

MANAGEMENT BOARD | DRAFT MINUTES

Date: 21 November

Venue: Zoom

Present:

Cllr Pat Ansell (for part), Cllr Sue Baxter, Cllr Bob Blezzard, Cllr Mike Drew (vice-chair member services), Cllr Peter Davey (vice-chair finance), Cllr David Francis, Cllr Loraine Rappe, Cllr Stuart Roden (for part), Cllr Keith Stevens (chair)

Jonathan Owen chief executive, Justin Griggs head of policy and communications, Charlotte Eisenhart, head of member services and Steve Walker, head of finance and administration, Claire FitzGerald (for part) and Farhana Miah.

Apologies were received from Cllr Paul Harvey.

Cllr Stevens noted that this was the last meeting of this board in the current cycle and thanked colleagues for their input and support over the last two years.

1. Minutes of previous meetings

The minutes of the meeting of the Management Board meeting held on 19 September were agreed, with a correction to spelling in the attendance list.

2. Governance issues

The board commented on a draft paper prepared by the chief executive setting out proposals to improve committee processes, training and development in roles and expectations, and future work programmes. It was agreed to submit this paper, with amendments, to the meeting of the national assembly.

The board was updated on the progress with NALC elections. Results would be confirmed next week. It agreed that any vacancies accruing because of candidates withdrawing or being elected to other posts would be offered to the next unsuccessful candidate in line with previous policy.

The board agreed a calendar of meetings for the next two years for recommending to National Assembly. It was noted that there may need to be a change date for the September board meeting which clashed with a party conference and that individual committees may have views, although only limited change was possible.

The board agreed that the intention of the AGM constitutional amendment on quoracy was clear: that the relevant sections on general meetings should read “one third of those entitled to attend and a third of county associations.”

3. Member services update

Charlotte Eisenhart reported that following previous discussions with the board and wider consultation two national template contracts had been finalised for final discussion with the SLCC shortly. The intention was to publish before the calendar year end.

Charlotte also reported that the new website/CRM system was progressing well and should be launched in March.

The new chair of the Improvement and Development Board, James Alexander, had hosted his first meeting which went well.

4. Policy and Communications update.

Justin Griggs introduced the paper setting out NALC’s event strategy for the next two years which was agreed. This would focus on a continuation of on-line events but exploring a national face-to-face conference in 2025. Explainer events for NALC’s resources such as advice and guidance would also be introduced.

5. Finance update

Cllr Davey and Steve Walker reported on the recent meeting of the Finance and Scrutiny Committee and presented a summary report which would be submitted to the National Assembly. presented the quarterly accounts to June 2023 and the draft budget for 2024/5 agreed by the Finance and Scrutiny Committee.

The board also supported the recommendation from the Finance and Scrutiny Committee to propose to national assembly and the AGM, that the affiliation fee for 2024/5 be 7.94p per elector, capped at £2,037 for larger councils.

6. NALC HR matters

The board noted that the national pay increase for local government employees had been applied to NALC staff in line with their contracts. Jonathan Owen briefed the board confidentially on feedback received from staff on his request for views on the future development of NALC in the light of the move to new offices and IT and web-site developments. Further reports on options would be made to the board.

7. County Officer proposed review of sector support.

The board had received a paper setting out information on this at its last meeting. The chief executive reported that a survey had been circulated to county officers by the current chair of the county officers' forum asking for views on dates for an event and who should participate. The chair had also asked NALC to be a banker for the event.

The board agreed that the principal of county officers getting together was a good one. However, the board agreed that this specific proposal was a matter for discussion by the new board, officeholders, and assembly. There was some debate as to whether county association councillors were aware of the initiative. The board did not agree to act as a banker especially as the event could be held at a sensitive time in terms of NALC's cash flow.

8. Dates of future meetings

To be confirmed by assembly