

## YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Minutes of a meeting of the Joint Executive Board of the Yorkshire Local Councils Associations held at the Bridge Hotel, Walshford, Wetherby at 10.30am on Saturday, 22 April 2017.

### **PRESENT**

Cllr Dr J Dunford (Chairman) and (South Pennine Branch), Cllr D Wright (Vice-chairman) and (South Yorkshire Branch), Cllr S Fawcett (Vice-chairman) and (Harrogate Branch), Cllr P Whitaker and Cllr B Hawkins (Deputy) (Craven Branch), Cllr S Bradman (Hambleton Branch), Cllr R Lynn (Harrogate Branch), Cllr M Czwaro and Cllr I Greenberg (Deputy) (Leeds Branch), Cllr W Delf and Cllr I Threlfall (Richmondshire Branch), Cllr G Stilwell and Cllr H Pettiford (Deputy) (Ryedale Branch), Cllr J Preston (Scarborough Branch), Cllr J Strelczenie and Cllr A Thomas (Selby Branch), Cllr P Allison and Cllr R M Greenwood (South Pennine Branch), Cllr F Jackson, Cllr R A Jones, Cllr D Rowley, Cllr D Liddell and Cllr S Thornton (South Yorkshire Branch), Cllr L Harrison, Cllr T Saunders (Wakefield Branch), Cllr S Harrison and Cllr P H F Powell (York Branch).

### **IN ATTENDANCE**

S Spence (Chief Officer), C Pilkington (Deputy Chief Officer) and N Moorcroft (Local Councils Officer).

### **APOLOGIES**

The following representatives had tendered their apologies in advance of the meeting: Mr M Elsmore (President), Mr I Strong (Vice President), Cllr P Baker (Craven Branch), Mrs J Richardson (Hambleton Branch), Cllr N Fawcett (Leeds Branch), and Cllr P Reeve (Ryedale Branch), Cllr R Walker (Scarborough Branch) and Cllr P Jordan (Wakefield Branch).

### **20/17 TO NOTE THE RESIGNATION OF COUNCILLOR FREDA ROBERTS AND WELCOME NEW REPRESENTATIVES.**

The Chief Officer provided a resume of Councillor Roberts' contribution to the work of the Associations over a number of years, including external representation on the NYCC Rights of Way Committee and the York and North Yorkshire Playing Field Association. A letter of gratitude has been sent on behalf of YLCA.

The Chairman welcomed anyone in a deputising role to the meeting.

### **21/17 DECLARATIONS OF INTEREST**

There were none.

### **22/17 PRESIDENT'S REPORT**

The President had tendered apologies and would report at the next meeting.

### **23/17 CHAIRMAN'S REPORT**

The Chairman explained that the agenda covered all items that he wished to raise with the Joint Executive Board and that he would be reporting as Councillor Greenwood's deputy on NALC matters.

### **24/17 WORK OF THE ASSOCIATIONS**

The Deputy Chief Officer presented a comprehensive paper which he spoke to. The Chairman instructed the Chief Officer that the report must be sent in advance of the meeting with the papers in the future and that this item would not be considered if it was tabled and reported on verbally.

### **25/17 MINUTES**

#### **RESOLVED**

That the minutes of the meeting held on 14 January 2017 be confirmed and signed by the chairman as a correct record.

## **26/17 MATTERS ARISING FROM THE MINUTES**

### ***To receive a verbal report on YLCA internal audit scheme***

The Chief Officer explained that the scheme was on hold due to doubts about the integrity of the system that had been replicated from another county association. It was felt that it was less risky to look at the scheme again as she felt that there was a method by which the Associations could deliver an internal audit service whilst allowing member councils to maintain independence from their internal auditor. She reported that the detailed checklist that was devised during the initial stages of the intended audit service is available from the YLCA website and reference will be included in the next edition of the YLCA White Rose Update newsletter.

The YLCA Internal Audit Scheme will be further discussed by Audit Panel and Finance and General Purposes Committee.

### ***To receive a verbal report on the NALC affiliation structure***

The Chief Officer explained that the structure is to return to 'pence per elector', linear structure, as requested by the Joint Executive Board.

This structure will remain in place for the next three years to ensure period of stability for all County Associations.

### ***To receive a verbal report regarding the joint bid with ERNLLCA for funding to support a Transparency Fund promotional project from 1 April 2017 to 31 March 2018***

The Deputy Chief Officer outlined the purpose of the joint bid in attempting to engage 'hard to reach councils'; providing a breakdown of associated costings. Sarita Presland (former Local Councils Officer at Derbyshire Associations) has been engaged to undertake the work required on behalf of YLCA and ERNLLCA.

