

NATIONAL ASSEMBLY | AGENDA

Date: 5 April 2022

Time: Zoom will open at 9.45 am

Meeting start: 10 am

Any member wishing to submit an apology for this meeting please contact NALC at committees@nalc.gov.uk or call on 020 7637 1865.

1. Apologies for absence and note changes in representation (10:00 – 10:10)

- 1.1. To observe a minute silence in remembrance of Cllr Jim Wingham, Cleveland Association of Local Councils who passed away earlier this month.
- 1.2. Welcome to any new members and introductions from them:
 - Cllr Katharine Keats-Rohan representing Oxfordshire Association of Local Councils

2. Minutes of previous meeting – 8 December (10:10 – 10:25)

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| 2.1. To approve minutes of the meeting of National Assembly held on 8 December 2021 and as requested National Assembly held on 16 September 2021. | Appendix 2.1. |
| 2.2. To receive the notes of the informal meeting of National Assembly held on 16 February to discuss the Levelling Up the United Kingdom white paper. | Appendix 2.2. |

3. Committee issues (10:25 – 10:50)

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| 3.1. To receive updates from the chairs of NALC committee on their work. Summary report is attached as background. | Appendix 3.1 |
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4. NALC National Assembly draft work programme (10:50– 11:00)

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| 4.1. To consider a draft work programme for National Assembly for 2022 to 2023. | Appendix 4.1 |
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Tea break (11:00 – 11:10)

5. Finance update from vice-chair (finance) (11:10 – 11:30)

- 5.1. Note from vice-chair (finance), summary finance figures and finance reserves.

Appendix
5.1.

6. Update from policy and communications (11:30 – 11:40)

- 6.1. NALC's Star Councils Awards 2022 was launched on 28 February and members of National Assembly are asked to support this initiative by encouraging entries and promoting the Awards including through the use of the media pack sent to all county associations.

- 6.2. International Women's Day social media campaign and video

7. Governance update (11:40 – 12:00)

- 7.1. To discuss task and finish group governance – terms of reference.
7.2. To consider the results of the recent request for nominations from members of National Assembly to fill vacancies on NALC committees.

Appendix
7.1.

8. Discussion items (12:00 – to finish)

- 8.1. Civility and respect: To note NALC's statement on the Government response to the Committee on Standards in Public Life report on local government ethical standards and to consider next steps.
8.2. Ukraine: Members are invited to hold an informal meeting share intelligence on how their county associations and councils are helping Ukraine.

9. Date and time of next meeting

It is proposed to hold a hybrid National Assembly on 12 July at 11:00 followed by a face to face reception/grand reunion.

NATIONAL ASSEMBLY | DRAFT MINUTES

8 December 2021

via zoom

National Assembly - In attendance	
Baroness Scott of Needham Market	President of the Association (for part)
Cllr Keith Stevens	Chair of the Association and East Sussex Association of Local Councils
Cllr Mike Drew	Vice-chair (member services) and Avon Association of Local Councils
Cllr Peter Davey	Vice-chair (finance) and Essex Association of Local Councils
Cllr Elizabeth Luder	Bedfordshire Association of Town and Parish Councils
Cllr Paul Harvey	Buckinghamshire and Milton Keynes Association of Local Councils
Cllr Mike Tew	Cambridgeshire Association of Local Councils
Cllr Lillian Burns	Cheshire Association of Local Councils
Cllr Graham Ford	Cornwall Association of Local Councils
Cllr Allan Blakemore	County Durham Association of Local Councils
Cllr Jonathan Davies	Cumbria Association of Local Councils
Cllr John Plant	Derbyshire Association of Local Councils
Cllr David Chalmers	Devon Association of Local Councils
Cllr KT Johnson	Dorset Association of Parish and Town Councils
Cllr Brian Brooks	East Riding North Lincolnshire of Local Councils
Cllr Peter Richmond	Gloucestershire Association of Town and Parish Councils
Cllr Lorraine Rappé	Hampshire Association of Local Councils
Cllr Bob Blezzard	Isle of Wight Association of Local Councils

Cllr Richard Parry	Kent Association of Local Councils
Cllr Colin Peacock	Lancashire Association of Local Councils
Cllr Tony Howard	Lincolnshire Association of Local Councils
Cllr Tony Hiron	Leicestershire and Rutland Association of Local Councils
Cllr Phil Harris	Norfolk Association of Local Councils
Cllr Mick Baker	Nottinghamshire Association of Local Councils
Cllr Sue Lintern	Norfolk Association of Local Councils
Cllr David Francis	Northumberland Association of Local Councils
Cllr Christine Mollard	North Yorkshire Association of Local Councils
Cllr Dave Mitton	Somerset Association Local Councils
Cllr Jenny Lawrence	Somerset Association Local Councils
Cllr Duncan Wright	South Yorkshire Association of Local Councils
Cllr Patricia Ansell	Staffordshire Association of Local Councils
Cllr Mark Valladares	Suffolk Association of Local Councils
Cllr Stephen Cosser	Surrey Association of Local Councils
Cllr Rosie Weaver BEM	Warwickshire and West Midlands Association of Local Councils
Cllr Martin Beaton	West Sussex Association of Local Councils
Cllr Peter Allison	West Yorkshire Association of Local Councils
Cllr John Scragg	Wiltshire Association of Local Councils
Cllr Derek Killingworth	Worcestershire Association of Local Councils

Staff present:

Jonathan Owen, chief executive
Justin Griggs, head of policy &
communications
Steve Walker, head of finance and
administration
Silvia Nicole, finance officer

Claire FitzGerald, administration
manager,
Jane Moore, head of member services
and solicitor
Jessica Lancod-Frost, policy officer

Apologies:

- Cllr Sue Baxter, Worcestershire Association of Local Councils
- Cllr Mike Scott, Northamptonshire Association of Local Councils
- Cllr David Beechey, Shropshire Association of Local Councils
- Cllr Rob McCarthy, Hertfordshire Association of Local Councils
- Cllr Katharine Keats-Rohan, Oxfordshire Association of Local Councils

Changes in representation:

The following changes in representation were noted:

- Cllr Katharine Keats-Rohan representing Oxfordshire Association of Local Councils replacing Cllr Malcolm Leeding MBE.
- Cllr David Chalmers representing Devon Association of Local Councils replacing Cllr Ken Browse.
- Cllr Christine Mollard representing North Yorkshire Association of Local Councils replacing Avis Thomas at North Yorkshire.

The new councillors were welcomed, and Cllrs Chalmers and Cllr Mollard each briefly introduced themselves setting out their experience and ambitions for the sector.

Resolved: That new representatives be welcomed to National Assembly

Resolved: That all outgoing representatives be thanked for their service to NALC

Chief executive welcome

The chief executive welcomed representatives to the meeting and noted that the outgoing chair Cllr Sue Baxter has sent her apologies.

Election of NALC chair

The chief executive noted that Cllr Keith Stevens had been elected as NALC chair and passed the chair to him.

Resolved: That Cllr Keith Stevens be elected chair of the National Association of Local Councils for the two-year term of office for 2022/23. This is his first term of office.

