

## **SMALLER COUNCILS COMMITTEE | DRAFT MINUTES**

Meeting of the Smaller Councils Committee held by Zoom teleconference at 10:00 on 18 December 2023.

### **Attendees:**

National Assembly members – Councillors Allan Blakemore, Marcus Allen, Mick Baker, David Francis. Directly elected members: Cllr John Cowan, Stephen Ashfield, Vanessa Lowe (committee vice chair).

### **Also in attendance:**

Claire FitzGerald (administration manager), Jessica Lancod-Frost (policy officer), Justin Griggs (head of policy and communications).

### **1. Apologies and welcome**

No apologies for absence were received.

### **2. Election of committee chair**

Cllr Marcus Allen was elected committee chair for 2024 and 2025.

**Resolved:** That Cllr Marcus Allen be elected chair of the Smaller Councils Committee for 2024 and 2025.

### **3. Election of committee vice chair**

Vanessa Lowe was elected committee vice chair for 2024 and 2025.

**Resolved:** That Vanessa Lowe be elected vice chair of the Smaller Councils Committee for 2024 and 2025.

### **4. Committee induction**

Committee members and NALC staff were invited to introduce themselves.

#### **4.1 Member role profiles**

The committee received and were encouraged to read a paper setting out the roles and responsibilities of NALC committee members.

**Resolved:** That the paper on committee member roles and responsibilities be noted.

#### **4.2 NALC's committee processes**

The committee received and were encouraged to read a paper setting out NALC's committees process which had been agreed by National Assembly.

**Resolved:** That the paper on NALC's committee process be noted.

#### **4.3 Terms of reference, constitution and agenda and minutes from the previous meeting**

The committee received and were encouraged to read the committee's terms of reference, the NALC constitution and agenda and minutes from recent sessions of the committee. An error was identified on page 15 in sub section d) in Composition, this should refer to a) and b) not 4 i) and 4ii).

A brief discussion took place, in which the following points were raised:

- Could email addresses be made visible to members when committee papers are sent out?
- Meeting in person was very important

Committee members agreed to communicate with each other by email between meetings.

**Resolved (1):** That the terms of reference, constitution, agenda and minutes from the previous meeting be noted.

**Resolved (2):** The committee to communicate with each other by email between meetings.

## **5. 2024 calendar of meetings**

The calendar of Smaller Councils Committee meetings for 2024 was noted and the committee agreed to hold their in-person meeting on 16 April in London, at a venue to be confirmed.

**Resolved (1):** That the 2024 calendar of meetings be noted.

**Resolved (2):** That the meeting on 16 April take place in person in London, at a venue to be confirmed.

## **6. Date and time of next meeting**

13 February 2024 at 10:00am by Zoom.