### **RESOLVED**

That the appointment of Mrs Presland as an external contractor to YLCA is supported.

## **27/17 FINANCIAL REPORT**

### ***Financial report to 31 March 2017***

The Chief Officer spoke to the report, highlighting adjustments made to take accounts of accruals etc at the year end. It was noted that the accounts appeared to be a mix of receipts and payments and income and expenditure and agreed that the Audit Panel would look at this at its next meeting. The meeting discussed whether it would be sensible to use a bespoke accountancy computer programme rather than Excel for its record keeping and the Chief Officer agreed to speak to the Independent Examiner for advice.

### **RESOLVED**

That the report be received.

### ***To receive a verbal report on subscription income to date***

The Chief Officer provided a verbal report on subscription income to date. She reminded members that the deadline for subscriptions is 31 May 2017.

### ***To receive a report on the Independent Examination process, year ended 31 March 2017***

The Chief Officer reported that the IE had visited the office and was in the process of finalising the annual accounts to 31 March 2017.

### ***To resolve that the Finance and General Purposes Committee is delegated to approve the annual accounts to 31 March 2017***

### **RESOLVED**

That the Finance and General Purposes Committee is delegated to approve the annual accounts to 31 March 2017.

**28/17 FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES**

To endorse the minutes of the F&GP Committee held on 8 March 2017

**RESOLVED**

That the minutes of the F&GP Committee held on 8 March 2017 be endorsed

***Matters recommended for endorsement from the Finance and General Purposes Committee:***

***Financial Risk Policy***

**RESOLVED**

That the Audit Panel reconsiders this policy following the addition of an explanation of how the risk levels have been reached.

***Financial Regulations***

**RESOLVED**

That the YLCA Financial Regulations are updated to include measures to govern electronic banking as recommended by the F&GP Committee.

**29/17 EMPLOYMENT PANEL**

To endorse the minutes of the Employment Panel meeting held on 8 March 2017

**RESOLVED**

That the minutes of the Employment Panel meeting held on 8 March 2017 be endorsed.

***Matters recommended for endorsement from the Employment Panel:***

Councillor Allison (Chairman of The Employment Panel) outlined proposed amendments to the following YLCA employment policies:

- Revised Pensions policy
- Revised Recruitment Policy
- Revised Sickness and Absence Policy
- Revised Substance Abuse Policy

**RESOLVED**

That the amendments (as recommended by the Employment Panel) to the above policies be endorsed.

**30/17 AUDIT PANEL**

To endorse the minutes of the Audit Panel meeting held on 8 March 2017

**RESOLVED**

That the minutes of the Audit Panel meeting held on 8 March 2017 be endorsed.

***Matters recommended for endorsement from the Audit Panel:***

***Revised Tendering Policy***

The Chairman of the Audit Panel explained the recommendations that had been circulated to Board members prior to the meeting.

**RESOLVED**

That the amended policy be endorsed.

**31/17 STRATEGIC WORKING GROUP (SWG)**

To endorse the minutes of the SWG meeting held on 16 March 2017

**RESOLVED**

That the minutes of the SWG meeting held on 16 March 2017 be endorsed.

**To receive a report regarding observations from YLCA Branches to the revised governance proposals as considered by the Board in January 2017**

**RESOLVED**

The Chairman reported that the SWG meeting on 16 March had carefully considered the observations of all twelve Branches with regard to recommendations made by the Joint Executive Board at its meeting in January 2017 and was now making final recommendations from that exercise. The Chairman took each recommendation separately so that the Board could give thorough consideration to each one.

***Matters recommended for endorsement from the SWG:***

**RESOLVED**

That in consideration of the report at agenda item 12.2, the following final recommendations be made to the Joint Executive Board:

*That the composition of the Joint Executive Board is changed to a total of 22 Branch representative members consisting of ten representatives from North Yorkshire, five representatives from South Yorkshire and seven representatives from West Yorkshire.*

**RESOLVED**

That this constitutional amendment is presented to the Joint Annual Meeting 2017 as a recommendation of the Joint Executive Board.

*That the revised arrangements are implemented for a period of three years without change from the implementation date and that a review is carried out in the third year of implementation.*

**RESOLVED**

That this constitutional amendment is presented to the Joint Annual Meeting 2017 as a recommendation of the Joint Executive Board.

*That the President (in voting capacity) and Vice Presidents (in non-voting capacity) continue as members of the Joint Executive Board.*

**RESOLVED**

That this constitutional provision is presented unamended to the Joint Annual Meeting 2017 as a recommendation of the Joint Executive Board.