NALC president

National Assembly welcomed its new president, Baroness Scott of Needham Market. During her introduction she outlined her passion for the sector and her involvement with Community Action Suffolk. NALC has an important role in sharing best practice and ensuring it helps local councils get better.

The Baroness said that she was honoured to be invited to be NALC president and will work closely with all vice presidents.

The levelling up agenda must involve parish councils and we must lobby on behalf of our sector.

Cllr Parry welcomed her to her role as NALC president.

In Q&A, Cllr Cosser noted that Michael Gove MP spoke about the importance of the role of town and parish councils. Is there an opportunity to build on this. Baroness Scott said that she would work with our vice presidents to help move this forward. She said that Neil O'Brien is very engaged. However large parts of the county are not parished and it must be addressed.

Her "bee in the bonnet" is that many government programmes are set up in such a way as to be daunting for smaller organisations on the whole, they are very complex and the government must think about this. Parishes must be involved.

KT Johnson said that there are 182 town and parish councils in his county, Dorset. But Bournemouth is largely unparished. How do we encourage districts to parish their area when the district authority is not interested? Baroness Scott replied that many principal authorities feel threatened by town and parish councils and they have the power to veto. Cllr Johnson then asked if we can lean on them to encourage parishing. Baroness Scott said that more groundwork is required to encourage local people to push too.

Cllr Peacock asked if the Baroness could work her magic on Michael Gove's shadow minister, Lisa Nandy, Wigan MP.

We need to get the opposition on board to encourage councils. Baroness Scott said she will speak to the Labour lead on the APPG group.

Cllr Ford said that we need to be clear what the benefits are to have a parish council. The Baroness said that NALC should consider this.

National Assembly thanked Baroness Scott for taking the time to join the meeting.

Chair introduction

Cllr Stevens thanked members of National Assembly for electing him to be chair. The next chapter of this exciting story. He is proud to serve as a councillor and hopes to use his office to help councils support their communities.

He expressed his thanks to Cllr Baxter as she has ensured that NALC has a strong national voice. She also led NALC through the pandemic. He is delighted that Cllr Baxter is staying on as a working vice president and will be promoting local councils in government.

Baroness Scott has a wealth of experience and this will only help our cause and he looked forward to working with her.

Cllr Stevens priorities for the upcoming period are:

- Local councils being recognised and acknowledged as the first tier of local government.
- Look at what we do with the building at 109 Great Russell Street
- Extend engagement with councils
- Health and wellbeing agenda especially in line with his work with Health watch.
- Support one another

Cllr Baxter said that together we stand, united we will thrive.

NALC governance: results of NALC elections

To note the following:

- **Resolved:** Cllr Peter Davey be elected unopposed to the position of vice chair (finance) for the two-year term of office for 2022/23. This is his first term of office.
- **Resolved:** Cllr Mike Drew be elected unopposed to the position of vice chair (member services) for his second two-year term of office for 2022/23.
- **Resolved:** Cllr Richard Parry, Cllr Paul Harvey and Cllr Bob Blezzard be elected to the Management Board for the two-year term of office 2022/23.
- **Resolved:** Cllr Graham Ford, Cllr Tony Howard, Cllr John Plant and Cllr Duncan Wright be elected to the Finance and Scrutiny Committee for the two- year term of office 2022/23.
- **Resolved:** Cllr Colin Peacock, Cllr Jonathan Davies, Cllr Peter Allison, Cllr Lillian Burns, Cllr David Francis, Cllr Tony Hiron, and Cllr David Chalmers be elected to the Policy Committee for the two-year term of office 2022/23.
- **Resolved:** The following be elected to Smaller Councils Committee for the two-year term of office 2022/23.
 - Cllr Graham Ford, Cllr Bob Blezzard and Cllr Lillian Burns be elected as National Assembly representatives.
 - Cllr Josephine Parish, Cllr Martyn Thorpe and Cllr Ian Harrison be elected directly to the committee
- **Resolved:** The following be elected to the Larger Councils Committee, for the two-year term of office 2022/23
 - Cllr Mike Drew, Cllr Richard Parry and Cllr Paul Harvey be elected as National Assembly representatives.

- Cllr Peter Astell, Cllr Dave Barton, Cllr Phil Barnett, Cllr Isabella Roberts, Cllr Peter Quinn and Cllr Mathew Hulbert be elected as directly elected councillors.
- Mark Smith, Carl Hearn, Jennifer Childs and Shar Roselman be elected as directly elected clerks.
- Jane Biscombe be elected as a Super Councils Network representative for the two-year term of office 2022/23

Unfilled positions

The chair noted that Management Board agreed that each committee should fill vacancies in their committee through co-option taking account of the need to address diversity issues, expertise/experience, and geographical balance etc.

Cllr Blezzard raised his concern that Management Board is mostly from the South East with no representation from the midlands or north. He hopes that co-option should address this. He also noted that nobody from the West Midlands put themselves forward for any election. He also urged that make up of the Smaller Councils Committee be addressed by the governance group.

Cllr Ansell apologised for not having nominated herself for election. This was due to illness however she would be happy to be considered for co-option as required.

Cllr Howard admitted that he has capacity issues however he has a very active vice chair and wondered if he could be nominated. The chief executive replied that each committee can co-opt outside of National Assembly.

Cllr Wright is against co-option and would prefer if we carried out a further election for the vacant positions, therefore he proposed re-opening the election process.

Cllr Valladares expressed the view that the committees must represent their communities therefore we should reach out and bring in new blood.

Cllr Rappé believes that co-option is good for succession planning. She did not have the opportunity to put herself forward for election due to uncertainty at Hampshire about whether she would be confirmed as the long-term National Assembly representative. However, if she is confirmed by her county association she would like to be co-opted.

Cllr Killingworth explained that he is standing in as the Worcestershire Association of Local Councils representative but will liaise with his county association about whether he should stand for co-option.

Resolved: That each committee should fill vacancies in their committee through co-option taking account of the need to address diversity issues, expertise/ experience and geographical balance etc.

Minutes of the previous meeting:

National Assembly was asked to confirm that the minutes of the meeting held on 16 September 2021 were accurate.

Cllr Blezzard expressed concerns that the list of attendees was not accurate for example Cllr Weaver BEM was not listed as an attendee and his concerns were reflected in the counting of the vote as outlined on page seven of the draft minutes.

The chief executive promised to review the minutes in the light of the concerns expressed and return them to the next meeting of National Assembly.

The chair urged councillors to raise any concerns with respect to possible inaccuracies in the minutes in advance of the meeting rather than on the day to enable.

Resolved: NALC officers review the minutes of the meeting and return them to the next meeting of National Assembly.

Calendar of meetings

Cllr Burns expressed concern that the first formal meetings of the Smaller Council Committee and Policy Committee were not due to take place until March. The chief executive confirmed that it is a challenge setting out the calendar of meetings due to the volume of meetings that are due to take place both committees and with other stakeholders.

Resolved: The calendar of meetings be received.

Lobby Day

National Assembly noted that the next lobby day will be held on 23 March 2022.

