

DRAFT

Notes of ALCC Committee Meeting held by teleconference at 1000 AM on 14th December 2017

Present: Sam Shippen (Chairman), Lionel Thatcher (Vice Chairman), Paula Heath, Linda Hedley, Sarah Jeffries, Michael King, Tina Pattison, Gwilym Rippon, Samantha Roberts, Lesley Sung, Lis Moore (General Secretary) and Ian Smith (National Employment Advisor)

Apologies were received and accepted from Tracy Broughton and Michael Lennon

Minutes of previous meeting: with the addition of Samantha Roberts to the list of apologies the notes of the meeting held on 14th September 2017 were agreed.

Update on discussions with NALC and CALC's

A meeting with NALC was to be held later in the day following this meeting and a report on the outcome would be given. Agreed that Lis Moore, Sam Shippen and Paula Heath would attend this meeting. It was reported that some County Associations had expressed an interest in recognising ALCC.

A pay offer had been made to the NJC unions and had been circulated. This was now awaiting a response from the unions. ALCC will raise this in discussion with NALC, subject to agreement by the NJC.

Pay scales and role profiles

Paula Heath undertook to carry out an analysis and circulate this to committee members. She anticipated this would be available by the end of January. She confirmed that the information covers both England and Wales.

Website proposals

The report prepared by Michael King had been previously circulated. As and when necessary the people needed would be co-ordinated and used to carry out the work proposed. The end of March 2018 was seen as a feasible date for this and it was agreed to review this again in February 2018.

Recruitment and retention

The report prepared by Tina Pattison had been circulated previously. It was agreed that Tina and Lionel Thatcher would work together on taking this forward.

It was clarified that the membership lists circulated contained correct data. Guidance was given on sorting the lists by county. Sam Shippen offered assistance on how to do this if required.

Events

The report prepared by Sarah Jeffries had been previously circulated. In regard to the Regional Training Seminars, it was agreed that Tina Pattison would be at

Bolton and Michael King would cover at Darlington. Lionel Thatcher agreed to be at Nottingham.

Sarah recommended following the suggestions for obtaining email addresses and contacting members as well as taking the membership list to Regional Training Seminars. Feedback from these was welcomed. It was also suggested that a list of ongoing cases, such as that provided in the casework report, be available at Regional Training Seminars. Agreed that Sarah Jeffries will be assisted on this by Paula Heath if necessary.

Promotion

Lesley Sung's report was previously circulated. It was clarified that membership fees will be £30 for members renewing after 1/1/18 and all would be moved to the standard date of 1st July.

Communications plan

Lionel Thatcher highlighted the need to access new members and suggested making more use of the Country branches and recruiting ALCC County Reps. The new members pack sent out to SLCC members contained a leaflet about ALCC. Lis Moore agreed to talk to the SLCC Head of Communications to see if ALCC publicity could be included in information sent to new clerks.

Meeting dates and arrangements for 2018

The dates proposed were agreed, with the exception of 6th June. This would be re-arranged and an alternative date suggested. Some members expressed difficulties with Wednesday and asked for other days to be used. This would be considered.

AGM

The booklet and agenda had to include reports and needed to be sent out by a tight deadline in early January. The exact date would be clarified and the timescale complied with.

Casework

The report had been circulated and was noted. It was agreed to keep details general to restrict chances of identification, such as omitting job titles and referencing only as "member".

ESO training

These had been completed with four training sessions held. Currently the south west is the only region in which 4 to 6 ESO's are in place. ESO's in other regions were sought. The list of ESO's would be mapped by region. It was clarified that Committee members not trained as ESO's are covered by the ALCC professional indemnity insurance.

General Data Protection Regulations (GDPR)

The SLCC had agreed to deal with all issues concerning GDPR for the ALCC, under a service level agreement.

Any Other Business

The rules of for Committee members being absent for two consecutive Committee meetings was discussed. One member had sent apologies for today's meeting if held face to face but not for the teleconference. There had been no response from the other member.

It was agreed to accept their apologies currently and that the General Secretary will speak to them and establish the reasons for non-attendance and seek assurances about their participation in future.

Meeting closed at 1135 hours