Notes on meeting of Balsall & Berkswell Parish Councils Joint Merger Working Group

Methodist Church, 18th June 11.30-13.00

In attendance:

Tracey Carpenter (TC)

Richard Drake (RD)

Anne Lycett (substitute for Charlotte Shadbolt) (AL)

Liz Macdonald (LM)

David Slatter (DS)

Richard Wilson (RW)

1) Draft ToR
   Discussion of draft prepared by LM. LM to redraft in light of comments.
2) Agreed RD to chair working group
3) Draft "Reorganisation Order"
   Discussion of the Draft. RD to draft response with proposed amendments and areas of clarification required *(now sent).*
4) Agreed to approach Ja'neen Day (WALC) to establish willingness and suitability for organisation review as well as James Corrigan (Council HR and Governance Support).
5) TC & RW to discuss and agree the current list of duties across both councils
6) RW to share Berkswell 26/27 budget information
7) DS to share staff consultation information with Berkswell Chair and assist if requested,
8) Resourcing issues:
   a. RW to prepare proposal for Berkswell to recruit resource to take on BAU to free his time
   b. Both councils to seek to reduce BAU activities to include less full council meetings (with EMs where necessary). May require some tweaks to Standing Orders and/or Financial Regulations.
   c. AL confirmed willingness to assist in Project Management and will draft a merger project plan for review. To assist in cresting a draft plan everyone to send AL any documentation on merger activity they have already identified.
   d. Berkswell to arrange EM to discuss any necessary measures required before next full PC
9) Future meetings.
   No dates planned currently but as and when required. Agreed that these could be by Zoom/Teams if appropriate.