Cllr Parry said that this the same day as prime minister questions however many MPs will be in London that day. Justin Griggs said that there are lots of pros and cons to holding lobby day on a Wednesday but was of the view that this is the best day to run with.

Cllr Killingworth asked that NALC provides National Assembly members and county association with a list of key priorities and information to help them shape their programme.

Cllr Ansell noted that it was held on the same day as National Assembly in the past and that this worked well with Cllr Blezzard being of the same view and asked who would pay travel expenses. It was confirmed that expenses for National Assembly members attending lobby day will be covered by NALC. The chief executive confirmed that National Assembly would not be held on the same day as we wanted to try something different therefore this is a dedicated lobby day.

Cllr Valladares wanted to ensure that Lords are included in the arrangements for the day.

Resolved: That the report be received.

Update from committees

Finance and Scrutiny Committee

Cllr Davey indicated that there had been a small surplus from the last financial year with strong cash reserves

Much work had been carried out on the updating of governance documents. Standing orders will be reviewed as part of the governance reviews and each committee will be reviewing their committee terms of reference as part of their first meetings in December 2021.

Cllr Peacock noted that we should put more information in our advertising of NALC events. Often the name of the event and the subject do not correlate. The chief executive noted that county associations have asked us to reduce the amount of mailings relating to events. Cllr Stevens also said that our conference programme is reaching new people.

Policy Committee

Cllr Francis noted the following

- The committee last met in October.
- It has been working with the LGA on the issue of remote meetings.
- The prospectus has been updated.
- Outside of the formal meetings there has been a lot of work especially with the recent DEFRA consultation on burial grounds. Cllr Crosser expressed concerns that if the consultation is passed that parishes will not be able to honour existing commitments.

Cllr Francis paid tribute to Cllr Baxter for the role she played on the Policy Committee.

Larger Councils Committee

- Cllr Harvey noted that Nik W a Cyber Security Consultant at the National Resilience & Strategy Directorate based in Cheltenham joined a recent meeting to discuss cyber security for SCN councils.
- The standards ombudsman attended a recent meeting of the committee.

National Assembly members requested that each committee provide a summary in advance of National Assembly moving forward for this item.

Resolved: The reports be received.

Resolved: Written committee summaries be circulated in advance of the meeting.

NALC campaigns – Young people

Justin Griggs introduced Fay Holland from Groundwork and Dan Lawes from Youth Politics to this session. The theme of young people is part of a programme of themes that Policy Committee is focussing on. A dedicated webpage has been set up to complement this work - <https://www.nalc.gov.uk/our-work/young-people>. Justin said that NALC is keen to work with and learn from organisations such as Groundwork and Youth Politic and has also set up a National Network focussing on youth.

Fay's presentation focussed on their recent report '[youth in a changing climate](#)'. The report found that young people are concerned about the threat posed by climate change with most stating that they did not learn enough about climate change in school; that they want to be involved in climate action and feel that knowing more about local environmental activity would help them get involved.

Young people often feel excluded by climate and environmental movements and struggle to find examples of people like them who are involved in climate action. They want to see positive changes in their communities come out of climate action, including better public transport, better access to nature, and opportunities for green careers. Young people feel that they are not being taken seriously enough in decision making by local authorities and the government and want to see more action from those in power.

Dan Lawes founded a youth grassroots organisation in Manchester called [youth politics](#). Young people do not want to have decisions being made about their lives without being included. Dan spoke of his passion for engaging at the local level. He held a very successful workshop at NALC's recent future communities conference.

He stressed that young people have the right to be involved in decision making even if they cannot yet vote and that the UK lags behind in engaging with young people. Decision makers should engage with young people to ensure that they are heard. Young people have an incredible capacity to initiate change, but we need to provide them with the platform to do this.

Dan asked NALC to help shift the narrative to enable young people to get involved in local politics as follows:

- Help demystify the role of what a councillor is
- Provide resources to NALC to help create youth specific information
- Encourage young people to stand.

Resolved: That Fay Holland and Dan Lawes be thanked for their interesting and informative contributions.

NALC prospectus

Justin Griggs presented the updated NALC prospectus developed by the Policy Committee.

Cllr Valladares noted that the prospectus talks about building capacity. By contrast the LGA received £31m in grants for the same purpose. This is an area that we need to explore more.

Cllr Blezzard said that the wording freedom to set a small precept should be changed to precept. There were concerns too that the role of the ombudsman being extended to the SCN councils is a stick to beat us with.

Cllr Blezzard stated that staff should have the same conditions of service as those at a larger authority. He was urged to submit a motion to this effect on behalf of IWALC

Cllr Richmond was not happy with some of the wording citing it as not user-friendly.

Resolved: That the prospectus be received.

Next meeting

Resolved: That the next meeting of National Assembly be held on 5 April 2022 via zoom.

NATIONAL ASSEMBLY | DRAFT MINUTES

16 September 2021

Via zoom

National Assembly	
Cllr Sue Baxter	Chairman of the Association
Cllr Mike Drew	Avon Association of Local Councils
Cllr Elizabeth Luder	Bedfordshire Association of Town and Parish Councils
Cllr Paul Harvey	Buckinghamshire and Milton Keynes Association of Local Councils
Cllr Mike Tew	Cambridgeshire Association of Local Councils
Cllr Lillian Burns	Cheshire Association of Local Councils
Cllr Graham Ford	Cornwall Association of Local Councils
Cllr Allan Blakemore	County Durham Association of Local Councils
Cllr John Plant	Derbyshire Association of Local Councils
Cllr Ken Browse	Devon Association of Local Councils
Cllr David Chalmers	Devon Association of Local Councils
Cllr Janet Wallace	Dorset Association of Parish and Town Councils
Cllr Keith Stevens	East Sussex Association of Local Councils
Cllr Brian Brooks	East Riding North Lincolnshire of Local Councils
Cllr Peter Davey	Essex Association of Local Councils
Cllr Lorraine Rappé	Hampshire Association of Local Councils
Cllr Bill Pryce	Hertfordshire Association of Town and Parish Councils
Cllr Bob Blezzard	Isle of Wight Association of Local Councils
Cllr Richard Parry	Kent Association of Local Councils

Cllr Colin Peacock	Lancashire Association of Local Councils
Cllr Tony Howard	Lincolnshire Association of Local Councils
Cllr Tony Hiron	Leicestershire and Rutland Association of Local Councils
Cllr Phil Harris	Norfolk Association of Local Councils
Cllr Mick Baker	Nottinghamshire Association of Local Councils
Cllr Sue Lintern	Norfolk Association of Local Councils
Cllr Mike Scott	Northamptonshire Association of Local Councils
Cllr David Francis	Northumberland Association of Local Councils
Cllr Avis Thomas	North Yorkshire Association of Local Councils
Cllr Katharine Keats-Rohan	Oxfordshire Association Local Councils
Cllr David Beechey	Shropshire Association of Local Councils
Cllr Jenny Lawrence	Somerset Association Local Councils
Cllr David Wright	South Yorkshire Association of Local Councils
Cllr Mark Valladares	Suffolk Association of Local Councils
Cllr Rosie Weaver BEM	Warwickshire and West Midlands Association of Local Councils
Cllr Martin Beaton	West Sussex ALC
Cllr Peter Allison	West Yorkshire Association of Local Councils
Cllr John Scragg	Wiltshire Association of Local Councils
Cllr Brian Kerr, OBE	Vice president

Staff present:

Jonathan Owen, chief executive
Justin Griggs, head of policy & communications
Steve Walker, head of finance and administration
Silvia Nicole, Finance officer
Claire FitzGerald, administration manager,

Jane Moore, head of member services and solicitor
Jessica Lancod-Frost, policy officer

Chairman welcome:

The chairman welcomed representatives to the meeting and asked assembly members to reflect on the recent passing of Cllr Stuart Hulse of Cheshire ALC. Cllr Hulse was a past vice chairman of the association.