*That the policy of appointment of Branch deputy representatives to the Board is retained.*

**RESOLVED**

That this constitutional provision is presented unamended to the Joint Annual Meeting 2017 as a recommendation of the Joint Executive Board.

*That a letter/paper is sent to all members with the annual Branch meeting papers explaining the need for their representatives to be formally appointed by their authority and for members to consider the skills and knowledge that their representatives have if these people wish to join the Board.*

**RESOLVED**

That the issue of a letter/paper commences with the Annual Branch Meeting papers to be circulated in May 2017.

*That there will be a voluntary nomination form for membership of the Joint Executive Board. This will be a common nomination paper that will accompany a paper which explains the role and responsibility of a Board member and will be sent out with the annual Branch meeting papers. It was further acknowledged that persons not completing the form will not be penalised in the appointment process.*

**RESOLVED**

That the Joint Executive Board supports this recommendation.

*That a paper explaining the duties, role, responsibility and expectations of a Board member be circulated to all member councils and parish meetings in advance of the annual meetings of the Branch.*

**RESOLVED**

That the issue of a letter/paper commences with the Annual Branch Meeting papers to be circulated in May 2017.

*That members of the Board will make an undertaking to serve the Yorkshire Local Councils Associations to the best of their ability and that this be achieved by way of a declaration of acceptance of office.*

**RESOLVED**

That the signing of the Declaration of Acceptance of Office is commenced at the Annual Meeting of the Board in July 2017.

***Revised Branch Terms of Reference***

**RESOLVED**

That the Joint Executive Board supports this recommendation.

**RESOLVED**

That the constitutional recommendations be submitted to the 2017 Joint Annual Meeting of the YLCA to be held 15 July, for implementation from July 2018.

**32/17 NATIONAL ASSOCIATION OF LOCAL COUNCILS**

***To receive reports from any recent NALC meetings and particularly the recent Lobby Day***

Councillor Liddell and Councillor Dunford provided a verbal report on the meeting with two MPs (Rachel Maskell, MP for York Central and Craig Whittaker, MP for Calderdale).

Councillor Greenwood outlined the work of the NALC Finance Committee and his appointment to the Scrutiny Panel; he provided an explanation of the reduction in the number of meetings of the Scrutiny Panel.

***To consider attendance at the NALC Conference 2017, 30/31 October (event incorporates the NALC AGM)***

**RESOLVED**

That the three NALC representatives from each Association attend the NALC Conference and AGM

That all YLCA Officers attend the NALC Conference and AGM.

***To consider a consultation on NALC's Internal Governance Review.***

**RESOLVED**

That additional information received from NALC on 21 April relating to this matter be circulated to all members of the Joint Executive Board for comments to be returned to and collated by YLCA

***To consider a NALC Policy Consultation on the Future of Localism Commission (PC3-17)***

The Chairman referred members to the NALC Policy document in their papers and asked them to give feedback to the Chief Officer.

**RESOLVED**

***To note a NALC Policy Consultation on the Housing White Paper***

**RESOLVED**

That the NALC Policy Consultation on the Housing White Paper be noted. Members were encouraged to respond via their councils

**33/17 BRANCH MINUTES**

**To consider matters raised by Branches**

There were no matters raised by Branches.

**To receive Branch minutes.**

**RESOLVED**

That the minutes from all Branch meetings be received.

**34/17 TRAINING UPDATE AND CONFERENCE UPDATE**

***To receive a verbal update on the YLCA training programme 2017***

The Chief Officer provided a verbal report on the training programme for 2017. She reported on the planning training seminars that had taken place during March and into the current financial year and outlined plans for a number of councillor training events including those specifically requested by member councils.

***To receive a verbal report on the work of the Yorkshire and Humber Regional Training Partnership.***

Councillor Wright explained that no meeting had taken place of the Yorkshire and Humber Regional Training Partnership.

**35/17 LOCAL COUNCIL AWARD SCHEME**

To receive an update on the assessment of applications.

The Chairman noted that information regarding this agenda item had been dealt with in the Work of the Associations Report.

**36/17 REPORTS FROM REPRESENTATIVES**

***Yorkshire in Bloom (Cllr S Fawcett)***

**RESOLVED**

That the report be received with thanks.

***National Society of Allotment and Leisure Gardeners (Cllr N Fawcett)***

**RESOLVED**

That the report be received with thanks.

**37/17 DATE OF THE NEXT MEETING**

That the next meeting will be the Annual Meeting of the Board and will be held on Saturday 15 July 2017 at 10am to be followed by the Joint Annual Meeting 2017 at 2.00pm at a venue to be confirmed.

Chairman..... Date .....