

**Cleobury
Mortimer**
Town Council



Introduction to Your Council

Information for prospective councillors.

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Welcome

Congratulations on your election and welcome to your Local Council.

You are now a part of the democratic framework in Shropshire, at the first level of government, representing your community at grass roots level.

This Guide is to help you through the early stages of working with council colleagues and your Clerk.

In order to take up Council duties, and as a reminder, all councillors are required to complete the following, either at the first meeting of the council or when elected:

- Acceptance of Office
- Code of conduct (See paragraph 3 below)
- Register of disclosable pecuniary interests (See paragraph 3 below)

1.0 Introduction to the Council

Your clerk (or council website) will provide details of the makeup of your council, the area's demography, history and other useful information.

Local Councils are an essential part of local democracy and have a vital role in acting on behalf of communities they represent by:

- giving views, on behalf of the community, on planning applications and other proposals that affect their area
- undertaking projects and schemes that benefit local residents
- working in partnership with others to achieve benefits and services for the parish
- alerting relevant authorities to problems that arise or work needing to be done

1.1 Contact Information

Councillors should be aware of the various ways to contact the clerk and what access they have to the clerk's 'office'.

2.0 Roles and Responsibilities

It is important that all Councillors understand their roles and responsibilities as part of 'team council' to avoid any misunderstandings that may lead to conflict later. Councillors bring different skills and experience. They need to work effectively with the chairman as team leader. The clerk is there to provide advice and implement the council's decisions. The clerk is termed the 'proper officer' answerable only to the council as a whole, the employer, and may also hold the statutory position of Responsible Financial Officer. Clerks are professional paid officers and can have matters delegated to them. The advice of the clerk is important and should always be a Councillor's first point of contact.

The Councillor term of office is four years commencing on the fourth day after the ordinary day of election and ending on the fourth day after the next ordinary election. The ordinary day of election is the first Thursday in May or such other day as may be fixed by the Secretary of State by order. A person elected as a Councillor cannot act in that capacity until he/she has signed a declaration of acceptance of office and delivered it to the

Parish/Town Clerk. If the declaration is not made and delivered within two months from the day of the election, the office of the person elected becomes vacant.

2.1 Councillors' Duties

Councillors have the following duties set out in law:

- Sign a declaration of acceptance of office, agree to abide by the council's code of conduct as adopted and register any disclosable pecuniary interests
- Attend meetings when summoned to do so and is responsible to disclose any pecuniary interests before an item is discussed
- Inform the clerk of an intended absence in order that it can be recorded/approved (If a Councillor does not attend any meeting of the Council, Council Committee or Sub-Committee, or does not carry out an executive function as a member, for six consecutive months he/she automatically ceases to be a member of the authority. If a member has special reasons for not being able to attend meetings there may be circumstances under which the Council can extend the period. The Council can only extend the period before the six months has elapsed, upon a written request from the Councillor.)
- Is entitled to vote at meetings
- May resign at any time by written notice to the Chairman

2.2 Councillors' Role:

- To fix the council's budget and set the precept
- Develop policy and make policy decisions
- Represent the community
- Protect and promote community interests
- Act as custodian to the public purse
- Abide by the Council's Code of Conduct
- Act collectively as employer

2.3 Beware of what a Councillor cannot do!

- Councillors cannot make a decision on behalf of the Council
- Instruct the Clerk or staff in their duties
- Write to the press on council matters without the Council's permission
- Represent the Council as and wherever they wish
- Resign by walking out of a meeting

2.4 Role of the Clerk

The Clerk is the 'proper' officer employed by the Council as a whole to provide professional advice and administrative support. The clerk prepares the council for taking decisions, before, during and after meetings, implements decisions and protects the Council as a Corporate Body. Responsibilities range across organising meetings and events, managing sites, facilities, staff and finance, to marketing, negotiating and public relations.

2.5 Role of the Chairman

The Council *must* have a chairman, responsible for ensuring that proper decisions are taken in Council Meetings, that meetings run smoothly and on time. The Chairman ensures that all councillors have the opportunity to speak at meetings and that procedure is followed in accordance with standing orders. The Chairman is often the public face of the Council, representing the council in a civic capacity and sometimes speaks on behalf of the Council.