Changes in representation:

The following changes in representation were noted:

- Cllr Peter Richmond new Gloucestershire rep replacing Cllr Mark Harris
- Cllr Duncan Wright new South Yorkshire rep replacing Cllr Derek Liddell
- Also in attendance was Cllr Katharine Keats-Rohan, Wallingford Town Council who will be shadowing Cllr Malcolm Leeding MBE. This will be Malcolm's last Assembly as he is standing down at NALC AGM.

The new councillors were welcomed, and each briefly introduced themselves setting out their experience and ambitions for the sector.

Resolved: That new representative be welcomed to Assembly.

Resolved: That Cllr Leeding MBE be thanked for his service to NALC.

Minutes of the previous meeting:

The Assembly confirmed that the minutes of the meeting of National Assembly held on 13 July 2021 were accurate.

On Matters arising, Cllr Blezzard moved a motion on voting arrangements.

Delete everything after "AGM" in the penultimate line and replace with the following: "except that the elections planned for the Autumn of 2021 shall be held through the online platform previously demonstrated using the Single Transferable Vote (STV) voting system."

The chief executive acknowledged that Standing orders are silent on matters of voting /elections and that this item would be considered by the incoming assembly in 2022.

Cllr Ford seconded the motion.

Cllr Baxter stated that she has no issue with moving to STV in the future but wants to test the technology first and consider this in the future. The nomination

papers have been issued for elections and we are geared up to vote using the existing system.

Cllr Blezzard said that assembly was misled in June and that our system is custom and practice not agreed in standing orders.

Cllr Cosser was of the view that the governance review proposal set out by the chief executive was reasonable and has good timescale.

Cllr Ford supported the amendment pointing out that comprehensive packages were available to support STV. He was concerned that a decision on whether NALC moves to STV would be delayed by 2 years if Cllr Blezzard's proposal was not accepted.

Cllr Drew strongly backed the move to STV having previously written a paper in support of such a move.

Whilst Cllr Parry stated that he is comfortable with the proposal it has been sprung onto Assembly and that it should be discussed by CALCs to seek their views. His own CALC does not have STV and it is a significant change to how we work. He would like to see a strong case outlining the pros and cons of moving to STV. As a result, he opposed the amendment.

Cllr Peacock stated that the present system is not fair. STV can now be carried out electronically. His own CALC is open to considering this system.

Cllr Valadares stated that STV is straightforward and that assembly has the right to choose the voting system. To that end he is supportive of the motion.

Cllr Baxter stated that the argument is about when and not how. Assembly members represent their CALCs and they need to feed into the larger review of our governance.

Cllr Davies supports the need for change and the motion reiterating that assembly represent their CALCs.

After hearing the views of assembly member, the amendment was put to the vote and not supported. 14 for, 18 against and 2 abstentions. 5 CALC did not vote as not present. *A full breakdown of voting is attached to the end of these minutes*

Resolved(1): That the chairman be authorised to sign the draft minutes of National Assembly held on 13 July 2021 as a true record of the proceedings.

Resolved(2): That the amendment to the motion be not carried .

Committee Issues

Management Board

Cllr Baxter advised that most items from the recent meeting of the Board are covered by assembly today.

- The request from SCC for additional seats at management board will be included in the governance review.
- Meeting start times. It was agreed that each committee will determine their own start times. It was also agreed that if a meeting is scheduled for 2 hours or longer that a 15-minute break is incorporated.
- It is proposed that the NALC constitution is amended to remove the word chairman and change this to chair. Cllr Howard welcomed the move to gender neutral wording.
- Final meetings of this committee cycle should take time to reflect on outcomes and the hot topics that the incoming committees should consider.
- Cllr Stevens stated that our outgoing chair, Cllr Baxter should be appointed a working vice president, and this will be presented to AGM for approval.

Policy committee

Cllr Francis outlined that the committee has dealt with many consultations as and when they arise with many consultations on the subject of planning.

Finance and Scrutiny committee

Cllr Davey noted that Finance and Scrutiny Committee met on 7 September. In that meeting the audited accounts were approved. The first quarter of the current financial year show that we are above budget, but we are awaiting salary increase and an expected £10k increase in NI payments.

Larger Council Committee

Cllr Harvey stated that Larger Council Committee is due to meet next week. The committee will focus on review of the past 2 years.

Smaller Councils Committee

Resolved: that the reports be received

Annual General Meeting

Cllr Stevens spoke to both the three year draft budget and the affiliation fee proposal.

He highlighted that NALC had made a surplus. This was mostly due to decreased governance and premises costs. This surplus would be transferred to reserves for IT projects and the civility project.

He highlighted the challenge of preparing a budget for the future as there is a need for fluidity in these uncertain times. We had initially considered a 3% affiliation fee increase however this was reduced to 1% to reflect the challenges our members are struggling with. This proposed increase will just about cover the increase in NI costs.

The valuation of 109 has been reduced. This is based on sales estimate sought during the height of Covid. We are hopeful that this will increase in the future.

Cllr Wright asked for clarification on how the surplus will be spent. Cllr Stevens outlined it was set aside for systems and website projects as well as the civility project.

Resolved: Audited annual accounted be received

Annual report

Assembly noted some comments regarding the use of “build back better” that is too political

Resolved: Draft annual report be received

Affiliation fee increase

Cllr Blezzard proposed that the affiliation fee be frozen for the year.

Cllr Stevens responded to indicate that NALC has just over 13 weeks reserves. The proposed increase equates to £10k in total. Failing to apply even a small increase would have consequences on budgeting moving forward.

Cllr Ford remembered when NALC had frozen its affiliation fee in the past. This caused problems in subsequent years.

Cllr Drew opposed the propose. He felt that it is very important to invest in staff. NALC’s budget is that of a large council not a national body and that the work of NALC officers over the years has resulted in cost savings for councils. Cllrs Harvey and Peacock also opposed the motion and said that we need to invest in the future and learn from mistakes of the past.

Cllr Davies was supportive of the amendment. Many smaller councils have been badly hit by the effects of covid and yet have frozen their precepts as should the national body.

Cllr Wright would have preferred had NALC continued with the 3% increase proposal.

Cllr Parry said that it would be financially irresponsible to freeze the fee.

Cllr Blezzard responded by complimenting the input from all members. He argued that freezing the fee would send a good message to our members.

The amendment was put to the vote and was not carried.

