

MANAGEMENT BOARD | DRAFT MINUTES

Date: 5 July 2022

Time: 11.00 – 13.30

Venue: 109 Great Russell Street, London and Zoom

Present:

Cllr Peter Davey (vice-chair finance), Cllr Mike Drew (vice-chair member services), Cllr Paul Harvey, Cllr Richard Parry, Cllr Lorraine Rappe, Cllr Pat Ansell (remote), Cllr Bob Blezzard (remote), Cllr David Francis (remote), Cllr Graham Ford (remote) and Cllr Lillian Burns (remote, for part) Jonathan Owen, Justin Griggs, Jane Moore, and Steven Walker (for part).

Apologies:

Cllr Keith Stevens

Chair:

Cllr Drew chaired the meeting in Cllr Stevens absence.

1. Minutes 29 March 2022

The minutes of the previous meeting held on 29 March 2022 were approved. In matters arising, Cllr Parry indicated that he would prefer to receive word versions of documents so that he could copy into local reports. This was not generally supported. He also drew attention to minute seven and the reference to Finance and Scrutiny Committee considering using more than one bank fund to hold its assets which Cllr Davey confirmed would be considered at a future meeting.

2. Filling vacant positions

The board agreed to recommend the following to assembly:

- Cllr Sue Lintern (Norfolk) and Cllr Mick Baker (Nottinghamshire) to Smaller Councils Committee.
- Cllr Janet Wallace (Dorset) and Cllr Mike Tew (CAPALC) to Policy Committee.
- Cllr Mervyn Head to fill directly elected post on Smaller Councils Committee.

There was still a vacancy on Finance and Scrutiny Committee which would be highlighted at the meeting of assembly. Cllr Blezzard sought confirmation of whether there was a vacancy on the Management Board as well which the chief executive indicated would be checked.

3. National employment framework

The board considered a confidential paper setting out issues for Management Board to give a steer to officers producing new template contract and other supporting advice on recruitment, retention, performance management and annual appraisal etc. The comments received would be fed into on-going work on this with county officers, our HR partners and SLCC.

4. Monitoring and managing performance and service delivery

The board considered the quarterly report on NALC performance noting that the figures relating to current membership by county association was absent.

Under the member services section, Cllr Parry sought clarification of the number of legal queries dealt with. He also asked when the current results from this round of LCAS would be available. (August).

On the policy and communications section, Cllr Blezzard sought clarification of attendance at the various party-political conferences and Justin Griggs reported that it was intended to have a presence at them all and invited any members attending to let him know. Cllr Ford noted progress with online events and national networks.

On the finance and administration section, Cllr Parry sought reassurance on progress with cyber security and the chief executive reported that the cyber essentials accreditation would be applied for shortly.

Cllr Davey and Cllr Ford reported on the recent Finance and Scrutiny Committee and the initial report from external auditors that our systems and processes were sound, and our financial performance given a clean bill of health.

The board noted the likely 2021/22 positive outturn and the need to continue to build reserves especially due to the slow payment of affiliation fees. There were number of questions relating to the impact of inflation which was not deemed to be too difficult to date although the salary increase would likely be more than 4%.

The board generally supported the Finance and Scrutiny Committee recommendation for a working assumption of a 3% increase in affiliation fees in 2034/4.

5. External affairs

Due to shortage of time the reports on civility and the meeting with SLCC c were received without discussion.

6. Governance update

The board noted the report from the task and finish group (governance) and the meetings held in May and June. Cllr Blezzard expressed concerns at slow progress being made which might make it difficult to meet the delivery of constitutional changes for the 2022 AGM. It was noted that several recommendations from the group had been made which would be considered by the assembly, but the task and finish group were tasked with conducting a governance review rather than a review of the constitution.

Cllr Lillian Burns attended and reported on the conclusions of the smaller councils committee survey. It had also been discussed at the smaller councils committee, policy committee, the task and finish group and would be made available to the assembly. She was thanked for her work on this. Technical difficulties made it difficult to have a full discussion via Zoom and it was agreed that Cllr Francis and Cllr Drew would consider the recommendations jointly and report back.

Arrangements for the National Assembly and grand reunion on the 12th of July were noted.

7. Date and time of next meeting

Future meetings of the board were noted:

- 20 September 10.00 via Zoom
- 22 November 10.00 via Zoom

Future informal Management Board meetings would be held on :

- 8 August at 11.00 via Zoom
- 10 October at 11.00 via Zoom
- 12 December at 11.00 via Zoom

Following feedback at the last of these meetings these will now be extended to 45 minutes.

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