

# ERNLLCA

East Riding and Northern Lincolnshire  
Local Councils Association

26 September 2018

Dear Colleague,

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

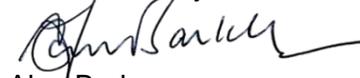
**Date:** Tuesday 9 October 2018  
**Time:** 7.30pm  
**Venue:** Driffield Town Council offices, Market Place, Driffield

There is a large car-park which can be accessed from Market Place. The offices can be found under the arches to the left of The Foundry building.

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
- 4 Executive Committee report – attached
- 5 Matters referred from the previous meeting:
- 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 9 April 2019
- Tuesday 9 July 2019 - Annual Meeting

Venues to be confirmed

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

**EAST RIDING (NORTH EAST) DISTRICT COMMITTEE**

**Minutes of the meeting held on 10 July 2018  
at Tibthorpe Village Hall**

**Present:** Councillor T. Cooper, A. Frost (Thwing & Octon); B. Maxwell (Flamborough PC); M. Rowland (Langtoft PC); S. Poessl (Garton on the Wolds PC); M. Steward & H. Venter (Driffield TC)

Clerks – P. King (Bridlington TC) and S. Morrison (Thwing & Octon PC)

**Apologies:** Councillors J. Cooper (Driffield TC); C. Croft (Bridlington TC); and Swift (Barmston & Fraisthorpe PC)

Clerks – R. Swift (Barmston & Fraisthorpe PC)

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

**E301 Election of Chairman for the year 2018/2019**

**RESOLVED:** That Councillor T. Cooper is elected.

**E302 Welcome and apologies**

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

**E303 Election of Vice-Chairman for the year 2018/2019**

**RESOLVED:** That Councillor B. Maxwell is elected.

**E304 Minutes of the meeting held 10 April 2018**

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

**E305 Matters arising**

There were no matters arising

**E306 Election to the Executive Committee for the year 2018/2019**

**RESOLVED:** That Councillors T. Cooper and B. Maxwell are elected

**E307 Election to the East Riding Committee for the year 2018/2019**

**RESOLVED:** That Councillors T. Cooper and B. Maxwell are elected

### **E308 2018 Annual General Meeting**

- RESOLVED:**
- A That the date of the Annual General Meeting is noted
  - B None
  - 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.

### **E309 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 2017/2018 although attention was drawn to the fact that membership fees alone do not fund the costs of running the ERNLLCA office.

The General Data Protection Regulation had created an un-planned for work-load which had impacted on ERNLLCA's other work.

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

### **E310 2018 Annual Conference**

The date was noted.

### **E311 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.

### **E312 General Data Protection Regulations**

Those present discussed engagement with GDPR. No major issues were reported.

### **E313 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.

### **E314 Open Forum**

#### A: Flamborough Parish Council

Councillor Maxwell reported on an unusual application received from a resident requesting permission to install a safety mirror in order to gain safe access to the highway.

#### B: Langtoft Parish Council

Councillor Rowland reported on ongoing problems with vehicles speeding through the village.

C: Driffield Town Council

Councillor Maxwell referred to further meetings relating hospital services

D: Bridlington Town Council

Town Clerk, Paula King, reported on a successful and informative visit by the Town Council to the Humberside Police Command Centre.

E: Garton on the Wolds Parish Council

Councillor Poesl praised the Local access Forum in helping resolve problems caused by "4X4's" using local lanes.

**E315 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.

**E316 Dates of future meetings**

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

- 9 October 2018
- 9 April 2019
- 9 July 2019 which will be the Annual Meeting with venues being secured across the district.

Signature	Date

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

<b>Report title:</b>	<b>Executive Committee report</b>
<b>Report prepared for:</b>	<b>East Riding (North East) District Committee</b>
<b>Agenda number:</b>	<b>4</b>
<b>Date:</b>	<b>9 October 2018</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 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 1<sup>st</sup> 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.