Resolved that the amended motion be not carried

Resolved that the substantive motion be carried.

Motions to AGM

Payment schedule of affiliation fee

Finance and Scrutiny Committee proposed that Assembly recommends the following to the AGM in-order to improve the Association's cash flow at the start of the year. *"That the constitution be altered to read All County Association subscriptions to the National Association to be made in two instalments. The first payment on or before 31 May calculated at 80% of the total using the previous year's membership figure as a base with a balancing sum paid on or before the last day of September using figures supplied to the National Association by 31 August at the latest for the current year. The failure of a County Association to pay by these dates may make the County Association no longer able to access services, provided on behalf of its member councils. Withdrawal of NALC services to a County Association in these circumstances will be subject to a decision of Assembly"*

Cllr Davey spoke to this motion.

Some assembly members expressed concern that their association might not receive services from NALC in the event of late payment. It was outlined that such a decision would be very much as a last straw.

The motion was put to the vote as follows 20 for, 11 against and 3 abstentions

Resolved that the motion be received

Use of the term chair

It was proposed that a constitutional change to replace the term chairman with the gender-neutral term in line with a number of county associations.

Resolved that the motion be received

Appointment of vice-presidents

Management Board are proposing that the Assembly recommends the following to enable the appointment of an unspecified number of parliamentary vice-presidents to enhance the Association's influence. "That the constitution be altered with the addition of a new little c under honorary officers, p10 – "That in addition NALC appoints parliamentary vice-presidents to further the sector's influence in Parliament"

The chief executive emphasised the importance of having a good spread of working vice-presidents across all the main political parties

Resolved that the motion be received

Appointment of the auditor to the association

Cllr Wright asked whether NALC would consider changing its auditors. Cllr Stevens said that we had carried out a tendering exercise 2 years ago and Milton Avis were the best tender. NALC rotates the partner on an annual basis. NALC will tender again next year.

Resolved that the motion be received

Information exchange

In view of the time, it was agreed to roll over this item to another meeting. It was suggested that CALCs should share information with the chief executive who indicated that he would be happy to organize an informal session in October.

Finally

The chairman reminded Assembly that this is the last meeting that Cllr Malcolm Leeding MBE would be attending as he is due to stand down as Oxfordshire representative at NALC AGM. She thanked Cllr Leeding for his great support to and input to NALC over his years of service. She asked Cllr Katharine Keats-Rohan to ensure that the thanks of Assembly is passed onto Cllr Leeding and it is such a great shame that he could not be in attendance today.

It is also Cllr Baxter's last assembly as chair of the association. Cllr Parry led thanks to Cllr Baxter who had been an outstanding chair.

Assembly also thanked Cllr Ken Browse who is also standing down as Devon representative after many years.

Next meeting

Resolved: That the next meeting of National Assembly be held on 8 December 2021 via zoom.

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COUNCILLOR SUE BAXTER

Voting on amendment

	FOR	AGAINST	ABSTAIN	ABSENT
Avon	1			
Bedfordshire	1			
Berkshire				
Buckinghamshire		1		
Cambridgeshire			1	
Cheshire	1			
Cleveland				
Cornwall	1			
Cumbria	1			
Derbyshire				1
Devon		1		
Dorset			1	
Durham		1		
ERNLLCA		1		
Essex		1		
Gloucestershire		1		
Hampshire		1		
Herefordshire				
Hertfordshire		1		
IOW	1			
Kent		1		
Lancashire	1			
Leicestershire		1		
Lincolnshire	1			
Merseyside				1
Norfolk		1		
Northumberland		1		
Northamptonshire				1
Nottinghamshire		1		
Oxfordshire				
Shropshire		1		
Somerset	1			

Staffordshire	1			
Surrey				
Suffolk	1			
Sussex - East		1		
Sussex - West			1	
Warwickshire		1		
Worcestershire		1		
Wiltshire		1		
Yorkshire - North		1		
Yorkshire - South	1			
Yorkshire - West	1			

13 for - 19 against - 3 abstain

NATIONAL ASSEMBLY | APPENDIX 2.2

Informal session on Levelling up White Paper

On 16 February 2022, the National Assembly of the National Association of Local Councils (NALC) came together to discuss and provide a national perspective on the Government's Levelling Up the United Kingdom white paper.

This specially convened remote meeting was attended by over 30 councillor representatives from the 43 county associations and several county officers. A short paper summarising key measures of interest and relevance to the local (parish and town) council sector had been circulated in advance.

They considered how the white paper was being perceived on the ground and what the implications may be for communities, local councils as well as county associations and NALC.

Their perception was that there had been little detailed consideration of the white paper in the local media or in community discussions and networks they were involved in. Some county associations and regional groupings were planning to discuss the white paper at their next meetings.

There was a clear message that the Government needs to do more to get across the opportunities and positive implications for local communities.

However, there was more discussion taking place in other public sector organisations including principal councils, especially where they were among the 9 areas invited to submit a county deal or were preparing to be considered for future rounds.

For example, Devon was taking a 'Team Devon' approach involving all the tiers of local government to think about the future structure of local government although they were opposed to reorganisation. The Devon Association of Local Councils (DALC) had pressed for and had a seat at the table were involved in those discussions. There was a view that local councils had a critical role to play, but it was too early yet for this to be defined. DALC were continuing to work hard to ensure they remained included and that their voice was heard in the ongoing discussions. In Essex, it was being built into the county council's four-year plan.

There is some opposition from principal councils in some county areas to having a directly elected mayor.

There was quite a bit of discussion in other counties around the future of Local Enterprise Partnerships as it would appear the white paper is encouraging their integration into devolved arrangements. Elsewhere discussions were limited, so there is more for the government to do to ensure cut-through.

There were some concerns that white paper covered such a wide area and so many themes that it was difficult to see how they would be implemented without some prioritisation, much greater detail and clarification of delivery timescales.

As many of the proposals were subject to local influence/decision/interest, there was concern that some areas would be left behind. For example, the creation of further directly elected mayors and county deals would potentially benefit the areas involved, but what would happen to other areas, especially covering rural communities, which didn't participate. There was a real risk they would be further side-lined, and their needs overlooked or not addressed.

This issue was also true of the operation of the Community Infrastructure Levy (CIL), where only some principal councils had chosen to have a charging policy in place. This mixed approach meant that many communities were not seeing the benefit from development, especially local councils through the neighbourhood share and enhanced share for those with a neighbourhood plan, and would be left further behind.

There was a risk that whilst the missions were a positive step, the top-down approach did not appear to genuinely empower people. People's pride in place is very important to lifting-up areas and a top-down approach doesn't necessarily facilitate that.

Similarly, there were views about contradictions in the proposals that needed to be managed; whilst there was a focus on empowerment and communities, this was set alongside nationally determined and decided objectives, especially around planning and housing.

Building relationships with other tiers of government, both generally and to play a part in levelling up, was felt to be important and it was concerning that some district councils were taking a negative view of the proposals including on growing the parish sector.

Likewise, there will be a need to work in partnership more with businesses and organisations like Business Improvement Districts (BIDs) and civic societies which may help get a seat at the table.

