



## Society of Local Authority Chief Executives and Senior Managers

### EXECUTIVE MINUTES

*Venue:* **Antrim Borough Council**

*Date:* **Friday 21<sup>st</sup> January 2011**

POSITION	PRESENT	APOLOGY
CHAIR	Ashley Boreland	
VICE CHAIR	Danny McSorley	
SECRETARY	Liam Hannaway	
TREASURER	Roger Wilson	
AUDITOR		John Briggs
PAST CHAIR	David McCammick	

#### IN ATTENDANCE

SOLACE EXECUTIVE OFFICER	Christine Horner	

NO.	ITEM	ACTION
<b>1.0</b>	<b>APOLOGIES</b> John Briggs	
<b>2.0</b>	<b>PRESENTATIONS / Discussions</b>	
<b>2.1</b>	None	
<b>3.0</b>	<b>MINUTES</b>	
<b>3.1</b>	The minutes of the Executive Committee meeting held on Friday 15 <sup>th</sup> October 2010 were proposed as a true reflection of the meeting this was seconded by David McCammick.	
<b>3.2</b>	<b>Matters Arising</b> Danny McSorley expressed his concern over the commitment to effective dialogue from Departments on the Transferring Functions. It was agreed that Danny will speak	D McS

	to Peter McNaney and ask for an update on the current position and next steps for the Branch Meeting on 4 February.	
<b>3.3</b>	<b>4.1 VAT On Leisure Services</b> Options are currently being put to councils on the VAT and Leisure Services issues.	CH to follow up
<b>4.0</b>	<b>CHAIR'S BUSINESS</b>	
	<b>SOLACE Accounts and Policy Officer Post</b>	
<b>4.1</b>	The Chairman gave a brief outline of the SOLACE overall restructuring which is ongoing and their decision to reduce the amount of funding for the Policy Officer post to £15K from 31 <sup>st</sup> March 2011. This will mean that the NI Solace Branch will have to fill this vacuum and look at options on partnering with the Chief Executives Forum or another organisation to provide secretariat, policy and event support.. It was agreed that the Chairman and Adrian Kerr meet with Alvin McKinley of Chief Executives Forum to discuss the best way forward as soon as possible. The Policy Officer agreed to draft an exit strategy, options and issues paper for the branch meeting on 4 February 2011.	CH to arrange meeting with Alvin McK, AK, AB and LH.  CH to draft exit strategy, options and issues paper
<b>4.2</b>	<b>Branch Annual Events</b>	
	The Chairman gave a brief overview of the meeting with James Jeynes on Thursday 20 <sup>th</sup> January, at which Adrian Kerr proposed that a 2 <sup>nd</sup> and perhaps 3 <sup>rd</sup> tier Development Programme be provided by Solace the cost to include Solace Membership for one year. The course should be recognised and thought given to the right to use letters after their name. The funds currently being spent on CEX Forum membership is around £33K and could be invested differently. Members discussed the need for an informal conversation with managers to ensure that they are interested in such a programme and accreditation. This could be launched at a one day conference before the end of March.	AK and James Jeynes to provide branch with proposal.
<b>4.2.1</b>	The need for feedback from professional groups through CEX's is important and the Chairman confirmed that a meeting is currently being arranged with professional officer groups to discuss a better working relationship. Any Exec. Committee member is welcome to attend and add to the agenda.	CH to arrange meeting with Prof Officer groups
<b>4.2.2</b>	The annual Conference may take place towards the end of March. However the Chairman confirmed that he does not intend to have a black tie dinner this year due to the increasing cost burden on the branch and would prefer to have smaller events like business lunches or breakfast which are targeted at a particular issue and of more value to the sponsors.	AK to update branch meeting
<b>4.3</b>	<b>Branch Nominees and Portfolios</b>	
	Members agreed that the list of nominees to outside bodies requires refreshing. It was agreed that the portfolio will also be updated and branch members asked if they wish to	CH to refresh list for branch

nominate themselves in a particular area of work.

## **5.0 PRIORITY ISSUES**

### **5.1 ICE Programme and APSE Presentation**

It was noted by the Vice Chair that NILGA gave unanimous support to the ICE programme documents. The communications group are meeting on Monday 24<sup>th</sup> and it is anticipated that the document will go out on Monday 24<sup>th</sup>. The letter from the Minister was noted and it was agreed that it does not pose a significant issue.

**CH to work with KMCM on dates for events and diaries.**

- 5.1.2** Liam Flanigan recounted his discussion on the framework for electricity CPD confirmed to him that they did not have enough time to include local government in the scheme. However since that it has been noted that a DFP committee wanted all of the NI Civil Service Contracts to be made available to local government. Ian Maye is currently arranging a meeting to see if this issue can be resolved.

**LF to follow up**

## **6.0 CORPORATE PARTNERS**

### **6.1 PWC Pilot proposals**

The Policy Officer apologised for the unavailability of an update report from PWC as their representative is currently unavailable. The Policy Officer confirmed that PWC have received 5 applications received by PWC, however indications are that only one from Belfast is in a ready state to take forward. Members asked that PWC provide some guidance to the other councils on the way forward.

**CH to seek further information from PWC**

### **6.2 Consilium**

No contact with Consilium this month

### **6.3 Tascomi**

John Price will attend the Branch Meeting on 4<sup>th</sup> February and have a discussion with members on the current facilities that councils have available with their Tascomi systems.

### **6.4 Proposals for additional Partners**

It was suggested that the paper on Solace Partnerships be refreshed and brought back to the Executive committee. Pete Wilson formerly with PWC and now PA Consulting has contacted the Solace NI Office with a request for a meeting to update him on Local Government in NI. Members agreed that the Policy Officer arrange a meeting with Pete and the Vice Chair and Secretary.

