



WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED

**Minutes from the Board Meeting of West Sussex Association of Local Councils Limited
Held at Oaks Suite at the Goodwood Hotel, Goodwood, Chichester 10.00am on Tuesday
30th July 2019**

Directors Present	Cllr Terry Oliver	Horsham District Association and Chair
	Cllr Lilian Richardson	Arun District Association
	Cllr Tony Nicklen	Adur District Association
	Cllr Phil Baxter	Horsham District Association
	Cllr Tony Steer	Mid Sussex District Association

Presidents and Vice

Presidents Present	Michael Chater OBE	President
	Alan Grant	Vice President

Also in attendance	Alun Aylesbury	South Downs National Park Authority
	Julie Holden	Representing SLCC
	Helen Rice	CEO Age UK (West Sussex)
	Harry Fitzgerald	Chair Surrey ALC
	Richard Olliver	Vice President Surrey ALC
	Trevor Leggo	CEO SSALC
	Emily Simpson	SSALC Project Officer
	Paul Richards	Clerk to the Boards SSALC

1. Apologies for absence

Apologies were received and accepted from Michael Warden, Mike Beal, David Ribbens, Keith Stevens, Mandy Jameson and Mark Mulberry.

2. To approve the minutes of meeting held on 18th April 2019

After the amendment of a typographical error, the minutes were approved as a true record of the meeting and were signed by the Chairman.

3. Matters Arising (not on this Agenda) and update on actions from the last meeting

None

4. Election of a director from WSALC to SSALC board

The Chair asked the Clerk to announce the results of the ballot who advised that Lilian Richardson had received four votes and Rodney Jackson had received two. The Chair duly announced that Lilian Richardson was elected to the SSALC Board and she accepted the appointment.

5. Police matters

The CEO provided a general update and advised that: -

- A new round of Focus Group consultations has commenced and has highlighted key issues such as visible policing, the 101 service and antisocial behaviour;
- Sussex Police is changing the PCSO model and will appoint 6 PCSOs (one to each region) that will specialise in engaging with local communities. The PCSO community model developed in the HALC area will be rolled out across Sussex;
- The PCC is keen to see improvements in the current 101 service and the CEO advised that he chairs the Independent Advisory Group for this topic. Changes to the system are part of an overall transformation programme but the PCC believes this is taking too long to resolve the 101 issues. A new QueueBuster system has been introduced that allows callers to be called back if the wait time is too long. This new system together with the removal of internal calls (that made up 25% of all call volumes) should improve the wait times;
- The REBOOT programme has been introduced that will offer a personalised, strengths-based, one-to-one support package for young people, who have been identified as being at risk of engaging in serious violence and gang behaviour. 200 individuals have been identified in Sussex to date, but funding is only in place until March 2020; and
- The Chair reported that he and the CEO met with the Chief Constable for their bi-annual meeting. The outcome was positive with both parties agreeing to a more regular meeting between the Deputy Chief Constable, Assistant Chief Constable (operations) and WSALC.

6. **Update from Ch Supt Jerry Westerman**

The Ch Supt was unable to attend.

With the approval of the Board, the Chair announced a change in the agenda order.

7. **Accounts**

The Chair referred to the annual accounts, circulated previously, which were approved then signed by the Chairman and Cllr Nicklen.

8. **WSSC update on Health and Wellbeing (H&WB)**

- **Report from the Chair** – the Chair welcomed Helen Rice, CEO Age UK (West Sussex) and reiterated the WSALC approach to the H&WB project. He explained that the project is at a crossroads and that working with partners, through the local associations, is seen to be the way forward to develop upon the initial success of the project;
- **Project update** – the CEO updated the Board on progress. He referred to the H&WB survey undertaken by WSALC in 2018 when 145 local councils were contacted with 38 positive replies. Emily Simpson (SSALC Project Officer) reported that she was, initially, working with the local councils that had responded and referred to her report. She advised on progress with these parishes and that she is now contacting the remaining local councils for updates. The CEO welcomed Harry Fitzgerald and Richard Olliver from the Surrey Association who were just starting a similar project. Richard reported that he is developing a questionnaire with a focus on dementia and loneliness;
- **Presentation by Helen Rice, Chief Executive, Age UK West Sussex** – Helen provided a background on the Age UK structure in West Sussex and gave a comprehensive overview on their approach to partnership working in the community. She advised that she has access to anonymised data on those that may need assistance in local council areas and would be happy to share this with WSALC.

The Chair suggested a link, via the website, to Age UK for members and would be keen to send a joint survey to the membership promoting the ongoing partnership. He reminded the Board that an agreed logo (with WSSC) had been created and could be used to build presence and awareness with members. He reiterated that WSALC are keen to facilitate the partnership with Age UK via the local associations and invited Helen to join future meetings.

The CEO asked the Clerk to explore the possible use of the Parish Online tool to 'map' activity across local council areas.

Action: The Clerk to explore the use of Parish Online to map activity and to invite Helen Rice to future WSALC Board meetings.