2.6 Role of the Council as a Whole

The Council is a corporate body, a legal entity separate from that of its members. Its decisions are the responsibility of the whole Council. The Council has been granted powers by Parliament including the important authority to raise money through taxation (the precept) and a range of powers to spend public money.

Services can include traffic calming, community safety, street lighting, playing fields, rights of way, allotments, cemeteries, litter, war memorials, seats and shelters. Planning matters will also come before the Council as a statutory consultee. Councils have a Section 137 power to spend up to a certain amount on a service that benefits the community as a whole. This increases each year and is set by Government. Under the Localism Act 2011, local councils are being encouraged to take over more services and have the right to challenge and bid for community assets. In addition, the General Power of Competence is a relatively new power available to local councils in England that will allow them to do "anything that individuals generally may do"...so long as it is legal.

Find out what services the Council is responsible for and remember the Council cannot spend money if it does not have the power to do so.

2.7 The Council as Employer

Councils often have to deal with a range of employment relation issues which require clear and straightforward employment policies and procedures that help to handle employment issues quickly, fairly and consistently.

The Clerk is employed by the Council and answers to the Council as a whole. The Clerk manages any other staff that may be employed by the Council. No one Councillor can act as the line manager of either the Clerk or other employees. These rules and principles should build on mutual respect and consideration between the Clerk and the Council.

3.0 Councillors' Code of Conduct

Under the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, members of Parish and Town Councils are required to register theirs and their partner's disclosable pecuniary interests in a register held by the Monitoring Officer, within 28 days of becoming a member or co-opted member. Provisions in relation to Disclosable Pecuniary Interests are enforced by criminal sanction that came into force on 1 July 2012. A copy of the register is available for public inspection and is published on the principal Council's website.

The Council, in accordance with the Localism Act 2011, Section 27, adopted a Code of Conduct which took effect on 1 July 2012 to promote high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. The Code

is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Ensure you have a copy of your Council's Code of Conduct and keep a copy of your Register of Interest form as you should review this from time to time to ensure it is still up to date.

Please make yourself familiar with your obligations under the code, what to declare and how to declare interests, how to apply for a dispensation, and what to do if you are offered gifts or hospitality (training is offered).

3.1 Things a Councillor should not do

It is important for councillors to be aware that they must not:

- Bring their council or office into disrepute
- Misuse their official position to their own advantage or to the advantage or disadvantage of others
- Unduly influence any person who works for the council
- Misuse council resources or authorise their misuse, in particular for unauthorised party political purposes.

4.0 The Decision Making Process

Council meetings are where councillors play their part as decision makers. They are formal events where the public and press have a right to observe how the Council operates, the exception being when sensitive matters are discussed such as legal, contractual or staffing matters.

Decisions are often called 'Resolutions' and these are mostly made by the full Council, please remember these are 'corporate decisions'. Decisions can be delegated to Committees and sometimes to the Clerk. Some committees make recommendations to Council and there may also be sub-committees and/or advisory or working groups. The work that these groups undertake should be set out in their 'terms of reference' (TOR), a copy of which the clerk will provide to those appointed. Most Councils will have a Planning Committee (see paragraph 5 for further details) and should also have a Personnel Committee. Be aware of your Council's structure.

The Annual Parish/Town Council Meeting takes place in May, and in an election year on or within 14 days after the day of the election, on which the newly elected or re-elected councillors take office (i.e. the fourth day after the ordinary elections; a total of 18 days following such elections. There must be at least 3 other Council meetings in the year. The Annual Parish or Town meeting takes place between 1 March and 1 June. This is not a council meeting but a meeting when electors can speak and set the agenda and local issues are debated.

Your Council will normally set the dates for meetings of Council and any Committees at the annual meeting of the Council. Keep these dates in your diaries.

4.1 Powers and Duties

There are wide ranging activities covered by Acts of Parliament setting out powers and functions giving local councils permission to act upon. These include consideration of the provision of allotments if requested to do so, provision and maintenance of bus shelters,

provide a wide range of recreational facilities and borrow money. There is a useful reference list in '*The Good Councillors' Guide*' a copy of which can be obtained from the Clerk, or at www.alcshropshire.co.uk

4.2 Meetings, Conduct of Business, Standing Orders

Rules about the way meetings must be run, some of which set by legislation, are contained within the Council's Standing Orders. Your clerk will provide a copy.

