



Surrey ALC Ltd.

Minutes of the Board Meeting of Surrey ALC Ltd. held on Thursday 9th January 2020 at 10:00am at Burstow Parish Centenary Hall

Attendance

Cllr Harry Fitzgerald, Chairman

Cllr Steve Cosser, Vice Chairman

Cllr Peter Perdue, Director

Richard Olliver, Vice President

Liz Cutter, Vice President

Trevor Leggo, CEO SSALC Ltd.

Anne Bott, Deputy CEO SSALC Ltd.

Anna Beams, Office, Training & Events Manager, SSALC Ltd

Paul Richards, Clerk to the Board, SSALC Ltd.

1. Apologies for absence

Cllr Dr Paul Cragg, Cllr Mike Goodman, Cllr McLachlan, Roger Taylor and Lauren Blatherwick

2. Minutes of the previous meeting

The minutes of the meeting held on 24th September 2019 were approved and signed. As a matter arising, Cllr Cosser queried the outcome of item 4 number (AGM proposal to reduce the number of Vice Presidents). The CEO suggested that this matter be discussed at the next meeting.

<p>Action: CEO to ensure that the AGM proposal to reduce the number of Vice Presidents is on the next Agenda.</p>
--

3. Finance

The CEO presented a finance update and reported that there were no adverse issues. The full accounts report will be presented to the next SSALC Board.

4. Chairman's Report on actions since last Meeting – the Chair advised that: -

- He has been selected by NALC to represent smaller councils;
- He is engaging with the other Chairs to undertake the SSALC review; and
- The proposed changes to local council web pages to ensure compatibility with the Accessibility Act may result in some local councils incurring additional costs to comply.

5. CEO report

- **Code of Conduct and behaviour of local councils** – the CEO referred to the note, circulated at the meeting, regarding SSALC involvement in dealing with conflict situations and intolerance at certain local councils. The question for the Board is how much time do SSALC officers spend trying to sort out councils with 'self-inflicted wounds'. The reality is that the silent, well run majority of councils are subsidising the few requiring a lot of help. Affected councils can be steered towards professional mediation but that requires the parties involved to agree to go down this route and accept the findings otherwise no-one is any further forward.

DCEO updated the Board on existing issues in Surrey and her toolkit approach regarding advice to local councils and Clerks. After review and discussion, Board Members **AGREED** to strengthen the SSALC training programme to ensure that Chairmen understand that these issue rests with them;

- **SSALC services surveys** – the surveys were sent out to Clerks and Chairmen post-Christmas and 12 responses had been received from Surrey local councils to date with only 1 x adverse view. The CEO will provide a full analysis of the survey results at the end of the month;
 - **Police and Crime Commissioner (PCC) elections** – the CEO has been asked by the Sussex PCC to host 3 husting events for Sussex parishes to meet the PCC candidates. The Surrey PCC has asked if Surrey ALC will run similar husting events. The Board asked the CEO to try to arrange the Spring Conference to coincide with the closing date for nominations (8th April 2020) and invite prospective PCC candidates; and
 - **Staff update** – no update.
6. **DCEO** - The DCEO provided an update and advised that: -
- **Staff update** – staff appraisals have taken place with the CEO, but the final outcomes are dependent upon the findings of the strategy review. The DCEO also reminded Members that the role previously occupied by Issy Moulard had not been replaced following her resignation and that the overall staff structure needs to be reviewed;
 - **AGM** – outcomes included (a) the Dorking Hall venue was not considered as a suitable venue (b) the need to attract more people to the event and (c) make it a shorter session; and
 - **Workload** – quiet over Xmas period. The Chair asked that the CEO and DCEO provide a confidential report to Members regarding problem councils.

Action: the CEO and DCEO provide a confidential report to Members regarding problem councils.

7. **Output and actions from the away day held on 7/10/2019**

Cllr Cosser suggested that the outcomes and updates from the away day should be linked to the strategy review and a separate session be scheduled to agree the way forward. The CEO reminded the Board that the strategy review was approved by the SSALC Board on 14th November 2020 and that outcomes and actions would be reviewed once the findings were finalised. It was **AGREED** that the Board will reconvene once the review had been completed.

- Item 1 – proceeding but Cllr Perdue will remind clerks.
- Item 2 – survey sent.
- Item 3 – to be undertaken.
- Item 4 – the bespoke training approach is seen to be the best way to provide training
- Item 5 - Training – ongoing. The CEO and Anna Beams met with Breakthrough Communications who have proposed a pilot scheme. A meeting will be scheduled to review the scheme and discuss the way forward.
- Item 6 - The DCEO reminded Members to review content and report back.
- Item 7 - Confirmed.
- Item 8 - in progress. The DCEO to liaise with Anna Beams to progress.
- Item 9 - Need to report on chosen tools to the next AGM e.g. use of WhatsApp etc.
- Item 10 – Completed
- Other – attendance - in progress (review over last 2 years)
- Other – costs – completed

Action: Clerk to update action list report

8. Spring Conference

The DECO advised that Tim Oliver, Leader Surrey CC, was available on 19th March 2019 and this is the suggested date for the conference. Other speakers would be invited, and suitable venues were proposed. The DCEO agreed to review this date considering the suggested Surrey PCC hustings event dates.

Action: DCEO to review proposed date and agree a suitable location.

9. Strategy Review

The CEO advised that on 14th November 2019, the SSALC Board adopted the review framework that included Training, Overheads, Professional Services, Staff Structure, Governance & Constitution, and Income Generation. Training was agreed to be the key priority. Presentations by interested training partners will be made to the 3 Vice Chairmen and Clerks who will review each training requirement. The Vice Chairmen will review the process on 10th January 2020.

10. Events and Training

Discussed in previous agenda items.

11. NALC Update

The CEO advised that the key theme of the NALC Spring Conference (17th March 2020) will be Health and Wellbeing at a cost of £300 per delegate. The Chairman, Cllr Steve Cosser and Richard Olliver agreed to attend.

Richard Olliver advised that he had met the Leader of Surrey CC, Tim Oliver, on 8th January 2020 to discuss Health and Wellbeing. Mr Oliver would like to see specific projects and examples from individual local councils. Resources from the County Council would be made available for approved projects that contain a detailed business plan. The Leader of the County Council would like to see examples or work in progress to show the direction of travel by local councils in Surrey. Members **AGREED** to forward suitable projects to Richard Olliver who would share them with the Leader of Surrey CC.

Action: Members to forward suitable Health and Wellbeing projects to Richard Olliver who would share them with the Leader of Surrey CC.

12. SERCAF

The CEO reported that no meetings had taken place since the last Board meeting. The next meeting will on 30th January 2020 at Sackville House, Lewes.

13. Update from Directors

- Cllr Cosser advised that Godalming Town Council had achieved the new Quality Council Award (first in Surrey);
- Anne Bott raised the issue of recruiting for new Clerks and gave the example of poor research from candidates for a role in Surrey;
- The CEO reported that there are summer elections in 4 local councils in Surrey. An election training session is planned for potential candidates.

14. 2020 dates

The Clerk advised that he had circulated the 2020 Board dates. The next meeting will be on 23rd April 2020 at Cranleigh commencing 10am.

Meeting closed 12:13pm

Signed (Chairman) _____

Dated _____