9. NALC matters

The CEO reported that he is working with the three County Association Chairs to assist NALC shape their new vision. He also reported that updates via the SALC newsletter relating to NALC and other important updates/topics may not have been shared by some Clerks with their councillors. He pointed to recent evidence from the training of over 600 new councillors where over half reported they had never received the SALC newsletter. Worryingly, a greater proportion had not received their SALC website logon or password details. He reported that with over 2,800 councillors across the SSALC region, communicating with their Clerks is the most effective way of reaching this audience. However, if Clerks were not passing on this information, then councillors would not receive the service they are paying for via membership.

The CEO reported that he would be meeting with NALC CEO and the CEO of SLCC on 5th August to discuss matters of mutual interest.

10. South Downs National Park Authority

- **To note outcomes from the election of parish council representatives** – The CEO reported on the recent election and advised that Cllrs Shackson and Aylesbury had been appointed as parish council representatives to the SDNPA Board. He welcomed Alun Aylesbury to the meeting.
- **To receive a report from Alun Aylesbury** – he reported that: -
 - As a consequence of the May election, over 50% of the SDNPA Board members had changed;
 - He has been appointed Chair of the SDNPA Planning Committee;
 - The Authority's Local Plan was adopted on 2nd July 2019 (replacing 19 district and borough local plans) and now provides planning consistency across the SDNPA region; and
 - Training to local councils will be offered in the Autumn with several sessions planned across the region.

11. Update from the Society of Local Council Clerks

Julie Holden reported that: -

- She would remind SLCC members that SALC newsletters and website logons should be circulated to councillors;
- They will use district/borough premises for their future meetings in 2020 (12th February 18th March and 11th November 2020);
- A 10% pay award request had been submitted for staff on NJC terms and conditions;
- HCLG had approached SLCC regarding the adoption by local councils of public toilets; and
- SLCC is not competing with SALC in the provision of training. Their aim is to not replicate the work of SALC, and they would always liaise with them when promoting events.

With the approval of the Board, the Chair announced a change in the agenda order.

12. Reports by District Associations

- (a) **Adur** – Cllr Nicklen advised that the district council had commenced a community governance review and had asked for his participation. The size/number of local councils would be considered as there are, presently, no parishes east of the river Adur i.e. covering Shoreham and Southwick;
- (b) **Arun** – Cllr Richardson reported that the Association had convened to determine its future. She advised that, encouragingly, 12 local councils were in attendance and that they agreed to support the ALC on the proviso they received a mandate from their respective councils.

(c) Chichester – The CEO presented Cllr Beal’s report and advised that Cllr Beal had been re-elected as Chair with David Ribbens elected as Vice Chair. He referred to the Selsey First Responder initiative as an exemplar for WSALC’s H&WB project. Cllr Beal also reported that recent traveller incidents at Harting highlighted the lack of available pitches for travellers in West Sussex. The site at Westhampnett was too small as the only S61 site in the area and he requested that the WSALC Board support the proposal to expand the provision.

(d) Horsham

- Cllr Oliver advised that he had been elected as Chair and Phil Baxter elected as Vice Chair. The last meeting took place on 25th June where 13 out of the 32 district local councils attended;
- Cllr Baxter reported on the recent meeting where PCSO liaison with local councils and GDPR were the main topics. The GDPR presentation advised that: -
 - If councillors have retained data with personal information, then they should be registered with the Information Commissioner’s Office;
 - Councillors should not use personal email addresses; they should have a local council email address;
 - If a verbal subject access request is made, then the one month and one response rule would still apply;
 - PPI ‘chasers’ may turn their attention to subject access requests; and
 - Councillors check their insurance policy for liability regarding GDPR.

(e) Mid Sussex – Cllr Steer reported that he has been elected as Chair. Despite the initial lack of local council attendance, there is now a good team in place.

13. West Sussex Civilian & Military Partnership Board

The CEO provided an update on recent activity and reported that an events diary was being maintained in order to manage the booking of uniformed military personnel to attend community events. He also advised that new district/borough Armed Forces Champions had been appointed following the May elections. The Chairman thanked the CEO for his work in this area which raises the profile of the Association.

14. Recruitment issues

No issues to report.

15. SALC Newsletter

The CEO reported that the SALC newsletter is an important source of update and guidance for all local councillors. However, these updates are often not read or even distributed. The Board had discussed this matter at Agenda Item 9 (NALC matters).

16. SERCAF

No meeting has taken place since the last Board meeting. The Maritime sub-group plan to meet in Eastleigh in September.

17. Reports from Representatives on Outside Bodies

None

18. A27 Arundel Bypass Scheme Update

The CEO advised that further consultation might be planned in late summer 2019.

19. Chairman’s update on relevant issues

None.

20. Any other urgent matters to be raised by Board Members

Lilian Richardson referred to the recent CCG amalgamation and asked what the impact on local councils might be. The CEO advised that he is keeping a watching brief on developments.

The meeting closed at 12:59pm.

Next Meeting Dates

- **AGM** 3rd October 2019 (Thursday) Avisford Park.
- **BOARD** 17th October 2019 (Thursday) Billingshurst.

Signed (Chairman) _____

Dated _____

DRAFT