Standing Orders set out the order of business, rules about debate, voting requirements, and the procedures for public participation. Please read Standing Orders so that you are aware of the protocol on the conduct of meetings.

4.3 Council Meeting Agendas

At least three clear working days before a meeting a public notice of the meeting will be placed on the Council's Notice Board, website or other conspicuous place in the parish.

At the same time, councillors will receive a 'summons' requesting their attendance at the meeting with an agenda. Topics requiring a decision cannot be added to an agenda after it has been issued. If you wish to raise an item for inclusion, contact the Clerk with details. Standing Orders set out how you can give notice to raise a question or ask for a motion to be placed on the agenda.

It is the responsibility of the Clerk, often in consultation with the Chairman to set the agenda. Matters Arising on the minutes, or Any Other Business cannot be raised as the council cannot make unexpected decisions and spend money without sufficient warning.

You may want to report on issues such as environmental health, fly tipping, planning matters, highways, blocked footpaths and drains. These plus any policing related issues may be reported for placing on the next agenda or should be reported immediately to your clerk who will take these up with the relevant bodies.

4.4 Helpful suggestions for Meetings

Agendas and Reports

- ◆ On receipt, read through each agenda and any associated reports to identify important items – those affecting your area.
- ◆ Make sure that you understand what actions are being proposed.
- ◆ Think about what the result will be if those actions are taken.
- ◆ Are the costs involved justified?
- ◆ Think about whether there are any alternatives that could be explored.
- ◆ If you have any questions, please contact the Clerk or the Chairman or the author of the report, **before you attend the meeting**.

In the Meeting

- ◆ Identify the areas where you feel you have a contribution to make.
- ◆ Prepare yourself – check your facts, the background; ask for an explanation from your Clerk and /or fellow Councillors.
- ◆ Read your Standing Orders so that you understand the procedure. If in any doubt, please ask your Clerk.
- ◆ Remember your duty to declare an interest and if in any doubt check with the Clerk on the best course of action.

- ◆ If possible, tell the Chairman in advance that you wish to speak and on which Agenda Item.
- ◆ Be prepared to intervene on other items – often debates will lead into unexpected territory which may be of particular interest or relevance to you and your constituents.
- ◆ Remember not to confine yourself to the Ward which you represent. Consider the parish area as a whole.
- ◆ Beware the law of defamation!

Apologies for Absence

You have a duty to attend but if something crops up and you cannot attend, notify the clerk so that your apology and reason can be recorded in the minutes. If you fail to attend meetings for six months, without formal council approval, you are disqualified and cease to be a councillor.

4.5 After the Meeting - Council Minutes

It is the responsibility of the Clerk to write the minutes as a legal record of the Council's decision which are confirmed and signed by the Chairman at the next ordinary meeting. No discussion can take place on the minutes, only their accuracy. Minutes should contain a heading and a decision at the very least. They are not meant to be a verbatim record of discussions but the clerk is likely to minute any advice given. Councillors can request that their comments be recorded in the minutes and may also call for a recorded vote to be taken (see Standing Orders). Draft minutes may be placed on the Council's website marked as such. This is a requirement for smaller councils (under £25k turnover) under the Transparency Code.

4.6 Important Documents

The following are important documents that councillors should be able to reference in the decision-making process (some of which may be on the Council's website):

- ◆ Standing Orders
- ◆ Financial Regulations
- ◆ Budget for the current year and any projected financial planning
- ◆ Parish Map
- ◆ Parish Plan, Design Statement and Place Plans
- ◆ Local Development Framework
- ◆ Minutes of previous meetings
- ◆ Publication Scheme

Also, available for Councillors to view, upon application to the Clerk:

- ◆ Assets Register
- ◆ Insurance policy
- ◆ Lease agreements
- ◆ Schedule of Council Fees and Charges

4.7 Council Policies and Protocols

The Council may have adopted policies/protocols, some of which may be:

- ◆ Handling Complaints
- ◆ Health & Safety
- ◆ Risk Assessment
- ◆ Equal Opportunities
- ◆ Communication and engagement
- ◆ Bullying and Harassment (Dignity at work)

- ◆ Grievance and Disciplinary

Policies should be reviewed regularly.

