

MANAGEMENT BOARD | DRAFT MINUTES

Date: 9 January 2024

Venue: Zoom

Present: Cllr Sue Baxter, Cllr Bob Blezzard, Cllr Mike Drew, Cllr Peter Davey (vice-chair finance), Cllr David Francis (vice-chair member services), Cllr Paul Harvey, Cllr Loraine Rappé, Cllr Keith Stevens (chair), Cllr Luke Trevaskis, Cllr Peter Allison.

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.

Apologies were received from Cllr Bob Blezzard.

Cllr Stevens noted that Farhana Miah would be leaving NALC for a new post with the YMCA and thanked her for her work and wished her well in her new role.

1. Committee induction

The board considered their role profiles and terms of reference as part of the new induction process. Issues for further action included:

- The importance of resolving membership issues if the finance and scrutiny committee functions were split.
- The need to have appropriate grievance procedures.
- JRO to circulate HR handbook and key performance indicators schedule.
- Arrange separate induction briefing for LT.

Decision Items

2. Minutes of previous meetings

The minutes of the meeting of the Management Board held on 21 November were agreed and e-mail note of the informal meeting on 11 December received.

It was reported that the chair and chief executive would be meeting county officers to discuss their recent proposals to review sector support on 30 January.

3. Calendar of meetings

The board agreed to meet with senior staff later in the year.

The calendar of meetings was agreed, and the face-to-face meeting would be held at CCLA on 18 June

4. Advice to committees on co-option

The board agreed amendments to a note of guidance for committees when considering making co-options.

Discussion items

5. Sector risk register

The board discussed the development of a sector risk register setting out barriers to achieving the sector's and NALC's ambitions; and mitigating actions taken or required to address them. A revised paper would be circulated to a future meeting.

6. Board work programme

The following issues were identified for the board's work programme.

- Sector survey and data.
- Workforce issues and strategy (with IDB).
- Governance – review of finance and scrutiny, year 1. Consider options for member services year 2.
- On-going modernisation of NALC.
- Day-to-day issues including recommending affiliation fees.
- Oversight and development of committee work programmes.
- Communications and engagement with county associations and councils.
- Young people.
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7. Board special responsibilities/ portfolios

In line with previous discussions the board identified the following leads for specific issues. The chief executive and chair would provide further guidance on these roles for consideration.

- Mike Drew - website
- Loraine Rappé - communications
- Bob Blezzard - workforce
- Paul Harvey - AI and data
- Luke Trevaskis - Young people
- Sue Baxter - Diversity

Information items

8. Update on model contract of employment.

CE reported that following discussions with SLCC a new model contract and template contract had been published. Next steps included briefings for county officers and guidance on pay and hours worked. The former – “job evaluation and pay grades” was identified as a priority.

9. NALC work programme and publication schedule

These were welcomed and noted. Consideration to be given to how to communicate the extent of work NALC conducted to members.

10. Date of next meeting -

26 March via zoom