

JOINT PRACTITIONERS' ADVISORY GROUP | NOTES

Date	4 September 2023
Time	14:00 - 15:30
Location	Zoom

Agenda		
Agenda item	Information	Appendix
1	Attended: Alan Mellor SLCC; Andrew Kendrick NAO; Charlotte Eisenhart NALC Carolyn Rossiter, Moore UK; Derek Kemp (chair) DCK Accounting; Howard Midworth SAAA; Mark Mulberry IAF	
2	Minutes from meeting held on 17 January 2023 Agreed	Appendix 2
3	Confirmation of time frames for update of Practitioners Guide 24/25: <ul style="list-style-type: none"> - 4 September (2pm to 3.30pm) - JPAG - 10 October (10am to 12pm) - TWG to consider submissions to JPAG for updates to the practitioners guide and make recommendations - 28 November (10.30am to 12pm) - JPAG to consider the changes proposed by TWG - November/December - NALC to edit the practitioners guide with the agreed changes - 4 January 2024 (10.30am to 12pm) - JPAG to approve the updated practitioners guide for 24/25 - January/February - time for any final amendments - March - publish the Practitioners Guide 2024/25 Agreed	

	Proposed to hold the November JPAG meeting in person. NALC will consult with JPAG stakeholders to check if that would be feasible for them to attend	
4	Confirmation of TWG Chair Alan Mellor volunteered to Chair TWG and JPAG agreed to appoint Alan as TWG Chair	
5	Practitioner's Guide update for 24/25 - Comments/Suggestions received This will be supplemented with feedback from audit firms to be brought to TWG. JPAG discussed the new question 11b on the AGAR form as it has caused a large number of questions/concerns. More information will be provided as part of the auditors feedback to allow a review of the wording of that question SLCC have received a query related to para 126 - mandatory email requirement. Alan to circulate the query for TWG Appendix 5 question 1 - task of TWG not to provide in detailed notes but can look at making sure the guidance is clear and perhaps signpost to where can get assistance Agreed all queries referred to TWG	Appendix 5
6	Developing a business case for additional support to JPAG - to consider paper from Charlotte Eisenhart Positive feedback on the paper and the proposal to submit a business case to SAAA for an enhanced JPAG business model. NALC to bring updated proposal to November JPAG It was suggested to add into the proposal liaison/training/support with county associations (and similar structures within ADA?)	Appendix 6
7	Internal Audit Forum: a) Councils experiencing chronic underperformance, intervention - JPAG to consider paper from Mark Mulberry	Appendix 7a Appendix 7b

	<p>b) Internal Audits - JPAG to consider paper from IAF</p> <p>Discussion on if we <i>can</i> make it a requirement to publish the internal audit report – and also whether we <i>should</i> we be putting additional requirements on councils through the practitioners guide. It would be a significant change to add a requirement beyond the legal requirements. May need to consider if consultation of councils/drainage authorities needed/beneficial</p> <p>Whereas adding a recommendation to publish the internal audit report or other best practice is achievable without it being such a significant change.</p> <p>Agreed: MM to provide a summary of what could be added as <i>recommendations</i> to the Practitioners Guide 24/25</p> <p>Attendees to send thoughts/questions on the proposal to put additional <i>requirements</i> into the practitioners guide via charlotte.eisenhart@nalc.gov.uk by end of October and in November meeting we can discuss further</p>	
8	<p>Employment status of Locum Clerks: Response to enquiry - JPAG to note/agree</p> <p>Agreed</p>	Appendix 8
9	<p>Handling queries - NALC regularly receives queries from councils related to details within the Practitioners Guide. We ask JPAG to consider how those queries should be answered. For example: the chair of JPAG to respond on behalf of JPAG, for queries to be taken to a JPAG meeting, for queries to be handled by NALC/county associations as financial advice requests</p> <p>It was decided that queries related to finance and governance matters should not be answered by JPAG – the organisation submitting the query should seek independent financial advice or</p>	

	NALC members can receive financial advice from NALC/CALC. JPAG only to answer queries specifically related to the practitioners guide	
10	<p>A request from NALC's Smaller Councils Committee for JPAG minutes to be published rather than be confidential. NALC can publish meeting minutes in the public area of our website as part of our secretariat role if that is agreeable to JPAG members</p> <p>Agreed to publish agenda and notes of decisions made from JPAG meetings going forward</p>	
11	<p>JPAG Guide: SLCC magazine article - Discussion paper from Alan Mellor</p> <p>Was discussed and Alan will share any feedback received from the article.</p>	Appendix 11
12	<p>Paper submitted by Andrew Kendrick</p> <p>Discussed and more detailed notes to be provided for TWG</p>	

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