5.0 Planning Matters

Being involved in planning is an important activity for a local council as a statutory consultee. The Planning Authority must consider the parish view before it decides to grant or refuse planning permission. The Town and Country Planning Act 1990 provides the main legal basis of the English Planning system as amended by the Planning and Compulsory Purchase Act 2004. Further changes have been introduced by the Localism Act 2011.

The National Planning Policy Framework (NPPF) sets out the Government's economic, environmental and social planning policies for England and contains the framework within which Local Plans are developed. The purpose of the NPPF is to help achieve 'sustainable development' that meets the needs of the present without compromising the ability of future generations to meet their own needs. The Planning and Compulsory Purchase Act 2004 placed an obligation on local planning authorities to produce a Local Plan (or Core Strategy) shaping how land use and places will change and develop over the next 15 to 20 years. It also sets out a spatial planning strategy – what the general location of development will be. Planning decisions need to be made in line with the development plan, unless there are good reasons why this should not be done. These reasons are called material considerations.

The Localism Act 2011 gives local communities more say in planning by encouraging local councils to prepare neighbourhood plans, to establish general planning policies for the development and use of land in their neighbourhood. Shropshire Council is offering a simplified localised planning approach, giving support to those wishing to develop Community Led Place Plans, which will include information from previous parish plans and design statements. Once in place these will form material considerations when considering planning applications. Emerging from the Core Strategy Local Plan in Shropshire is the Site Allocations and Management of Development Plan (SAMDev) which sets out just how much development is permitted and where.

In responding to planning matters, either in council meetings or planning committees, councillors should ensure they understand material and non-material planning considerations. Training is offered.

6.0 Dealing with Public Money

The Clerk or Responsible Financial Officer administers the finances of the Council and collectively Councillors are responsible for ensuring the proper management of the Council's finances to avoid risk of fraud, loss or bad debts. The Council must operate a sound system of internal control in accordance with The Accounts and Audit Regulations 2015 and to prepare an annual governance statement in accordance with proper practices in relation to accounts. The law requires another audit to be carried out so that local taxpayers can be assured that the risks to public money have been managed. Following the abolition of the Audit Commission, new arrangements take place from 31 December 2016 for external audit. The Transparency Code for Smaller Authorities and the Local Government Transparency Code 2015 requires certain councils to publish a range of

financial information on line. The codes can be viewed at <http://www.alcshropshire.co.uk/transparency-code> .

Detailed information is set out in 'Governance and Accountability in Local Councils; *the Practitioners Guide* in England', <http://www.nalc.gov.uk/library/publications/803-governance-and-accounability-with-appendix/file>. The Guide sets out how accounts should be kept, their format and how and when they must be approved and published; where and for how long taxpayers can view the accounts and details behind them.

The council's finances are controlled by checking spending against budget plans regularly at council meetings. The Council's own Financial Regulations sets out how the council must manage its finances and its overall system of internal control. As part of this, the Council appoints an independent 'competent' auditor to conduct an internal audit which is in turn reported with the accounts. As a member of the Council you are responsible for ensuring that the annual return accurately presents the financial management by the Council. The Council's finances are controlled by checking spending against budget plans regularly at council meetings. See the Council's website or ask the clerk for a copy.

6.1 Budget and Precept

The Council is empowered to incur expenditure in the execution of its statutory powers. It obtains its funds (the precept) from the principal authority for the expenses it is expecting to incur in the financial year ahead and so it is important that an accurate budget is set for the proper carrying out of the Council's functions. The budget setting process normally starts around October each year and request for the precept is normally sent in mid-February. Setting a three year rolling budget is good practice.

7.0 Handling Information

7.1 Freedom of Information

The Freedom of Information Act 2000 allows the public access to certain types of information held by the Council, subject to release of personal information under the Data Protection Act 1998. Requests must be in writing, email is accepted and the Council must respond promptly and normally within 20 working days. The Council is entitled to make a charge which must be set out in a **Publication Scheme** which also sets out the type of information published and the manner in which is published. The Council does not have to respond to repeated or 'vexatious' requests if it has already responded to an identical or substantially similar request from the same person. There are some other exemptions which fall into the category of 'absolute exemptions' such as court proceedings or personal information that would breach the Data Protection Act. The Council then has a duty to consider whether disclosure is required in the public interest. Guidance is available from the Information Commissioner. See your Council's website to view the Publication Scheme or ask your clerk for a copy.

