meeting will be held one hour before the commencement of the North Lincolnshire Council Parish Liaison meeting.

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.

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 October 2017
- 3 Matters arising from the minutes:

H206 - The introduction of GDPR will mean that any Chairman wishing to receive information from ERNLLCA will have to sign a consent form. A Chairman's email address constitutes data and it will be illegal to for ERNLLCA to hold such email addresses without an explicit consent given by the data subject. Consent forms will be distributed after the round of council annual meetings in May.
- 4 Executive Committee report
- 5 A vacancy has arisen for a North Lincolnshire delegate to serve on the ERNLLCA Executive Committee. This appointment will last until the Annual Meeting in July when all places will be open to appointment. The next meeting of the Executive Committee will be held in Barton upon Humber on Saturday 28 April.
- 6 To note ERNLLCA Annual Conference 23 November 2018 – further details will be issued in due course
- 7 General Data Protection Regulation – opportunity to discuss the forthcoming changes which have been communicated to member councils by ERNLLCA and to be updated by the Chair on the Government influencing work being carried out by NALC.
- 8 Open Forum (time permitting and at the Chairman's discretion)
- 9 Agenda items for future meetings
- 10 To agree the date of the Annual Meeting of this committee in July.

EAST RIDING AND NORTHERN LINCOLNSHIRE LOCAL COUNCILS ASSOCIATION

NORTH LINCOLNSHIRE DISTRICT COMMITTEE

**Minutes of the meeting held on 12 October 2017
at the Civic Centre Scunthorpe**

Present: Councillor D W Knowles (Haxey PC) in the Chair
Councillors: B Brookes (Hibalstow PC/Horkstow PM/Cadney cum Howsham PC),
D Campbell (Brigg TC), T Campbell (Brigg TC), J Curtis (Roxby PC), W Foord
(Winteringham PC), S Foston (Winteringham PC), J Startin (Kirton in Lindsey
TC), P Swain (Barrow Upon Humber PC), D Wells (Kirmington and Croxton PC),
D Whiteley (Bottesford Town Council).

Clerks: Dinah Lilley (Brigg TC).

Apologies: S Richards, Kathy Cooke, T Jackson, Bottesford Town Clerk.

H292 Welcome

The Chairman welcomed all present remarked on the good attendance and asked that they introduce themselves in turn.

H293 Minutes of the meeting held on 27 July 2017

The minutes of the last meeting were considered by the Committee.

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

H294 Matters arising

There were no matters arising.

H295 Executive Committee Report

The Chairman summarised the report that had been circulated with the agenda and raised the following points: Personality changes at the Executive Committee were covered. Member/ Officer Protocol could be revised to incorporate mediation prior to formal process is begun in an attempt to address grievance or allegation. Further work would need to be done on this topic including a suggestion that a pool of mediation trained people could be established, which could introduce unintended consequences for the Association. NALC issues and the Transparency code were discussed followed by changes to the Constitution and resolutions covered at the last AGM. Finally, the meeting was advised of the recent recruitment of a Local Councils Development Officer – Steve Shaw-Wright, who took up post on 11 Oct.

RESOLVED: That the report is noted.

H296 ERNLLCA Officer Attendance at DCMs

The Chairman briefed on the trial carried out over the past year on the attendance of an ERNLLCA Officer at the Annual DCM only, the reasons for it and talked through the survey paperwork that was required to be returned by 16 Nov 17. There was some

discussion on the timely publication of ERNLLCA paperwork/documentation and there were comments that in some cases the input from the Association was published to Councillors too close to the meeting when the topic was to be discussed giving them insufficient time for due consideration. The Chairman pointed out that the ERNLLCA Office aimed to give 2 week's notice of any action required and that it was the Clerk's responsibility to forward the paperwork to Councillors. It was further considered that any communication should be sent to Council Chairs as well as the Clerk, hopefully to ensure there was a timely sharing of information. The Executive Officer would be asked to comment on this.

RESOLVED: The Executive Officer to comment on the distribution of ERNLLCA communication with Councils.

H297 ERNLLCA Annual Conference – 17 Nov 17

The Chairman advised the meeting that there were currently 52 confirmed attendees for the ERNLLCA Annual Conference and advised that potential delegates should make arrangements as soon as possible to secure a place.

H298 Open Forum

The Chairman opened the meeting to Open Forum and a wide range of subjects were covered beginning with the number of Councillors mandated for membership of Committees. It was agreed that the vehicle for stipulating Membership numbers was through Standing Orders (SOs) and that each Committee should have Terms of Reference (TORs) which also covered this issue. It appeared that some Council's, apparently using the NALC specimen SOs did not have this aspect of the constitution of Committees included in them. It was also agreed that the constitution and TORs for Council Committees could be discussed and resolved at any Council Meeting following the publication of an agenda item and that these procedures should be ratified at the annual meeting. It was considered that it would be a good idea for ERNLLCA to issue advice on this topic. The meeting then went on to discuss ERNLLCA passwords for access to the Association website and it was discovered that not all members were aware that the Clerk had the password and that Councillors should have access to it. Again it was considered ERNLLCA should publicise again. The delegate from Winteringham advised the meeting that following the publication of the Digital Economy Bill, just prior to the election, his Council was arranging a Public Meeting at Winteringham Village Hall on 22 Nov 17 to discuss Lincolnshire Fibreoptic. Finally, the recent consultation and recommendation on the reduction of Town Councillors in the North Lincolnshire area was discussed and the meeting was advised that there was currently a "push-back" by some Town Councils over the decisions made by the Principal Authority.

