

**MINUTES OF THE EXTRA-ORDINARY PARRETT FULL BOARD MEETING HELD VIA ZOOM ON
02 NOV 2020**

Attendance:			
Elected Members: Mr W Barnard Mr R Barrington Mr P Betty Mr T Bradford (Chair) Mr B Bryer Mr M Heywood Ms R Horsington Mr C Passmore Mr C Rowe Mr D Vigar	Appointed Members: Cllr A Betty Cllr A Bradford Cllr M Caswell Cllr D Durdan Cllr I Dyer Cllr A Gilling Cllr J Keen Cllr J Pay	Officers: Mrs C-A Morgan Mrs M Hammond Mr I Sturdy	Public:
Approved Apologies:			
	Cllr L Gibson Cllr S Kingham Cllr K Pearce	Mr R Burge	
Non-Approved Apologies:			
Mr R Coombes Mr J Winslade	Cllr M Lewis Cllr L Perry		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. The Chairman opened the Meeting reporting that the Strategic Review was looking to provide the best value for money, efficiencies and effectiveness for the Board. 1.2. Apologies as per the above Attendance List.	
2. Declarations of Interest	2.1. Mr T Bradford, Mr P Betty and Mr C Passmore declared personal interests concerning some Board approved Contractors.	
3. Strategic Review of Plant, Machinery and Manpower	3.1. The Chair reported: <ul style="list-style-type: none"> Individual Axe Brue, Parrett & NSLIDB T&F Groups had met on 29, 30, 31 July respectively. 3 x Chairmen had sat on 6 Aug to discuss outcomes. Revised Strategic Review Paper reflecting T&F Group agreements sent to all T&F Group Members 30 Sep 20 for endorsement. 	

- Strategic Review of Plant, Machinery & Manpower sent in hard-copy to all Axe Brue, Parrett and NSLIDB Board Members for review and deliberation.
- The three Task & Finish Groups recommend Option 3 for Board endorsement.

Questions and points of note as follows:

3.2. The Chair reported that there was historic dissatisfaction within the directly employed Parrett Staff and strongly believed that most issues this would be alleviated by adopting the Review.

3.3. Would Contractors still be available in the future?

Dir Ops reported that the Review can only assess on the current status, however, there were a number of 'established' Contractors that had expressed an interest in future works with the Board, providing resilience for future Contracts.

3.4. *Cllr D Durdan proposed, seconded by Cllr I Dyer*
“that the Parrett IDB endorse the Strategic Review of Plant, Machinery and Manpower Option 3
‘Immediate’ recommendations:

- ***Move to a fully outsourced maintenance and total engineering works delivery across all Boards of the Consortium***
- ***The conduct of all in-house channel maintenance for the Axe Brue Board for FY2021/2022 onwards if out to tender***
- ***Those Staff specifically required to require access to a 4WD capability are identified within the individual Staff Terms of References (Recommendation 1)***
- ***The current Trial of offering a 4WD Allowance is withdrawn except for those Staff already receiving the Allowance (Recommendation 2)***
- ***The role of Assistant Clerk is retitled to ‘Deputy Clerk’ (Recommendation 3)***
- ***A new position is established of ‘Consent Officer’ (Recommendation 4)***
- ***The Consortium recruit a Technical Apprentice to undertake the role of ‘Consent Officer’, under direction of the DCO, and as the DCO successor in due course through succession planning (Recommendation 5)***

- **Provision of Development Control IT Application is investigated (Recommendation 6)**
- **The current NSLIDB Engineer (South) is relocated to Bradbury House Main Offices (Recommendation 8)**
- **The Senior Engineer position is deleted from the SDBC Organisation Structure (Recommendation 7)**
- **Option 3 of the Manpower Review is implemented to move to a Contract Manager and single Area (Operations) Manager construct**
- **A succession Plan is further developed by the CEO to identify specific posts at Risk of being gapped and provide an early route for mitigation by internal recruiting (Recommendation 10)**
- **The current Axe Brue Area Consultant is retitled 'Operations Consultant' and the contract reviewed in order to provide a source of advice and support to the Chief Executive across all Board Districts (Recommendation 12)**
- **The Lower Area Brue Area Manger takes on responsibility as the Axe Brue Area Manger with support from the Operations Consultant, and with it in the short-term, taking on Line Management of the Axe Brue Machine Operator (Recommendation 11)**
- **The Salaries Committee review all Expenditor Salaries with an aim of alignment against the Somerset County Council Pay Scales as from Apr 2021 (Recommendation 14)."**

RESOLUTION 1

Vote: Unanimous

3.5. *Cllr M Caswell proposed, seconded by Cllr A Betty*
“that the Parrett IDB endorse the Strategic Review of Plant, Machinery and Manpower Option 3 ‘By April 2021’ recommendations

- **In order to provide increased resilience and alignment of duties, the Expenditor and Rhyne Supervisor workforce be ‘pooled’ and TUPE’d under the Axe Brue Consortium Workforce as a single Expenditor/Rhyne Supervisor workforce, but routinely**

	<p>obligation to raise concerns where it may be detrimental to Rate Payers to be responded to appropriately.</p> <p>Cllr Caswell expressed concern that Appointed Members in particular, may not be adequately briefed from an IDB perspective. He would instigate a Meeting and requested all Members be invited to attend.</p> <p>4.2. The Chair reported that the IDB, as a public body, had a robust Code of Conduct to which all Members must to adhere.</p>	
<p>5. Date of Next Meeting</p>	<ul style="list-style-type: none"> • Full Board: 01 Feb 21 @ 1430-1630 <p>There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed at 1515.</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 02 NOV 2020**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
P/20191105-2	To convene a Task & Finish Group Meeting to review Electoral districts.	Clerk
P/20191105-5	To convene a Meeting with the Environment Agency to highlight the Pawlett bank erosion.	Dir Ops
P/20200203-01:	To provide a short training session on identification of Invasive Weeds be given to Members and Staff at the next Meeting.	Clerk
P/20201016-01	To prepare options for an independent Data Protection Officer for Board consideration at the next scheduled full Board Meeting.	Clerk
P/20201016-02	To formally write to all Members expressing concern for non-attendance at Board Meetings and the need to respond to Calling Notices.	Clerk
P/20201016-03	To include an Agenda Item for the next scheduled Full Board Meeting for Members non-attendance at Board Meetings.	Clerk
P/20201016-04	To include endorsement of the PSCA as an Agenda Item for the next scheduled Full Board Meeting.	Clerk