7.2 Data Protection

All Councils hold a wide range of information and are required to '**notify**' the Information Commissioner of personal data it holds, subject to certain exemptions. Personal data may be as simple as holding someone's name and address but in addition includes amongst other things details of complaints, lists of contacts, employee/personnel records and information provided for the purpose of placing a contact to which the data subject is a party. Images taken by CCTV systems can now also fall within the data protection regime.

Councillors are covered by the Council's notification and have the same responsibilities with regard to data protection as the Clerk/employees of the Council. If councillors are processing electronic personal data in an individual capacity (ie where you are not acting on behalf of the Council) you are likely to be classed as data controllers and would individually need to notify the Information Commissioner. For advice and guidance, go to www.ico.gov.uk.

7.3 'Need to know'

Councillors do not have a 'need to know' for all council business and cannot claim an automatic right to see all council documentation and information. The National Association of Local Councils (NALC) has provided the following in establishing whether a councillor has a 'need to know':

- If you are a member of a committee, you have the right to inspect documents or to obtain information relating to the business of that committee
- If not a committee member, you need to demonstrate why sight of the information in question is necessary to enable you to perform your duties as a councillor
- The document/information will be held if a councillor's motives are indirect, improper, or ulterior
- Councillors may not go on a fishing expedition in respect of council documents but should specify precisely what information they need and for what purpose.

7.4 Confidential Information

The Council's Standing Orders and the Code of Conduct require Members and Officers to maintain confidentiality. When a councillor is acting, or gives the impression as acting, as a representative of the Council, a councillor is obligated not to disclose information which is confidential or where disclosure is prohibited by law. There are some exceptions, for instance if you are required to do so by law, where you have a person's consent or disclosure is in the public interest (justified in only very limited circumstances). Improper disclosure of confidential information constitutes a breach of the Code of Conduct.

7.5 Defamation and Privilege

Councillors when making statements in council and committee meetings should be aware that they are subject to the general principles of law relating to defamation. As a general defence a councillor should show that any such alleged statement was made on a 'qualified' privileged occasion, when the councillor who makes the statement must show that the statement was made without malice and in pursuit of a public duty. If, upon investigation, the statement is found to be true, it is not defamatory at all, but if it is found to be untrue, privilege can be claimed if the Councillor acted without malice.

7.6 Press and Media

Dealing with the Press

- ◆ Check the Council's policy on the issue of press statements.
- ◆ Seek help from the Clerk on how to handle individual press members.
- ◆ Get to know the reporters who cover your area and those who are regularly present at Council Meetings. Learn how to explain your views on issues and do not talk "off the record" – some things are best kept unsaid!
- ◆ When approached either in person or on the telephone, think carefully before you speak, and ask for time to consider your reply if necessary.

Dealing with the Media

- ◆ Seek help from your Clerk.

- ◆ Think carefully about anything you say. Remember that it may well be reported, and it may be your voice that says it! If necessary therefore, ask for time to consider your reply and take appropriate advice.
- ◆ Be aware that the reporter has deadlines and these are even tighter than for newspapers – local radio has bulletins every hour!
- ◆ Remember that a recorded interview may be cut and edited in just the same way as a press report.
- ◆ Beware of radio reporters who ring you and say that they want to do a recorded interview immediately over the telephone. Unless you are very confident, ask them what they want to talk about and ring them back in ten minutes. Use this time to compose yourself, to decide what you are going to say and, if necessary, to take advice.
- ◆ When taking part in live broadcasts (including phone-ins), always agree beforehand what areas you will and will not discuss.
- ◆ Do your homework and learn all the facts before you go to the studio.
- ◆ Be honest in your answers. Even the slightest hesitation on air can sound like evasion, dishonesty or incompetence.
- ◆ Even if you do not know the answer to a particular question, it is better to admit that, rather than make up something which, with hindsight, may have been improper.
- ◆ Broadcast appearances are best left to those who feel at home on radio or TV. Most of us need extra coaching, so if you are likely to be a Spokesperson, try to get broadcasting skills training.

The Local Newsletter

Beware of providing items for your local newsletter particularly if it has not been agreed by the Council that you have this authorisation. It is normally the Clerk who provides this information. If you do provide articles for inclusion, remember that any views expressed should be clarified as being your own and anything you write must not bring your Council into disrepute. It is worth repeating here that the decisions made by your Council are made by the Council as a whole, even if you voted against a decision.

