

## MINUTES OF THE SDBC MANAGEMENT COMMITTEE HELD AT BRADBURY HOUSE ON 13 MAR 19

Attendance:			
<b>Elected Members:</b> Mr J Fear (Chair) Mr R Barrington Mr P Betty Mr B Bryer Mr J Frost Mrs P Thorne Mrs W Welland	<b>Appointed Members</b> Cllr I Dyer Cllr A Gilling Cllr R Keen	<b>Officers:</b> Mr R Burge Mr I Sturdy Mrs M Hammond Mrs C-A Morgan	<b>Public:</b>
Apologies:			
Mr T Bradford Mr R Coombes	Cllr J Savage		
Non-Attendance:			
	Cllr A Bown Cllr D Hill		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Attendance & Apologies as per the above.	
2. Declarations of Interest	2.1. Cllr A Gilling – any matters pertaining to Planning or Ashfords Solicitors.	
3. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee held on 05 Feb 19 were accepted as a true and accurate reflection of the Meeting.	
4. Matters Arising	<p>4.1. Review of Actions:</p> <p><b>Action SDBC/20180830-01: (Clerk to review the SDBC Agreement and circulate to the Board for consideration).</b> This Action was reported as complete.</p> <p><b>Action SDBC/20180830-03: (Clerk to provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days).</b> This Action remained ongoing.</p>	<p><b>Action SDBC/20180830-01: Closed</b></p> <p><b>Action SDBC/20180830-03: On-going</b></p>

	<p><b>Action SDBC/20190205-01: (To include ‘Actual to Date’ and ‘Yr End Forecast’ columns to all subsequent Budget Sheets).</b> This Action remained ongoing.</p> <p><b>Action SDBC/20190205-02: (To prepare ‘Actual to Date’ data to the end of Jan 19).</b> This Action remained ongoing.</p> <p><b>Action SDBC/20190205-03: (To clarify if Members may claim expenses from an outside body if representing the Drainage Boards at an external meeting).</b> This Action remained ongoing.</p>	<p><b>Action SDBC/20190205-01: On-going</b></p> <p><b>Action SDBC/20190205-02: On-going</b></p> <p><b>Action SDBC/20190205-03: On-going</b></p>
5. Review of Addendum to Consortium Agreement	<p>5.1. The Clerk advised that no Changes had been proposed at the AGM to the Consortium Agreement Addendum V2.0 as submitted.</p> <p>5.2. Proposed by Mr B Bryer, seconded by Cllr A Gilling <b>“to endorse the Consortium Agreement Addendum V2.0, allowing North Somerset to join the Consortium as from 01 April 2019, for subsequent submission to each constituent Board for Signature”.</b></p> <p><b>Unanimous decision</b></p>	<b>RESOLUTION 1</b>
6. NSLIDB Update	<p>6.1. The Clerk gave an update on NSLIDB integration:</p> <ul style="list-style-type: none"> <li>• Policy Document Review <ul style="list-style-type: none"> <li>○ Review by NSLIDB Finance, Policy and General Purpose Committee complete.</li> </ul> </li> <li>• DRS Data Transfer <ul style="list-style-type: none"> <li>○ WMA was awaiting receipt – Final ‘End-of-Year’ changes to be submitted by NSLIDB.</li> </ul> </li> <li>• Data Transfer <ul style="list-style-type: none"> <li>○ Orchard due to transfer Shadow Data/Verification by end of week</li> </ul> </li> <li>• Finance &amp; Accounting <ul style="list-style-type: none"> <li>○ Bank Accounts were being established</li> </ul> </li> </ul>	

	<p>6.2. The Clerk presented a formal Paper on 'SDBC Recruitment of Building/Health &amp; Safety Manager Post' dated 20190316. He took the Committee through the Paper, re-iterating the need to release spare capacity of the Clerk and Assistant Clerk to take on the NSLIDB commitment. The Paper recommended the establishment of a new SDBC Part-time Buildings/Health &amp; Safety (H&amp;S) Manager Post in conjunction with Service Pack Contract to provide the Organisation with direct H&amp;S, HR and Employment Law support.</p> <p>6.4. The Clerk raised concerns that he had already identified significant Risk in H&amp;S management and HR issues that needed addressing and that this was beyond the capacity of the Clerk &amp; Assistant Clerk to actively prosecute. The new post and Service Pack provision would significantly reduce that risk as well as releasing the necessary spare capacity to cover the increase Clerking activities across the Consortium.</p> <p>6.5. The Clerk reported that prior Axe Brue &amp; Parrett Board approval had been given through the NSLIDB Integration Paper to backfill the Clerk and Assistant Clerk functions to release the needed spare capacity through a Budget increase of £30k per annum. The Clerk commented that the new Buildings/H&amp;S Manager Post and the Service Pack together would be below the agreed Budget.</p> <p>6.6. Proposed Mr P Betty, Seconded by Cllr R Keen, <b>“to endorse the Recommendations for establishment of a new post within the SDBC Staffing Structure of a Part-time (3 days a week) Buildings/Health &amp; Safety Manager, attracting a salary of up to £30k (fte), and the establishment of a Peninsula ‘Essentials Plus (or equivalent) Service Pack Contract for 5-years covering HR and Health &amp; Safety Support Services at a cost of £6.6k per annum inclusive of VAT”</b></p> <p><b>Unanimous decision</b></p>	<p><b>RESOLUTION 2</b></p>
--	---	----------------------------

<p>7. Date of Next Meeting</p>	<p>7.1. The Clerk informed the date of the next Meeting, including new meeting dates in accordance with NSLIDB Integration Plan:</p> <ul style="list-style-type: none"> <li>• T&amp;F Group #2: 20 Mar 19</li> <li>• Extraordinary Parrett Full Board: 01 Apr 19</li> <li>• T&amp;F Group #3: 18 Apr 19 (TBC)</li> <li>• Axe Brue &amp; Parrett Full Boards: 25 Apr 19</li> </ul> <p>7.2. The above list was not exhaustive and additional meetings may be added as necessary.</p> <p>7.3. The Chair thanked all for their attendance and closed the meeting at 12.55.</p>	
--------------------------------	--	--

Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....DATE .....

**ANNEX A TO  
SDBC MANAGEMENT COMMITTEE MINUTES  
DATED 13 MAR 19**

**SDBC – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
SDBC/20180830-03	To provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days.	Clerk
SDBC/20190205-01	To include 'Actual to Date' and 'Yr End Forecast' columns to all subsequent Budget Sheets.	RFO
SDBC/20190205-02	To prepare 'Actual to Date' data to the end of Jan 19.	RFO
SDBC/20190205-03	To clarify if Members may claim expenses from an outside body if representing the Drainage Boards at an external meeting.	Clerk