



Surrey ALC Ltd.

Minutes of the Board Meeting of Surrey ALC Ltd. held on Thursday 7th February at 10:00am at Bletchingley Golf Club

Attendance

Cllr H Fitzgerald, Chairman & Dormansland Parish Council

Cllr Dr P Cragg, Director & Worplesdon Parish Council

Cllr Mike Goodman, Director & Windlesham

Cllr Peter Perdue, Director & Newdigate

Cllr Dr R Olliver, Vice President

Betty Ames, Vice President

Roger Taylor, Hon Solicitor

Trevor Leggo, CEO SSALC Ltd.

Anne Bott, Deputy CEO SSALC Ltd.

Paul Richards, Clerk to the Board, SSALC Ltd.

1. Apologies for absence

Apologies for absence were received from Cllr Graham Alleway, Cllr Steve Cosser, Cllr Stuart McLachlan, Cllr Liz Cutter, Lauren Blatherwick and Mark Mulberry.

2. Minutes of the previous meeting

The minutes of the meeting held on 6th December 2018 were approved and signed.

3. Finance

The CEO presented a finance update. He advised that the SSALC Board met on 31st January 2019 and approved the management accounts for the third quarter. Members requested a copy of these accounts.

Action:

The Clerk to the Board to circulate the management accounts to all Members.

4. CEO report

- **Health and Wellbeing (H&WB)** – the CEO reported that H&WB was a key theme from the last meeting, He advised that the issue of dementia was part of a wider H&WB agenda across Surrey. The award winning WSALC H&WB project was discussed and the report from Betty Ames was reviewed. The Board asked that Vice President Olliver represent Surrey ALC on this matter given his subject matter expertise. He accepted the position and advised that he would: -
 - seek to ensure local councils work more closely with SCC;
 - consult and circulate the current position to local councils to better understand their areas of concern;
 - Contact and liaise with partners across the H&WB landscape to include Age UK, CCGs and patient forums; and
 - Encourage those willing participants and engage with a plan from the findings of the consultation.

Betty Ames would continue in her important role of community consultee.

- **Staff update** – the DCEO circulated the SSALC staff structure and clarified the role of legal support; and
- **Other matters** – the CEO asked the Board to encourage local councils to better define their aims and objectives. SSALC can act as a critical friend to advise on a visioning process which, in turn, can lead to a prioritised business plan and strategy. The recent example at Withyham Parish Council was circulated. The Chairman suggested that the Board invite attendees from local councils to future meetings. Meeting locations were discussed, and it was **AGREED** to move the July meeting from Bletchingley to Cranleigh.

Action:

1. The Clerk to the Board to circulate the report from Betty Ames.
2. The Clerk to the Board to rearrange the July 2019 meeting location.

5. DCEO report

The DCEO advised that a weekly report is being sent out but requested more content from local councils. She also advised on recent election events in the County and described the session at Send Parish Council for prospective candidates that was well attended and received.

6. Surrey Development Strategy Working Group

The DCEO recommended and the Board **AGREED** that this matter be reviewed after the May 2019 elections. The Board also asked the CEO to invite Waverley Borough Council to the clerk's election training event at Godalming.

Action:

1. The DCEO to review this Group after the May elections
2. The CEO to invite Waverley Borough Council to the clerk's election training event at Godalming.

7. Events and Training

- **Three Counties Training Programme** - the CEO advised that the revised programme details have been posted on the SSALC website. He reported that issues with access had been reported and advised that the local clerk will have the necessary logins and password details;
- **New councillor training 2019** – the CEO reported that 22 new councillor briefing events had been scheduled. On request bespoke events are also planned; and
- **Clerk's election training** – the CEO reported that over 150 clerks will attend election training over 6 sessions across the three counties in the following weeks. The Board advised that these sessions should be planned earlier for the next election.

Action:

1. The CEO to send an email to all local councils to remind clerks to provide a folder for new councillors. The folder should include meeting dates, standing orders, financial regulations and a copy of the "Good Councillor Guide".
2. The CEO to bring forward the clerk's election training for the next election.

8. NALC Update

The CEO reported on NALC's role in the recently published report 'Standards in Public Life'. The report addressed and recommended actions to prevent the bullying by councillors of local council staff and that clerks should be suitably qualified. Recent best practice NALC case studies were also highlighted and included mentions for Horley and Farnham. 11 mentions across the three counties were also received.

9. SERCAF

The CEO reported on the well-attended meeting held on 22nd January 2019 at Farnham Town Council. Collaboration was encouraged and the meeting agreed that resources should be shared to add value and reduce costs. He advised that a future SERCAF meeting would be held on the Isle of Wight. He also advised on the recent Maritime sub group meeting.

Action:

The CEO to distribute the notes from the SERCAF meeting on 22nd January 2019.

10. Update from Directors

- Cllr Goodman advised that he would not be standing at the next election and would therefore cease to be a Member of the Board. The CEO suggested that he might still be able to sit on the Board and would review the Board's constitution; and
- Cllr Cragg addressed concerns regarding the trustee status of local council members and potential conflicts of interest in relation to buildings. The Hon Secretary clarified the position on confidentiality.

Action:

The CEO to review the Surrey ALC Board constitution regarding membership

11. Urgent matters

None.

12. 2019 meeting cycle

The Board noted the 2019 dates and that the next meeting would commence at 10am on Thursday 9th May 2019 at Cranleigh.

Signed (Chairman) _____

Dated _____