8.0 Members' Services

Larger Councils may provide a support service for Members who require this, such as access to photocopiers, printers, vending machines and meeting rooms. This will depend upon what has been agreed by the Council and services of this nature should not be taken for granted.

8.1 Members' Allowances

A local council may pay a basic allowance to its elected Members having taken into consideration any recommendations from the principal council's Parish Remuneration Panel and must publish at the end of the financial year any amounts paid. The Chairman may receive an additional Chairman's Allowance. Mayors may also be paid a special allowance to cover their expenses in carrying out mayoral duties. Allowances are taxable under the PAYE system and so records should be kept.

The Council is also required to take into consideration recommendations of the Panel regarding the payment of **Travel Expenses** for approved duties and in the case of smaller local councils, this is normally limited to approved attendance outside of the parish area.

Councillors have the option of whether or not they wish to take such allowances. Check with the Clerk if the Council has a Scheme of Allowances.

8.2 Training and Development

Councillors will be informed of any available training or briefings they are expected or invited to attend. Fundamentals Training for councillors is available via SALC and covers the areas set out in the table below.

The Clerk will inform you of any other training that becomes available. Some training may incur a small cost. However, some events/briefings may be free.

Councillors are encouraged to attend training and development when offered to develop their knowledge and skills in carrying out their role.

Please contact the clerk to make any bookings for you.

SALC Induction Training includes:	
Roles, Responsibilities and Skills	Powers and Duties
Chairmanship	Code of Conduct
Planning	Handling Information
Finance and Audit	

Skills needed to be a Councillor

Councillors require many skills to carry out the various aspects of their role effectively. Councillors are required to listen, question, consult, negotiate, deal with conflict and make objective assessments. Contact your clerk if there are skills you wish to develop, for instance public speaking, use of IT etc.

9.0 Managing Risk

The Health & Safety at Work Act 1974 places a duty on Councils as employers and employees to protect health and safety of its employees and the public visiting its premises. This includes maintaining the safety of any places of work, the working environment (including equipment) and without risks to health for which the Clerk will undertake appropriate risk assessments. The Disability Discrimination Act 2010 imposes obligations on Councils as employers and wider obligations to ensure access to services, including permanent physical adjustments to premises and meeting rooms.

9.1 Insurance

The Council undertakes a review of its risks annually. Using the Asset Register as a guide, the Council will identify the level and severity of any likely risk and take appropriate steps to manage the consequences, which includes reviewing its insurances prior to renewal date.

Policies normally cover core risks, such as property and public liability in addition to mandatory cover for Employers' Liability, Fidelity Guarantee (Employee Dishonesty), and Hirer's Indemnity. Other optional cover is available. Your Council's insurance may also cover councillors for Personal Accident, Libel and Slander and Officials' Indemnity. Your Clerk will advise.

10.0 Local Council Award Scheme

The Local Council Award Scheme has been designed to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to

improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

[Download the Local Council Award Scheme 2016 guidance \(doc\)](#)

10.1 The General Power of Competence

The Localism Act includes a 'general power of competence'. It gives local authorities the legal capacity to do anything that an individual can do that is not specifically prohibited. The general power gives councils more freedom to work together with others in new ways to drive down costs and increase their confidence to do creative, innovative things to meet local people's needs.

To qualify as an "eligible parish council", a parish council in England must meet conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

11.0 Useful Contacts and Sources of Advice

- Your Clerk – It is the Clerk's job to receive information and to keep the Council informed.
- Shropshire Association of Local Councils (SALC) www.alcshropshire.co.uk
- The National Association of Local Councils (NALC) <http://www.nalc.gov.uk/>
- Your Clerk can also be a member of the Society of Local Council Clerks (SLCC) <http://www.slcc.co.uk/>
- Shropshire Voluntary Community Services <http://vcsvoice.org/>
- Rural Community Council for Shropshire <http://www.shropshire-rcc.org.uk/>
- Shropshire Council <http://www.shropshire.gov.uk>
- Telford and Wrekin Council <http://telford.gov.uk/>

12.0 Useful Publications

- NALC's 'The Good Councillor's Guide'
- 'Being a Good Employer'
- Governance and Accountability for Local Councils: A Practitioners' Guide
- 'The Local Council Award Scheme'

See SALC's website www.alcshropshire.co.uk