Local councils provided a rich tapestry of community support, service delivery and local democracy but there are some significant holes in those areas without local councils. More needed to be done to complete the tapestry and create more local councils, especially in urban areas.

There was general support for the view that the sector needed to be better understood by policymakers as the first tier of local government and even more importantly the potential of the sector to deliver on some big issues facing communities and the country.

Respect and engagement from across the Government were also important and it was recognised that this would be made easier if local councils were more diverse, had better skills and more contested elections.

Planning and neighbourhood planning was seen as important vehicles to deliver much of the levelling up agenda which needed further consideration which should include greater protection for plans.

It was felt important the sector should have a seat at the decision-making tables at all levels of government, most notable in new structures being established by the white paper. Identified opportunities included NALC representation on the Levelling Up Advisory Council and subgroups and by county associations or groups of county associations on local panels and engaging with the proposed levelling up directors. There was a recognition that this could not be delivered by every local council or county association and would require some coordination and co-operation such as by identifying regional leads to provide a single point of contact and representation.

Given the white paper has replaced the devolution white paper previously floated, there were concerns that devolution usually stopped at the regional, county and district level with little onward devolution to local councils.

The importance of building capacity in the sector was stressed including building councillor leadership and clerk expertise.

In conclusion, whilst there were some dissenting voices, there was support for NALC taking a broadly positive view of the potential of the proposals for the sector, especially as there was growing evidence that some key national figures

and think tanks understood the sector and were keen to see it develop. This provided an opportunity to beef up the message of how important the sector was to communities and the levelling up agenda.

The meeting also addressed some specific questions:

What might the sector want to press for (eg powers/legislative change) to ensure local councils can help deliver levelling up?

- A better process for setting up of local councils across England including removing the powers for principal councils to have the final say on their creation and a new right of appeal.
- Local councils to have more of a say over the distribution of Community Infrastructure Levy (CIL) and Section 106 monies.
- Neighbourhood planning is very important and a way of for the community to express what it wants but plans should be taken more seriously and respected by all levels of government.
- Greater influence over housing.
- Right of appeal on planning matters.
- Easier access to the general power of competence and resources will unleash community power.
- Strengthen standards regime including sanctions for poor behaviour by councillors.
- Resources were important and not just council tax but access to other national government funding streams such as business rates and growth funds.
- More power/rights to be consulted and listened to.
- Local councils should be able to take over a function/service and there should be a presumption that this would be allowed, and that funding would follow function in perpetuity.
- Some areas had BIDs and others did not, leading to some communities not having equal access to support, therefore local councils should be able to levy a business rate where there was no BID.
- Direct access to national funding for example growth funds.
- Greater recognition from the Government and others that the sector has an important role and should not be overlooked from being able to participate in projects, bids and expressions of interest (for example Great British Railways competition) which often stop at principal council leaving local areas out.

What support will councils and councillors need to seize this opportunity and to want to do it?

- Capacity building was key to helping councillors and clerks up their game and step up and NALC should have a share of government funding available to support local government improvement.
- Consideration to building capacity for the future, involving young people in the sector's work and increasing citizenship education, especially in schools.
- Funding for council training and for councils that meet certain standards such as having a democratic mandate for example through the Local Council Award Scheme.
- Share of business rates to strengthen the sector.
- Encourage more people to get involved and stand for elections through NALC's Make a Change campaign.
- Councillor allowances to help people with costs such as travel and caring/dependant responsibilities which can be an obstacle to getting involved.
- Allow the flexibility to hold remote meetings.

How can we ensure the sector is influential in the national, regional and local structures being set up?

- It was important that the sector sought to engage positively and influence all the various initiatives and structures being developed and there needs to be particular emphasis on how county associations can engage with county deals and work together at the regional level.
- Experience shows that it is important to get involved early to secure a place at the table and to make the case for local councils; the white paper should ensure that is made that easier as county deals would need to mention something about robust and effective community governance and involvement.
- NALC and county associations have an important role in sharing intelligence about what is happening in other parts of the country to inform local engagement and negotiations and to share tips about how best to influence and get a seat at the table.
- Engaging MPs continues to be a vital and a means to seek influence in key decision-making forums.

- It should not be forgotten that sector representatives on the county or regional body had a lot to offer, coordinating communication channels and cascading information to all local councils (and their communities) on their patch which might be quite a big sell to those bodies.

NATIONAL ASSEMBLY | APPENDIX 3.1

Updates from NALC Committees

Full minutes of the meetings are on the NALC website at:

<https://www.nalc.gov.uk/about/governance>

Management Board

Following our governance elections back in December, NALC new Management Board met for the first time in January. Their agenda included developing their priorities for the next two years, reviewing our corporate risk register, plans for our Lobby Day on 23 March, and agreement to work with the Rural Services Network on the Rural Market Town Group.

29 March

Management board met on 29 March and considered a programme of support for county associations and county officers which will be shared for comment shortly; training for committee chairs, members and support officers; the association's finances; lobby day; the importance of promoting the sector as part of the government's levelling up agenda; and progressing improving the website urgently

Finance and Scrutiny Committee

NALC Finance and Scrutiny Committee met on 23rd February, the committee discussed management accounts. Which indicated that is a surplus against budget for the nine months, which continues to include some gain against staffing due to, vacancies, maternity, and lack of conclusion with the national pay agreement. Gains also accrue from continued remote meetings and reduced promotional activity. This trend should continue to the year end, and at least maintaining this surplus level. The head of finance and administration explained how the timings of affiliation fees affect the VAT recovery ratio during the year.

Project Manager on IT and website projects provided an update: The project manager presented a report explaining the process and timings for the IT upgrade to 365 cloud. This had included a starting point with 76 users/mailboxes and a shared file system which contained 289,000 files in 490,000 folders. The tenancy began in the period June to August with configuration and the file system being transferred to enable testing.

Consultations and switch overs took place and the first user migrated in mid-October with the last in Mid-December. The final stage of migration and switching off the hybrid setup was completed in January. There are number of next steps, including switching the accounts system; training to make full use of features; future communication systems; data protection review and cyber security review.

Policy Committee:

NALC's Policy Committee, which oversees the development and promotion of our policy objectives, met on 25 January.

Policy Committee is developing its work programme which includes reviewing aspects of our policy development and promotion process, responding to the levelling up white paper and a new big theme for this year on planning, housing and neighbourhood planning.

Councillors were keen to forge a closer working relationship with the Society of Local Council Clerks on policy issues and agreed to invite Shelley Parker, external affairs and policy development manager, to the next meeting.

They considered policy motions:

- From the Wiltshire Association of Local Councils on urban (inland) gulls, agreeing to make representations to the government on the approval of licences for humane management, and to undertake further research;

- From the Hampshire Association of Local Councils regarding changing councillor numbers through community governance reviews, which was not supported;
- From the Leicestershire and Rutland Association of Local Council, where they supported measures to ensure compliance of planning applications through building control

15 March 2022

Policy Committee met remotely on 15 March,

Shelley Parker, external affairs and policy development manager, Society of Local Council Clerks, joined the meeting as an observer; she introduced herself and said she was keen to strengthen the links between the organisations, highlighting civility and respect, business rates reform and direct funding as being their policy priorities.

