Notes of a "Teams" meeting with SMBC Governance team
Monday 8th June
Present:
SMBC - Andrew Kinsley, Matthew Rossi;
Balsall PC - Liz Macdonald, David Slatter, Tracey Carpenter
Berkswell PC - Richard Drake, Anne Lycett (Charlotte is on holiday), Richard Wilson

1) SMBC need to prepare an "Order" to put the merger into effect (Although they didn't say it we assume that there were no further submissions before 20th May). Ideally this should be made in October for a 1st April implementation but it was indicated there may be a little flexibility in this.
2) This will cover the closing down of the existing PCs and the launch of a new one.
3) They have some of the information for this already from the data they gathered as part of the review
4) However, the majority of the rest will need to come from us
5) They will share an early draft of the document with us in the next few days
6) We did get some clarification of what happens between April 1st and the May elections. We understand existing councillors will effectively stay in office until the elections so that council business can continue.
7) We will need to work with SMBC to calculate a precept for the first year of the new council. The wording suggests that the new council's budget for the first year must not exceed that. (Some concerns about this as we would normally rely on Reserves to cover unexpected financial demands and not allow for excessive contingencies). This precept needs to be in the "order" so will probably need to be agreed earlier than our normal budget timetables.

7) The new council will require a “constitution” e.g. Code of Conduct, Standing Orders, Financial Regulations for 1st April

8) Current staff (& councillors) will transfer to the new council on 1st April. We will need TUPE advice.

9) All assets and liabilities will transfer on 1st April

10) We will need to change bank names (and possibly amend mandates) with effect from 1st April.

11) Need to engage with the bodies we deal with (ICO etc) and/or are represented on.

12) Engage with our suppliers.

Not an exhaustive list. The “devil will be in the detail. The agreed joint working group will be meeting next week after we have received the draft order from SMBC.to agree next steps.

RJD 9th June