

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 5th April 2016

GENERAL CORRESPONDENCE

FROM	SUBJECT
Cambridgeshire & Peterborough Association of Local Councils	Capalc e-bulletin March 2016
Cambridge Gliding Centre	Invitation to Consultative Committee Meeting
Sati Ubhi – Chief Pharmacist, Cambridgeshire & Peterborough Clinical Commissioning Group	Email Regarding Consultation on future model for Pharmacy Services in Cambridgeshire & Peterborough.

Cambridgeshire & Peterborough Association of Local Councils

CAPALC e-Bulletin March 2016

WELCOME to the CAPALC e- bulletin

Please circulate this bulletin to chairmen, councillors, members of staff and interested residents in printed or electronic form or email the web link to interested parties at www.capalc.org.uk

CAPALC BULLETIN - DIRECT TO YOU

If you are not already receiving your personal copy of the CAPALC Bulletin simply sign up on the home page of the CAPALC website at www.capalc.org.uk to receive a copy direct to your PC, tablet or phone.

CAPALC EVENTS – PENSIONS AND AUTO ENROLMENT

The requirement for councils to provide their employees with pensions is imminent and will have quite significant costs implications for councils.

CAPALC is hosting two special events in late May 2016 for member councils to better understand the implications of the new pensions legislation and the likely impacts on council precepts.

The legislation is such that it is inappropriate for clerks to give their council pensions advice as they are not licensed to provide such advice.

The CAPALC events are primarily aimed at the employer - the council.

Our target group for these events are councillors but clerks of member councils who attend are welcome at the event.

Please contact the CAPALC office to register your interest in attending this event as places may be limited.

Costs are £10 per attendee for CAPALC member councils and £20 per attendee for non member councils.

RECURRING THEMES

We keep a record of queries, questions and help requests that come into the CAPALC office and we do notice some recurring issues for clerks or councils

- **SECTION 137 EXPENDITURE: LIMIT FOR 2016/2017**

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137(4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2016-2017 is **£7.42**.

This is the amount that results from increasing the amount for 2015-16 (£7.36) by 0.8% - the percentage increase in the retail index between September 2014 and September

2015, in accordance with Schedule 12B to the 1972 Act.
This information is contained in Legal Briefing L01-16 on the NALC website

Source: NALC

- **EXTERNAL AUDIT FOR + £200k COUNCILS**

The transparency code for councils with an annual spend in excess of £200k allows “smaller bodies” such as town councils to appoint their own external auditor.

Although this might seem an attractive proposition it is likely the costs of such a decision will be substantially if not many times more than the services of the external auditor that will be offered by the sector led body that NALC has been tasked to set up in association with the Association of Drainage Authorities (ADA) and the Society of Local Council Clerks (SLCC) following the closure of the audit commission.

Source: NALC

LOCAL COUNCIL AWARDS SCHEME

The first of the new batch of applications under the new Local Council Awards Scheme are currently being processed.

The submission of data is now fully electronic and can be submitted anytime

For more information contact the CAPALC office

DISCIPLINARY AND GRIEVANCE ARRANGEMENTS

In 2015 ACAS published a revised code of practice that contained minor amendments related to disciplinary and grievance meetings.

Disciplinary and grievance arrangements may be established by full council or by a staffing committee

The authority to decide disciplinary matters, a grievance or an appeal can be delegated to a committee or panel of three or more members with defined terms of reference. Councillors with direct involvement in a disciplinary or grievance matter should not be appointed to an HR committee or panel.

Many disciplinary and grievance matters can be resolved informally, just by having a quiet word with the employee. But formal policies can help councils deal with employment disputes fairly, consistently and in accordance with equality legislation.

Council policies should comply with the ACAS Code of Practice on Disciplinary and Grievance Procedures and Discipline and Grievances at Work (see www.acas.org.uk)

NALC has produced an updated Legal Topic Note on DISCIPLINARY AND GRIEVANCE ARRANGEMENTS which contains the disciplinary process and how councils can deal with concerns about employee misconduct or poor performance and the grievance process and how employees can raise work-related concerns

NALC has also produced model disciplinary and grievance policies that contain the detailed

procedures that councils should follow and can be found on the NALC website. See LTN 22

Source: ACAS & NALC

COUNCIL OF THE WEEK

NALC has been celebrating the work of member councils through its Council of the Week feature since the launch of the new website in November 2014.

Each week, the exemplary work of a local (parish or town) council in England is shared on the NALC website and in our weekly e-newsletter, showcasing our members' achievements to a national audience, whilst inspiring good practice amongst others.

We would love to see your hard work recognised.

To be considered for Council of the Week, all you have to do is fill out the simple nomination form and send it with your high-resolution image to cotw@nalc.gov.uk

Successful Council of the Week nominees will be contacted by email prior to the piece being published.

All Council of the Week submissions will automatically be entered into the prestigious Council of the Year category of NALC Star Council 2016 awards.

So there's another fantastic reason to put your council forward!

You can use this accolade to promote your council's work by personalising a template for a press release for use in your communications and to issue to local media.

Don't forget to share your Council of the Week story on your social media accounts too.

Source: NALC

CAPALC TRAINING

CAPALC councillor training is open to all.

To book any training session or event please contact Tina on accounts@capal.org.uk or call on 01480 375629

A Training Booking Form can be downloaded at www.capalc.org.uk under the tab Training and Events Diary.

COUNCILLOR TRAINING

The majority of Councillor training is by "Outreach" events where the training is delivered at your convenience, in your community space, normally the village hall.

Sessions can be delivered to either a single council or group of councils combining together to get maximum benefit from training being delivered locally.

To find out more about the content of our Outreach Council/Councillor sessions contact the CAPALC office.

CHAIRMANSHIP TRAINING

These sessions are normally held in a central location in the county unless those attending request otherwise.

