

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

EAST RIDING (CENTRAL) DISTRICT COMMITTEE

**Minutes of the meeting held on 11 July 2018
at Beverley Town Council offices**

Present: Councillor P. Astel (Beverley TC); T. Galbraith (Elloughton cum Brough TC); W. Knight & A. Wright (Cottingham PC); A. Peck (Welton PC); and J. Wray (Bishop Burton PC)

Clerks – H. Watson (Beverley TC) & T. Clay (Elloughton cum Brough TC)

Apologies: Councillors P. Davidson (Hessle TC); J. Gill (Welton PC); K. Galbraith (Elloughton cum Brough TC)

Clerks – K. Cooper (Hessle TC)

Officers: A. Barker, Executive Officer

H333 Election of Chairman for the year 2018/2019

RESOLVED: That Councillor T. Galbraith is elected.

H334 Welcome and apologies

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

H335 Election of Vice-Chairman for the year 2018/2019

RESOLVED: That Councillor P. Astel is elected.

H336 Minutes of the meeting held 11 April 2018

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

H337 Matters arising

A: H330 Open Forum

Representatives from Cottingham reported on the successful acceptance by referendum of the Neighbourhood Plan but that it had already been over-ruled on a specific development by the planning authority.

Elloughton representatives referred to plans to investigate Roman remains.

The Welton representative spoke of the council's success in obtaining direct funding for wind turbines being installed.

H338 Election to the Executive Committee for the year 2018/2019

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

H339 Election to the East Riding Committee for the year 2018/2019

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

H340 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.

H341 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.

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.

Those present discussed training provisions and what courses ERNLLCA makes available. The Executive Officer explained that all councils had recently been asked to identify any numbers who might wish to attend training.

RESOLVED: That the report is noted

H342 2018 Annual Conference

The date was noted.

H343 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 kept 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.

H344 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.

H345 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.

H346 Open Forum

No business discussed

H347 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.

H348 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 with venues being secured across the district.

Signature	Date

DRAFT