**CH to arrange meeting**

Liam Hannaway discussed the three 90 minute sessions that Jim Black of Penna had provided to the Banbridge officers. Roger Wilson agreed to discuss the provision of this development training for Senior managers with Linda Leahy of Local Government Staff Commission.

**RW to speak to Linda Leahy**

## **7.0 PROPOSALS FOR PRESENTATIONS FOR BRANCH**

<b>MEETINGS</b>		
<b>7.1</b>	Members agreed to Tascomi joining members for a short time at the beginning of the 4 <sup>th</sup> February Branch Meeting.	CH to confirm
<b>7.2</b>	It was agreed that subsequent to discussions with John Dempsey the Royal Mail do not need to make a presentation to the Branch.	CH to confirm
<b>7.3</b>	Therefore members agreed that if Shirley McCay is available to bring her presentation forward from March to February.	Shirley not available - CH
<b>7.4</b>	PWC 4 March 2011 Council Pilots agreed	CH to confirm
<b>7.5</b>	Prudential Tim McEwan would like to speak to members regarding AVC's at the April Branch meeting. This was agreed.	CH to confirm
<b>8.0 SOLACE Conference &amp; Events</b>		
<b>8.1</b>	<b>Penna Workshops</b> This item will be held until the outcome of discussion with branch and Linda Leahy	CH to note for later date
<b>8.2</b>	<b>Branch Reconfiguration and Vision workshop ½ day</b> Following the workshop in September in Carrickfergus and recent Solace restructuring it was agreed that the branch need a further ½ day workshop to set out a framework and structure and new working relationships. This may be facilitated again by Linda Leahy, or PWC and possibly funded by the Training Group. It was agreed that the Chairman and Policy Officer will make arrangements for this additional meeting.	AB & CH to arrange Branch ½ day workshop on Branch Structure, funding etc.
<b>8.3</b>	<b>Joint SOLACE / NILGA</b> The Minutes of the last meeting on 10 <sup>th</sup> December 2010 are not yet available in draft format as the NILGA A/CEX wishes to make some amendments. It was noted that no date was fixed for the next meeting and members requested that a suitable date be arranged.	CH to arrange meeting with NILGA
<b>8.4</b>	<b>Proposal for Senior Management Development Programme</b> This item was dealt with at 4.2 of the minutes	
<b>9.0 CORRESPONDENCE FOR ACTION</b>		
<b>9.1</b>	<b>E-Mail from Kieran Doherty Coleraine BC on setting up regional group</b> Members noted the E-mail from Kieran Doherty and agreed that a regional group to assist with councils being more proactive in the H&S area and providing a sector approach is a good idea. It was agreed that Kieran should be advised to proceed and invite him to the meeting of the Chairs of Local Government officers groups.	CH to arrange meeting and advise Kieran of outcome of meeting.
<b>9.2</b>	<b>Consultation on the Draft Code of Audit Practice for</b>	

	<b>Local Government bodies in NI 2011</b>	
	Noted	
<b>9.3</b>	<b>Consultation with Local Government Sector on the Framework for a Flytipping Protocol</b> It was agreed that an update on the sector views should be obtained from Karen Smyth.	CH to obtain update
<b>9.4</b>	<b>Business Improvement Districts and Licensing of Pavement Cafes</b> It was agreed that this issue be left to individual councils to respond.	
<b>9.5</b>	<b>Revision of the Food Standards Agency's Strategic Plan 2010 – 15</b>	
	Noted	
<b>9.6</b>	<b>The Aujeszky's Disease Order (NI) 2011, the Aujeszky's Disease Scheme Order (NI) 2011 and the Pigs (Records, identification and Movement) Order (NI) 2011</b> Members sought confirmation if CEHOG need to look at this issue	CH to check with CEHOG
<b>9.7</b>	<b>DHSSPS Consultation on the Review of Death Certification in NI</b>	
	This has been noted for individual councils to respond	
<b>9.8</b>	<b>Consultation on the Implementation of the Agency Workers Directive in Northern Ireland</b>	CH to advise Linda Leahy
	PPMA to respond and copy Solace into that response	
<b>9.9</b>	<b>Letter from NITourist Board invitation to lunchtime meeting</b> The Executive are content that John McGrillen attend this meeting.	CH to advise
<b>9.10</b>	<b>DOE Consultation on Draft regulations and guidance under part 1, 2, and 3 of the Local Government Finance Bill – Financial Administration; Grants to Councils and Payments to Councillors</b> Concerns were raised regarding the issue on the Accounting Officer wording	
<b>9.11</b>	<b>Planning Bill</b> Liam Hannaway noted with disappointment that there was no Departmental representation at the NILGA event in Cookstown.	
<b>9.12</b>	<b>Local Govt Reorganisation Bill</b> David McCammick suggested that the Branch ask the Change Mangers to do an analysis of the Planning Bill. It was agreed to approach Andrew Scott to give the initial analysis at the workshop. The Solace Branch workshop should be arranged if possible to take place before the NILGA events.	CH and AB to take forward
<b>10.0</b>	<b>CORRESPONDENCE FOR INFORMATION</b>	
<b>10.1</b>	<b>Letter from Castlereagh Borough Council on Justice Bill – Implications for Councils</b>  Noted	

**10.2 Local Government Pension Scheme ( Amendment NO 2)  
Regulations (NI) 2010**

Noted

**11.0 ANY OTHER BUSINESS**

**11.1** Roger Wilson raised the issue of the reconfiguration of the Branch and suggested that the branch could think about some of the issues raised in the Visioning document that Valerie Watt produced. This could be dealt with as an organisational development project.

**12.0 DATE OF NEXT MEETING**

**Committee Room 1  
Craigavon Borough Council@  
11.00am  
Lakeview Road  
Craigavon  
BT64 1AL**