H299 Agenda items for future meetings

The Chairman asked that any suggestions for agenda items are forwarded to the ERNLLCA office well before the next meeting.

H300 Date of future meeting

RESOLVED: The next meeting would take place on Wednesday 25 April 2018 at the Civic Centre.

Signature	Date

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

Report title: Executive Committee report

Report prepared for: North Lincolnshire District Committee

Agenda number: 4

Date: 25 April 2018

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The major item of business discussed at the last meeting was the Budget for 2018/2019. The Executive Officer reported that 2018/2019 will be the final year of the four-yearly council cycle, with elections due in May 2019, and he suggested that there will not be a high demand for training. In order not to further discourage participation, it proposed and agreed that training fees be left at the 2017/2018 level, i.e. -

- a fee for larger councils of £37.50+VAT which is in line with that charged by other county associations;
- a fee of £18.75+VAT for councils with an electorate of 2000 or under, which is more generous than that charged by many other county associations.

The Executive Committee was advised that these fees will have to be re-visited for 2019/2020 as there is clear evidence that venue costs are rising.

It was further reported that ERNLLCA conferences were now very popular and that fees had been held at the same level since 2015. Venue and speaker costs continue to increase. It was proposed and agreed that the fees are increased to £90+VAT and that an increased offer, from ten (10) to fifteen (15) places for small councils, is made and offered at £45+VAT. The Committee was informed that NALC charges in excess of £200+VAT for a day conference and, more locally, the Yorkshire Local Councils Association charges £130.

2017/2018 had seen the highest level of late payment of membership fees. Whilst all of the fees were been gathered in, late payments had an adverse affect on our ability to reclaim the full entitlement of VAT claimable under the Partial Exemption rules. The net result is that late payers cause this Association to have less money to spend on member services. Officers intend to try and, once again, get across to member councils that late payment hurts the organisation.

It was agreed that membership fees be increased by 2% for the year 2018/2019.

A resolution was agreed at the 2017 Annual General Meeting that ERNLLCA should be provide a Desktop Advisory Service that "That the Executive Committee be instructed to explore the provision of a Desktop Advisory Service during all office hours and present costed options to the membership". This resolution has its origins in concerns raised by a parish council that it is not able to contact ERNLLCA for advice on a five day a week, fifty-two week of the year basis, albeit that the council concerned has now accepted that closure over the Christmas period was to be expected.

Two options were examined, firstly to employ additional staff to maintain fifty-one weeks of cover. If “desk-sharing” were to be assumed and hours worked to cover the time for which the present Local Councils Development Officer is not employed, and for his annual leave, the value of staff time (including employment overheads) would equate to an increase in membership fees of 18.5%. There would be additional recruitment costs which would bring the first year cost increase up to 20.5%. It was pointed out that the ERNLLCA office is now very tight for space, indeed there is no storage space left. If additional office space can be found within our existing premises, that would increase membership fees by 28%. Again there would first-year costs bringing the increase up to just over 30%.

The second option was to purchase required cover from another county association. All county associations are busy with very little spare capacity. An open-ended contract with another county association to purchase the required time would increase ERNLLCA membership fees by 37%. There was a sub-option within this heading whereby it may be possible to obtain advice on a case by case basis. This is likely to cost between £40 and £50 per piece of advice and a similar hourly rate for anything beyond an hour. It will be very difficult to budget for such additional costs until such time as a few years of use had passed.

The findings will be put to the 2018 Annual General Meeting.

During period April to October, the Desktop Advisory Service (DAS) received nine hundred and forty three (943) enquiries, an increase of 9.9% over the same period last year. The major topic areas during the year to date were:

- Governance issues (22% of enquiries)
- Employment (16% of enquiries)
- Financial (14% of enquiries)
- Transparency Code (9% of enquiries)

The Committee was informed that turnover of Clerks remained a problem. Induction events for new Clerks were held during the year.

The Being a Good Councillor course was concluded in September. In all, two hundred and thirty single sessions were booked for the course which was delivered at five different venues. Some councillors attended single sessions but overall seventy-seven councillors completed the whole course.

Up to 31 October 2017 sixty-eight applied for funding and £54,441.48 was allocated. ERNLLCA continued to perform very well, if measurement is to be made by the amount of funding allocated.

There was growing evidence that NALC is carrying out an audit of councils which have received funding to ensure that their websites are up and running. It remained unclear how the Code will be policed in future but ERNLLCA Officers continued to advise councils that if they do not comply with the Code, their internal auditors will not be able to “sign off” on their report which will then place those councils in the difficult position of not being able to publish a completed Annual Return.