Group sizes are generally less than 10 to allow maximum interaction as part of the training experience.

To find out more about the content of our Chairmanship Training sessions contact the CAPALC office

NEW CLERKS TRAINING

2 days of intensive training are available to those new to the role of Clerk or interested in becoming a Clerk for a Parish, Town or Community Council.

These sessions are normally held in a central location in the county unless those attending request otherwise.

Group sizes are generally less than 6 to allow maximum interaction as part of the training experience.

To find out more about the content of our New Clerks Training sessions contact the CAPALC office.

CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA)

6 days of intensive preparation are available to Clerks who would like to gain their CiLCA qualification (Certificate in Local Council Administration)

These sessions are normally held in a central location in the county unless those attending request otherwise.

Group sizes are generally less than 15 to allow maximum interaction as part of the training experience.

To find out more about the content of our CiLCA Training sessions contact the CAPALC office.

FEEDBACK

If you would like to contribute articles or have any positive critical comments please let us know by emailing us at accounts@capalc.org.uk

22nd March 2016

Consultative Committee Meeting – Wednesday 13th April 2016

You are invited to the next meeting of the Consultative Committee: this will commence at 7.00pm on 13th April 2016 at the clubhouse of the Cambridge Gliding Centre (CGC).

Individuals and representatives of Local Authorities, Parish Councils, landowners and other airfield operators, as shown below, have been invited to attend:

Mr J. Weeks	Chairman Cambridge Gliding Centre
Mr. C. Davis	Secretary Cambridge Gliding Centre
Cllr B Boddington	Huntingdonshire District Council
Cllr M Loynes	Cambridgeshire County Council
Cllr S Kindersley	Cambridgeshire County Council and South Cambs District Council
Cllr R West	Cambridgeshire County Council and Huntingdonshire District Council
Mr P Sexton	South Cambridgeshire District Council Officer
Parish Clerk	Hatley Parish Council
Parish Clerk	Caxton Parish Council
Parish Clerk	Longstowe Parish Council
Parish Clerk	Bourn Parish Council
Parish Clerk	Cambourne Parish Council
Parish Clerk	Great Gransden Parish Council
Parish Clerk	Little Gransden Parish Council
Parish Clerk	Arrington Parish Council
Parish Clerk	Croxton Parish Council
Parish Clerk	Abbotsley Parish Council
Parish Clerk	Waresley Parish Council
Parish Clerk	Eltisley Parish Council
Parish Clerk	Croydon Parish Council
Parish Clerk	Gamlingay Parish Council
Mr H Christmas	Landlord of part of airfield
Mr T Hipwell	Landlord of part of airfield
Mr M Jefferies & Mr J Jefferies	Little Gransden Airfield Owners

The proposed agenda is attached; please email me to let me know of any additional items that you wish to discuss and whether you will be able to attend.

Regards,
Chris Davis

CAMBRIDGE GLIDING CENTRE
CONSULTATIVE COMMITTEE MEETING
WEDNESDAY 13th April 2016 – 7.00pm

AGENDA

1. Apologies for absence
2. Minutes of the meeting held on 11th November 2015
3. Matters arising
4. Chairman's report
5. Complaints received since last meeting
6. Competitions – 2016
7. Any other business
8. Date for next meeting

Liz Pinchen

From: Engagement (NHS CAMBRIDGESHIRE AND PETERBOROUGH CCG)
<CAPCCG.Engagement@nhs.net>
Sent: 22 March 2016 18:02
To: Undisclosed recipients:
Subject: Consultation on a future model for Pharmacy Services in Cambridgeshire and Peterborough

Good Afternoon,

Cambridgeshire and Peterborough Clinical Commissioning Group is launching a nine-week consultation on a future model for Pharmacy Services in Cambridgeshire and Peterborough.

The consultation runs from today until 24 May 2016 and aims to gather feedback on Community Pharmacy Minor Ailment Schemes, Prescribing of Gluten-free Foods, and Prescribing Baby Milk.

The consultation document can be found on our website at <http://www.cambridgeshireandpeterboroughccg.nhs.uk/have-your-say/pharmacy-services.htm>.

You can give your views in a number of ways:

- Fill in the questionnaire on our website www.cambridgeshireandpeterboroughccg.nhs.uk
- Fill in the paper copy of the questionnaire found on page 14 of this consultation document and send it FREEPOST to Freepost Plus RSCR-GSGK-XSHK, Cambridgeshire and Peterborough CCG, Lockton House, Clarendon Road, Cambridge CB2 8FH. (You do not need a stamp).
- Phone the Engagement Team on 01223 725304.
- If you belong to a group or organisation, you can invite us along to one of your meetings by contacting the Engagement Team on 01223 725304 or by email to capccg.engagement@nhs.net, putting 'Pharmacy Consultation' in the subject field.

You can also come to one of the planned public meetings during the consultation period, as follows:

9 May 2016	Huntingdon	10.30 am to 12 noon	Huntingdon Library
9 May 2016	Whittlesey	2 pm to 3.30 pm	Manor Leisure Centre
10 May 2016	Wisbech	10.30 am to 12 noon	Wisbech Library
11 May 2016	Ely	10.00 am to 11.30 am	Ely Cathedral Centre
13 May 2016	St Neots	1.30 pm to 3 pm	The Priory
19 May 2016	Cambridge	10.30 am to 12 noon	Cambridge Central Library

20 May 2016	Peterborough	1.30 pm to 3.00 pm	The Fleet, Peterborough
23 May 2016	Royston	10.00 am to 11.30 am	Market Hill rooms, Royston

We look forward to hearing from you.

Regards,

Sati Ubhi
 Chief Pharmacist
 Cambridgeshire and Peterborough Clinical Commissioning Group

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