The committee agreed to hold an additional remote meeting within two weeks to refine and finalise the work programme.

A motion from the Kent Association of Local Councils regarding the need for increased regulation of Airbnb and timeshare properties was supported, and a motion from the Cheshire Association of Local Councils regarding the use of planning imagery by local councils as evidence in their objections to planning applications was not supported.

The committee supported a proposal to establish a task and finish group to develop an evidence base and understanding of local council finance and funding as part of the campaign for direct access to government funding.

Larger Councils Committee

Larger Councils Committee met on 22 February , here's a summary:

Mark Davies from CCLA provided a short verbal update on CCLA activity in the previous quarter. Incoming committee members who had been unable to attend the 15 December 2021 governance session were introduced at this session. It was agreed that councillors become engaged with networking sessions of the Super Councils' Network and that NALC share good practice amongst Super Councils having regard to the unique selling points of Super Councils.

It was agreed that local councils confirmed to NALC by county associations to otherwise qualify for Super Councils' Network status at anytime during a financial year – be added onto the network. Updates were received on the National Cyber Security Centre pilot on cyber security and peer challenge. Member updates on levelling up in larger council areas, were provided. There were also verbal updates on progress with the new national networks which were being set up to share good practice; and the process for filling National Assembly representative vacancies on the committee.

Smaller Councils Committee

Smaller Councils Committee met remotely on 2 March.

Following a discussion on their work programme, the committee agreed to write to smaller councils to ask what issues of relevance to them they would like the committee to address and the services they would like NALC to provide.

The committee received an update on the progress of several initiatives including the Local Council Award Scheme, Civility and Respect Project, Star Councils Awards and the Make A Change campaign.

As well as providing feedback on increasing take-up among smaller councils, the Committee will be actively promoting and supporting these initiatives in their areas.

National Assembly – Levelling up white paper

NALC's National Assembly – our big board which brings together councillors from each of the 43 county associations of local councils – held a specially convened remote session in February to discuss and provide a national perspective on the Levelling Up white paper. I was pleased to see such a good turnout, with several county officers attending. Discussions focused on how the white paper was perceived and the implications for communities, local councils, county associations, and NALC.

Some of the critical issues emerging included ideas on strengthening the role and function of our sector, access to funding, developing capacity and capability, working with other tiers, influencing new structures, and sharing intelligence and advice across our networks. We will be making these points alongside several concerns raised in our ongoing engagement with the government.

@ NALC 2022

NATIONAL ASSEMBLY | APPENDIX 4.1.

National Assembly work programme 2022/23

NALC's committees are currently finalising their work programmes for the next two years.

National Assembly should also consider what it would like to address over the coming years and what it would like to discuss.

In recent years, National Assembly has used alternate meetings to discuss issues raised by committees or big themes and national campaigns. A number of informal meetings and open councillor sessions were also held, including most recently on levelling up. These worked well and should probably continue, as required.

In 2021 the following discussions were held

9 March
<ul style="list-style-type: none"> • Committee issues • Civility • Cyber security
13 July
<ul style="list-style-type: none"> • Civility • Committee issues
16/9
<ul style="list-style-type: none"> • Committee issues • Business meeting
8/12
<ul style="list-style-type: none"> • Elections • Young people

A suggested programme for 2022 is

5/4
<ul style="list-style-type: none"> • Committee issues • Government response to COSIPL report • TFG Governance
12/7
<ul style="list-style-type: none"> • Business meeting including TFG governance • Committee issues • Grand reunion – face to face
4/10
<ul style="list-style-type: none"> • Committee issues • County association and working together workshop

6/12

- External speaker
- Housing and planning campaign
- Committee issues

Recommendation

To receive comments and approve work programme

@ NALC 2022

NATIONAL ASSEMBLY | APPENDIX 5.1.

Finance report from vice-chair (finance)

Further to my last report to National Assembly I attach the summary financial position as at 31 December following the meeting of the Finance & Scrutiny Committee held on 23 February 2022, showing a surplus of £88,486 (Column three nine months year to date refers).

The previous report showed six months to 30 September. It had the original budget at column two with a revised budget at column four called "forecast". This created some misunderstanding so column two is now that budget as revised by committee last year with the original budget no longer shown.

Column four is the budget for the next financial year as noted at AGM. Column five, now shown as "plan", will form the basis for the next budget which will be put to AGM 2022.

Movements on reserves were shown separately last time. These have now been included within the main figures to reduce the distortion by this exceptional expenditure.

It is anticipated that the year-end surplus will be around this level (see management note 15) providing other income is received as expected. This will be partly offset by the national pay award which is now agreed. At six months the YTD was shown as a surplus of £48,000. This last quarter especially benefited from finalising corporate sponsors who were represented at the events during the quarter.

Also attached is an estimate of the cash position for the first quarter of the next financial year starting 1 April 2022. Without a significant source of other income in

the period there is a great reliance on the cash available while affiliation fees are being received. The first tranche of fees is an estimated 80% of the total to be received from CALCs and is due latest by 30 June 2022.

There is a potential shortfall of three weeks cash if no affiliation fees were received before the deadline as was highlighted in my report to National Assembly on 16th September 2021 when I put forward a motion for the AGM under agenda item 5.4.1 to bring forward the receipt of affiliation fees from CALCs to May 31st of each year.

It is important that if you have any questions to raise on the numbers from Q3 that you email Steve Walker (steve.walker@nalc.gov.uk) in plenty of time prior to the meeting to seek further clarification to avoid meetings being dominated by financial queries. Please allow time for Steve to be able to respond. Any response you are not satisfied with can then be raised in the first instance with the chair of the Finance and Scrutiny Committee, Graham Ford (gdm.ford@gmail.com) who if it is felt appropriate will include your item on the agenda of the next meeting of the Finance and Scrutiny Committee and you will be informed of the outcome.

NALC operates a policy of transparency across the sector and we hope that this report to our members is seen as further evidence of this approach.

