

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

27 September 2018

Dear Colleague,

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

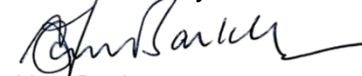
Date: Tuesday 16 October 2018
Time: 7.00pm
Venue: Hedon Town Council offices

The Town Council offices are located on St Augustine's Gate and there is a car-park to the rear of the building which can be accessed from Fletcher Gate to Iveson Close. The post code for the car park is HU12 8ER.

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.

Please remember that Councillors and Clerks can ask for items to be placed on the agenda for the district committee meeting. This is your meeting and ideas for topics for discussion are most welcome.

Yours sincerely



Alan Barker
Executive Officer

AGENDA

- 1 Introductions and apologies
- 2 To consider the minutes of the meeting held on 10 July 2018
- 3 Matters arising from the minutes:

D337 Chair's Briefing sessions. The Executive resolved that staff resources do not exist at present to provide these sessions but that the accredited Chairmanship training course will be re-offered following the May 2019 elections.

- 4 Executive Committee report – attached
- 5 Matters referred from the previous meeting: None notified
- 6 ERNLLCA Annual Conference 23 November 2018
- 7 Open Forum (time permitting and at the Chairman’s discretion)
- 8 Agenda items for future meetings
- 9 Agreed date of next meeting:
 - Tuesday 16 April 2019
 - Tuesday 16 July 2019 - Annual Meeting

Venues to be confirmed

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

EAST RIDING (HOLDERNESS) DISTRICT COMMITTEE

**Minutes of the meeting held on 17 July 2018
at The Meridian Centre, Withernsea**

Present: Councillors G. Thurston (Hedon TC); T. Hill (Bilton PC); G. Catterick (Preston PC); T. Dagnall & P. Wilkinson (Withernsea TC)

Clerks – S. Dale (Bilton PC) and J. Simpson (Keyingham PC)

Apologies: Councillors Thompson and Tindall (Keyingham PC)

Officers: A. Barker, Executive Officer

D327 Election of Chairman for the year 2018/2019

RESOLVED: That Councillor G. Thurston is elected.

D328 Welcome and apologies

Councillor Thurston thanked those presented for electing him and asked everyone to introduce themselves in turn.

D329 Election of Vice-Chairman for the year 2018/2019

RESOLVED: That Councillor Catterick is elected.

D330 Minutes of the meeting held 17 April 2018

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

D331 Matters arising

There were no matters arising

D332 Election to the Executive Committee for the year 2018/2019

RESOLVED: That Councillors Dagnall and Thurston are elected

D333 Election to the East Riding Committee for the year 2018/2019

RESOLVED: That Councillors Dagnall and Thurston are elected

D334 2018 Annual General Meeting

RESOLVED: A The date of the Annual General Meeting is noted and that this committee requests that notification to member councils inviting

- resolutions be sent out by 1 June
- B None
 - C Councillor Thurston of Hedon Town Council is nominated for the post of President
 - D Councillor T. Cooper is nominated for the post of Vice-President.

D335 Executive Committee report

The Chairman summarised the report that had been circulated with the agenda and referred to a healthy set of accounts for 2017/2018. He referred to NALC's recent successes in influencing Government over matters such as the General Data Protection Regulation and referendum principles for excessive precept increases.

The committee discussed the recent survey undertaken by the Committee on Standards in Public Life and expressed the hope that meaningful changes will be made to the Code of Conduct and the sanctions that might be levied on those who break the Code.

RESOLVED: That the report is noted with thanks

D336 2018 Annual Conference

The date was noted. Those present asked that a greater degree of discipline is exercised over the timings of break-out sessions, one of which greatly over-ran. The Executive Officer confirmed that arrangements will be in place to ensure there is no repetition.

D337 Quick Brief – good recruitment practice

The Executive Officer Explained that the turnover of Clerks in the ERNLLCA area is worryingly high and that this Quick Brief had been introduced to help councils with their recruitment processes.

It was explained that limited quantifiable data exists as to why turnover is so high but informal and anecdotal information indicates that “the job being more than advertised”; “salary not enough”; “behaviour of councillors”; “behaviour of members of the public” and “working more hours than paid for” are all contributing factors.

ERNLLCA's advice is that councils should be clear about the job to be filled and that prior to advertising councils should agree job description and person spec – otherwise how do you know what you want in the way of an employee; agree all terms and conditions – hours; pay etc; and get the governance right - who will interview – power to make the decision to appoint – what questions will we ask – how will we value responses – what records should be keep and for how long?

Job adverts should be more imaginative. Councils should include the hours of work; the salary (or at least the grade); a brief summary of the role; local benefits –a job to fit around family commitments; home-working; interesting work.

Councils should never ask that the successful applicant must provide their IT owing GDPR implications.

Councils should use an application form you properly measure candidates and to gain a sense of the written communication skills. ERNLLCA actively discourages the use of CV's for the role of Clerk. Councils must now also explain to all candidates how the data they provide about themselves will be protected.

A letter of appointment should be issued to the successful candidate and the details provided by unsuccessful candidates should be securely held for six months and then safely destroyed.

The contract of employment should be drawn up before the successful candidate starts. Councils should manage the induction period and then confirm the appointment in writing

ERNLLCA can help with all of the above.

