

CUMBRIA ASSOCIATION OF LOCAL COUNCILS

EXECUTIVE COMMITTEE

Minutes

Minutes of a meeting of CALC's Executive Committee held on **Saturday 15th June 2019** at 10.00 am at the Community Fire Station, Penrith.

PRESENT:

Ann Byers (10.45am)
Sue Castle-Clarke
Bryan Craig
Roger Hart
Mike Higginbotham
Rick Petecki
David Peters
Margaret Throp

In attendance: Samantha Bagshaw, Chief Officer.

10am: Jo Lappin, Chief Executive, Cumbria Local Enterprise Partnership. Jo gave a detailed presentation on the work of the CLEP. The presentation is attached for information. Jo was thanked by the Chairman

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Cllrs Leith Hallatsch, Jane Tea and Lesley Johnson

MINUTES

2. The minutes of the meeting of the Executive Committee held on 9th March 2019 were agreed as a true record of the meeting. It was noted that the numbering on the minutes was not correct.

MATTERS ARISING

3. It was noted that the projected costs for the Summer Conference would be £1300 not £1000 as previously estimated due to additional servings of hot drinks during the day.
4. It was noted that the meeting with Northumberland Executive Members will take place in the autumn now not the summer.
5. It was agreed that Cllr Peter Thornton be thanked and his offer to address members at the CALC AGM in November be accepted.

6. In Memory of Bob Mather

The Chairman requested a minute's silence in memory of CALC's President Bob Mather who passed away in March. Bob had been CALC's President since 2011 and prior this role, Director of Finance at Cumbria County Council. The Chairman, Chief Officer and Parish Development Officer attended his funeral held at Carlisle Cathedral, and passed on condolences from the CALC Executive.

STAFFING COMMITTEE TERMS OF REFERENCE

7. Some changes to the wording of the Staffing Committee Terms of Reference were made. Agreed that the Chief Officer would re-draft and publish and the document will be adopted at the next meeting.

CHAIRMAN'S UPDATE FROM CUMBRIA'S LEADERS' BOARD 22ND JUNE 2018

8. The Chairman reported to the meeting that the make-up of the Cumbria Leaders' Board had changed at the last meeting with new leaders in place in a number of principal authorities. Ms Marion Fitzgerald is the new leader of Allerdale Borough Council, Ms Ann Thomson leads Barrow Borough Council, Dr Virginia Taylor leads Eden District Council and Mr John Mallinson is the leader of Carlisle City Council. Mr J Holland, 3rd Sector Representative was elected as Chairman.
9. The leaders discussed the finance and future funding of a sexual assault referral unit that has been in existence for 3 years. Members agreed to look at future costs with a view to giving support.
10. Jo Lappin also made a presentation – **see the notes attached to the agenda.**

CALC LEARNING AND DEVELOPMENT UPDATE

11. The Committee considered the report and discussed issues around raising expectations around the role of the clerk. Training issues were discussed especially around the number of parish clerks that had attended training in the last four year term. It was felt that CALC needs to address some of the issues behind the figures (ie non or low-attendance at training). It was suggested that Parish Liaison Officers should be finding out which parish councils need additional support and be encouraging them to attend training.
12. Agreed that:
 - a. training statistics be added to the website and circulated to members via the newsletter
 - b. Allerdale district receives additional support/focus to encourage clerks to attend training
 - c. that the Parish Liaison Officers complete a list of which parish councils in their districts are compliant with the transparency code and that a report is brought back to the October Committee meeting for consideration.

CALC STAFF STRUCTURE REVIEW

13. The Committee received the report and a wide ranging discussion followed. The Chairman reported that any deficit to the budget would either be met from the reserves or from income from additional projects but that the additional resources are needed to increase capacity. A two stage approach to increasing capacity was discussed but not adopted. It was discussed that the proposal to appoint a new member of staff would take time and that the two stage approach should include additional hours for the Chief Officer to recruit and train a new staff member then report back on the impact of the new staff member on the workload of the Penrith office.

It was **agreed** that:

- a. an additional 10 hours per week are created for a period of two years for additional officer support in the Penrith office, subject to a 6 month probationary period.
- b. the hours of the Chief Officer are increased to no more than 34 per week (additional 10 hours), for a two year period, to be reviewed after a six month period.
- c. the Chief Officer will present a report on the longer term staffing needs of the organisation at the January Executive Committee.

CALC PAYMENTS AND RECEIPTS to the end of March 2019

14. The Committee noted the statement of payments and receipts for 2018/19.
15. It was requested that the method in which the subscription fees are now collected should be indicated on the website to increase the transparency of CALC's membership fees.
16. Members noted the cost of delivering CALC training and discussed other possible approaches to make the training more cost effective.

BUDGET PROJECTIONS

17. The committee considered the budget projections and requested that they are updated in light of the staffing commitments made in the meetings and that the impact on reserves be included.

Agreed: that the revised budget projections are brought back to the next meeting.

REPORTS FROM DISTRICT ASSOCIATIONS

18. The committee received the reports from the district associations. David Peters commented that the March report from South Lakeland District Association had not been included in the reports.

CHIEF OFFICER UPDATES

19. The committee received the Chief Officer updates .

Agreed: that the Parish Representatives of the Lake District National Park Authority be invited to a future meeting of the CALC Executive

REPORTS FROM CALC REPRESENTATIVES

20. The Chairman recommended that members read the Environment Agency consultation and the report.
21. The Environment Agency needs a new strategy because of climate change. The last one was produced in 2011. Their vision: a nation ready for, resilient to, flooding and coastal change today, tomorrow and to the year 2100. Ambitions: to have climate resilient places, to explore and develop the concepts of standards for flood and coastal resilience as well as a national suite of tools to deliver resilience.
22. Aiming to get the right kind of development in the right places to deliver sustainable growth which delivers infrastructure which has inbuilt resilience. The new strategy is currently being revised and reviewed and will be laid before parliament in autumn, and published in 2020.
23. The EA wants a billion pounds a year for 6 years to spend on flood resilience instead of the 2-3 billion over six years which is on offer now. CSFP will respond as a group to the strategy. The Chairman recommended the members read the consultation and questioned whether CALC want to make a group response? See the link below:
24. https://consult.environment-agency.gov.uk/fcrm/national-strategy-public/user_uploads/draft-national-fcrm-strategy-for-england---consultation-document.pdf

DATE OF THE NEXT MEETING

25. Executive Committee's next meeting will take place at the Community Fire Station, Penrith, starting at 10.00am on Saturday 9th October 2019.

ANY OTHER BUSINESS

26. The need to identify and appoint a President for CALC was discussed. David Peters set out some general criteria for the role and duties of the post.

Agreed:

that the Chief Officer would email the CALC Executive to encourage them to consider possible candidates and that further discussions would take place at the next Executive Committee meeting.

Signed by the Chairman

DRAFT