@ NALC 2022

NATIONAL ASSOCIATION OF LOCAL COUNCILS
SUMMARY REPORT AS
AT 31 DECEMBER 2021

Notes	1	2	3	4	5
	2020/21	2021/22	9 Months	2022/23	2023/24
	YE ACTUAL	Revised Budget	Actual YTD	BUDGET	PLAN
	£	£	£	£	£
<u>Affiliations</u>					
1	Affiliation fees	1,092,938	1,132,700	855,120	
				1,154,027	1,188,648
<u>Trading Income</u>					
2	Publication & Media	48,945	53,548		
3	Less cost of sales	(58,574)	(53,261)		
4	CONTRIBUTION	(9,629)	(7,500)	5,000	5,000
5	Other projects	35,488	17,684	5,000	30,000
	Less cost of sales	(7,272)	(18,362)		
	CONTRIBUTION	28,216	30,000 (678)	5,000	30,000
	Events	82,986	82,577		
3	Less cost of sales	(33,524)	(44,292)		
	CONTRIBUTION	49,462	30,000	30,000	30,000
<u>Other Income</u>					
6	Other Income	97,752	77,000	41,684	
				77,000	77,000
	TOTAL NET INCOME	1,258,739	1,262,200	934,698	
				1,271,027	1,330,648
<u>Other Expenditure</u>					
7	Staffing Payroll	830,689	833,060	574,577	
8	Additional staff costs	76,573	109,700	58,305	
		907,262	942,760	632,882	
				949,162	945,411
<u>Administration Expenses</u>					
9	Accommodation/Rent & Utilities etc	133,719	145,500	117,994	
10	Office running cost	90,464	111,250	69,173	
11	Member Expenses	3,953	24,500	7,578	
12	Promotions	6,765	20,000	4,831	
13	Other expenses	8,305	10,000	9,785	
	Audit	5,793	6,000	3,968	
		248,998	317,250	213,329	
				327,500	364,000
	TOTAL EXPENDITURE	1,156,260	1,260,010	846,212	
				1,276,662	1,309,411
	SURPLUS/(DEFICIT)	102,479	2,190	88,486	
				(5,635)	21,236
14	Movements (To)/From reserves	(85,000)	-	-	-
15		17,479	2,190	88,486	
				(5,635)	21,236

NOTES TO BUDGET REPORT

Notes	
1	Affiliations- Affiliation rate to increase 1% in 22/23; 23/24 3%
2	Publications - publications include the LCR and income from the sale of Good councillor publications
3	Cost of Sales - includes a recharge of £32k each from staffing to Publications and Events as a notional reallocation of staff costs
4	Contribution- net surplus
5	Other project-various other activity incl Local award scheme, sustainable communities
6	Other income- largely from commercial sponsorship and support payment for supporting the work of other national bodies. E.g. SAAA; interest and ad-hoc income. If the Insurance commission agreement is resolved the variance to budget should be significantly reduced by year end.
7	Payroll- budget based on basic 2% pa .
8	Additional staff costs - This is largely for external support from contractors and other externally commissioned member services.
9	Accommodation/rates and utilities- includes repairs & maintenance , IT £43k (with £19k setoff against IT project Reserve) & insurances
10	Office costs- includes telecoms, distribution, irrecoverable vat Professional Indemnity Insurance
11	Member expenses -committee and representatives costs including Chair & vice chair allowances. Savings reflect meetings remaining online.
12	Promotions- external promotional activity
13	Other expense- Legal & professional services such as outsourced payroll and HR
14	Movement on reserves- Transfer for project costs on specific reserves. Reserves were created at the end of 20/21 in respect to IT upgrade and migration to 365 which are being drawn down as it progresses.
15	It is anticipated that the year end surplus will be around this level, providing other income is received as expected. This will be partly offset by the national pay award which is now agreed. At 6 months the YTD was shown as a surplus of £48k. This last quarter especially benefited from finalising corporate sponsors who were represented at the events during the quarter.

CASH FORECAST Q1 2022/23

BUDGET 2022/23

Budget expenditure 22/23	£ 1,276,662
Less depreciation-non cash	-£ 12,000
Budget annual spend 22/23	<u>£ 1,264,662</u>

Average monthly	<u>£ 105,389</u>
Average weekly	<u>£ 24,320</u>

CASH REQUIRED

Q1-3 month budget	£ 316,166
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Add balance of signif annual expend paid in advance in Q1-
3

Insurance	£ 27,750
Subscription	£ 12,750
Estimated Cash requirement for Q1	<u><u>£ 356,666</u></u>

Estimated Cash available

est cash at bank @ ye	£ 400,000
less allocated reserves	<u>£ 116,636</u>
available for general expenditure	<u>£ 283,364</u>

Difference= cash shortfall -£ 73,302

short fall equivalent to
-3 weeks

NATIONAL ASSEMBLY | APPENDIX 7.1.

National Assembly - task and finish group: governance.

Outline proposals for comment

Purpose: To examine the effectiveness of NALC's committees and its election processes; and to make recommendations for any changes to the AGM in 2022.

Areas for consideration to include: effectiveness of current structure; elections process and how to encourage greater participation; proposals to change committees; proposals to change electoral processes; committee terms of reference; standing orders; engagement with county associations and their governance/constitutions in light of recent letter from Lord Lytton.

Composition/ Membership: Paul Harvey will lead on behalf of the Management Board.

There will be eight assembly representatives from NALC's assembly and consideration should be given to ensuring they represent the regional groupings of county associations (and vice-president, Cllr Sue Baxter, t.b.c)

Timetable: Initial call for evidence to committee members and county associations.

Monthly meetings: April, May, June - report to July National Assembly.

- April meeting to discuss results of feedback received and consider voting arrangements.
- May meeting to consider committee etc structure.
- June meeting to consider county associations.
- July assembly (to consider and recommend any constitutional changes for AGM.
- NB - not all changes proposed will require constitutional amendment

Areas already identified for consideration by committees during their consideration of their terms of reference include:

Management Board

A number of other general issues were identified for possible inclusion in the upcoming governance review:

- A. Frequency of Management Board meetings and the need for greater councillor involvement in decisions, giving a steer on direction of travel. There should be a call for items for inclusion on the agenda

- B. Minutes should be reported to National Assembly for agreement
- C. The Management Board terms of reference should include oversight of relationships with trades unions. In the past these had been overseen by a dedicated committee.
- D. The board should have a role in hearing grievance appeals
- E. A number of other points were made which should feed into the governance review including: the need to promote diversity; the need to encourage more people to get involved in the work of their CALC and NALC; the importance of face-to-face meetings and conferences in encouraging engagement; directly elected positions have provided a route to get people involved in the assembly; and the importance of existing assembly members promoting their work to colleagues.

Policy Committee

The chair invited comments on the committee's terms of reference:

- The preamble sentence was from a previous tidying up exercise and would be deleted;
- National Assembly would be undertaking a governance review which would provide an opportunity to consider issues raised such as councillors serving on multiple committees;
- Consideration should be given to speeding up the policy development process through consultations, giving earlier notice and more time to respond and increasing the number of responses; &
- It was suggested that the overall terms of reference document for all committees and the Assembly should include some reference to making co-options (which are permitted via the constitution).

Larger Councils Committee

The chair invited comments on the committee's terms of reference:

- It was suggested a new bullet under the last section be inserted to reflect the committee being a voice for larger councils within the organisation.
- The definitions of a larger council and for councils in the Super Councils Network (SCN) be reviewed during the governance review being undertaken by National Assembly.

Smaller Councils Committee

- The number of directly elected committee members should be increased from up to three to up to five.

- There was also a typing error in line b and county association should be plural.
- It was noted Policy Committee would take the lead on rural issues, but the Smaller Councils Committee would be kept up to date and asked for input where appropriate.
- Communication and engagement with smaller councils was important and needs to be improved.
- Engagement with smaller councils on the climate emergency is also critical
- Several National Networks had been established and the committee should consider a similar network for smaller councils and reducing meetings of the committee.
- The definition of a smaller council should be considered in the governance review.
- The inconsistency of county association communication with smaller councils was highlighted and area committees should have a standing item on smaller council issues.
- Part of the committee's job is to encourage smaller councils to put proper policies in place to improve governance.

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