Those present expressed concerns about the autocratic approach adopted by some Chairmen and that all parish council chairs would benefit from attending a chairs' briefing on their role.

RESOLVED: That the Executive Committee is asked to arrange for chairs' briefing sessions to be organised.

D338 General Data Protection Regulations

Those present discussed engagement with GDPR. The decision by Government to excuse parish and town councils from appointing a Data Protection Officer was welcomed. Councils present reported that progress is being made in engaging with the Regulation.

Those present reported on the helpful support councils had received from the ERNLLCA staff team.

D339 Impact of the Ledbury Judgement

The Chair and the Executive Officer briefed the committee on the judgement and its implications for parish and town councils. Any employee who has a grievance against a councillor, which cannot be informally resolved, will have to pursue that through the Code of Conduct route, as opposed to a council's grievance procedure. NALC is urging Government to take steps to address the situation.

D340 Upcoming change to Executive Committee nominations

The Executive Officer explained the change agreed at the 2017 Annual General meeting which will mean a change to the organisation's constitution with effect of September 2018.

Those nominated by their district committees to serve on the Executive Committee will have to be persons nominated in writing by their member councils to be their councils delegates to district committee meetings and that the names of those persons have been communicated to the Executive Officer in writing. A person proposed as an Executive Committee member who has not been nominated as their council's delegate to the relevant district committee will not be eligible.

The Executive Officer stated that the change will come into operation at the annual district committee meetings in July 2019 and that all councils will be given good notice of this change.

D341 Open Forum

A: Withernsea Town Council

Councillor Dagnall asked if all Chairmen of councils receive notification of ERNLLCA events and of their right to contact ERNLLCA for advice. The Executive Officer explained that chairs can elect to receive this information and should be encouraged to do so.

Councillor Wilkinson asked for clarification of the procedure for co-opting non-councillors to committees of council.

B: Preston Parish Council

Councillor Catterick referred to the Police and Crime Commissioner's willingness to meet groups of parish councils. He also advised those present to consider the need for a lone working policy for staff, if appropriate.

D342 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.

D343 Dates of future meetings

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

- 10 October 2018
 - 10 April 2019
 - 10 July 2019 which will be the Annual Meeting
- And that Keyingham and Hedon be considered as venues.

Signature	Date

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

Report title:	Executive Committee report
Report prepared for:	East Riding (Holderness) District Committee
Agenda number:	4
Date:	16 October 2018
Status:	Open
Report prepared by:	Alan Barker
Recommendations:	That the report is received

The Annual Meeting of the Executive Committee was held on Saturday 28 July 2018 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 (Haxey Parish Town Council)
- Resources Sub-Committee: Councillors Martin Archer (Waltham Parish Council); Brian Brooks (Hibaldstow Parish Council); Tony Cooper (Driffield Town Council); 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 Councillor as deputy
- Yorkshire and Humber Regional Training Partnership: Councillor Tony Cooper and the Executive Officer.

Members of the Executive Committee reported on varying levels of attendance at the different district committee meetings. The East Riding (Holderness) Committee asked if requests for resolutions to the Annual General Meeting could be sent out by 1 June in each year. The Executive Officer confirmed that this is a simple administrative task and can be applied from 2019 onwards. The Committee has also asked that a degree of discipline is applied to the time-management of break-out sessions at the annual conference. The Executive Officer confirmed that lessons had to be learned from last year's conference and new control arrangements would be in place. Additionally the Committee asked if chairs' briefing sessions could be organised. Members of the Executive Committee pointed out that Chairmanship training is already provided. The Executive Officer was asked to prepare an Advisory Note on the "does and

don'ts" of being a Chairman. He confirmed that accredited Chairmanship training will be offered after the May 2019 elections.

The North East Lincolnshire District Committee Chair reported on a high level of disquiet amongst councillors regarding the Executive Officer's limited attendance at their district committee meetings. The committee intended to propose a resolution to the Annual General Meeting to help address those concerns.

Councillor Thurston, ERNLLCA's delegate to the National Association of Local Councils, presented his report. Concerns were expressed over the means by which NALC Assembly business is handled and that not all committee minutes are made available. The Committee discussed the welcome decision by the Secretary of State not to apply referendum principles to parish and town council precept increases. Whilst this will be kept under review by the Government, members expressed concerns that this may encourage principal authorities to off-load services to the 1st tier.

The Executive Officer reported on the work being undertaken by the Yorkshire and Humber Regional Training Partnership. He summarised the work being undertaken to satisfy the CiLCA accrediting body and to ensure that Clerks, who wish help when undertaking CiLCA studies, are properly supported. In order that this support can continue to be given, there will be slight adjustments to the fees levied on students.

A range of internal governance policies and documents were reviewed and updated.

The Executive Officer reported on progress by ERNLLCA in engaging with the new data protection requirements. Reference was made to the challenges faced in encouraging Chairs of councils to complete consent forms. A summary was given of the Data Protection Policy which had been circulated with the agenda and the reasons for an updated policy being produced.

Members of the Committee were briefed on membership renewals and the very welcome news that, once again, there had been a net increase in membership levels with one large council joining.

At the April 2018 Executive Committee meeting members had discussed a point raised by the North Lincolnshire District Committee regarding the eligibility of Clerks to sit as members of the ERNLLCA Executive Committee. The Executive Officer had prepared a report which recommended a change to the Constitution which was agreed by the Committee.