

## MANAGEMENT BOARD | AGENDA

Date: 21 March 2023

Time: 10.00 – 12.00

Location: Zoom

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

### 1. Apologies (10.00 – 10.05)

### 2. Minutes of previous meeting – 22 November 2022 (10.05 – 10.15)

- 2.1. To approve the minutes of the meeting of Management Board held on 22 November 2022 and to note any matters arising not covered elsewhere on the agenda. Appendix 2.1
- 2.2. To receive a note on the Management Board away day held in January. Appendix 2.2.

### 3. NALC update (10.15 – 10.30)

- 3.1. To receive a verbal update on 109 and new accommodation.

### 4. Constitutional review (10.30 – 11.00)

- 4.1. To agree a timetable for the Task and Finish Group to conclude its work to meet the deadline for any further constitutional amendments to be presented to the 2023 AGM after prior consideration by Management Board and the National Assembly.

### Break: 11.00 – 11.10

### 5. Monitoring and managing performance and service delivery. any verbal updates will be made here. (11.10 – 11.30)

#### 5.1. Member services:

- Changes to the financial advice service (MB only) Appendix 4.1
- Staveley Town Council (verbal update)

- Template contract of employment for local councils (verbal update)
- Website update (paper)
- Parish.uk (verbal update)

Appendix 4.2

5.2. Policy and communications:

5.3. Finance and administration:

- To receive an update on NALC's pensions scheme (item requested by National Assembly).

## **5. Management Board role in HR (11.30-11.45)**

- 5.1. To note Management Board's role in NALC's HR as set out in terms of reference and to identify possible members of grievance panel (if required)

HR matters:

- *Remuneration and conditions of service for employees of NALC.*
- *Structural changes involving overall increase/decrease in NALC's staffing.*
- *The arrangements for the performance appraisal of staff.*
- *Determination of applications for re-grading from employees and officers of NALC.*
- *NALC's employment and other policies as set out in the staff handbook.*

## **6. External Affairs (11.45 - 12.00)**

- 6.1. Smaller Authorities Audit Appointments. Confidential note of 18 January 2023 (attached).
- 6.2. Society of Local Council Clerks (SLCC).

## **7. Date and time of next meetings**

Please note the Management Board meetings for 2023/24:

- To agree if the meeting held 4 July 2023 to be remote or face to face. If the meeting is agreed to be done face to face, it will be held in CCLA.
- 19 September 2023 at 10.00 via Zoom

- 21 November 2023 at 10.00 via Zoom
- 8 January 2024 at 10.00 via Zoom

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