



*SERVING LOCAL COUNCILS IN SHROPSHIRE AND TELFORD & WREKIN*

*Affiliated to the National Association of Local Councils*

# Introduction to Your Council

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## WELCOME

Congratulations on your election: you are now a part of the democratic framework in Shropshire, at the first level of government, representing your community at grass roots level.

In England there are over 10,000 Local Councils, with more than 100,000 Councillors with around £400M collected annually in precept income and investing around £2billion annually in local communities.

In Shropshire there are 180 Parish Councils (153 in Shropshire, 27 in Telford & Wrekin) and nearly 2000 parish and town Councillors (1400 seats in Shropshire for the 2025 elections).

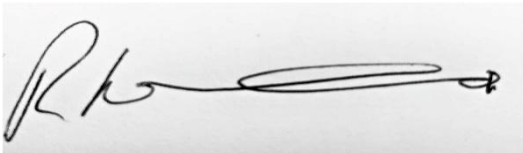
Local Government is at an important point in its evolution with increasing responsibilities as powers are devolved. Many changes are likely to take place, and the importance of community engagement and local representation cannot be ignored.

The Shropshire Association has produced this Guide 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:

- Sign an Acceptance of Office (normally before or at the first meeting of the Council)
- Sign up to the Code of conduct (See paragraph 3 below)
- Complete the Register of disclosable pecuniary interests (See Section 3 below)  
*(Your Clerk will have this in hand.)*

I hope you enjoy your new role in representing your local community and find it fulfilling.

A handwritten signature in black ink, appearing to read 'Ray Wickson', with a long horizontal flourish extending to the right.

Councillor Ray Wickson  
Chair  
Shropshire Association of Local Councils

May 2025

## **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 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'. The Clerk will provide you with this information.

## **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 Chair 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 they have signed a declaration of acceptance of office and delivered it to the 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.

*(There is an Officer/Councillor protocol which sets out more detail which your Council may have already adopted. If so, the Clerk will be able to provide you with a copy.)*

## **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.\*
- Is entitled to vote at meetings
- May resign at any time by written notice to the Chair

### ***Please note:***

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, they automatically cease 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.

## **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 of the public purse
- Abide by the Council's Code of Conduct
- Act collectively as employer

## **2.3 What A Councillor Cannot Do:**

- 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 and their role is to:

- Provide professional advice, and administrative support.
- Act as the Operational Manager.
- Prepare the Council for taking decisions, before, during and after meetings
- Implement decisions and protect the Council as a Corporate Body.

- Organize meetings and events, manage sites, facilities, staff and finance, through to marketing, negotiating and public relations.

## **2.5 Role of the Chair**

The Council *must* have a Chair, who is often the public face of the Council, representing the council in a civic capacity and sometimes speaks on behalf of the Council and whose role is to ensure:

- Proper decisions are taken in Council Meetings.
- Meetings run smoothly and on time.
- All Councillors have the opportunity to speak at meetings.
- Procedure is followed in accordance with standing orders.

## **2.6 Role of the Council as a Whole**

The Council is a corporate body, a legal entity independent from that of its individual 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 power under Section 137 of the Local Government Act 1972 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). Your Clerk will inform you if the Council is able to use this power.

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. For a list of powers please see 4.1 below.

## **2.7 The Council as Employer**

Councils often have to deal with a range of employment related issues which require clear and straightforward employment policies and procedures that help to handle employment matters 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. The Code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership (referred to as the Nolan principles).

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 Council Meeting takes place in May, and in an election year on or within 14 days after the date 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*' an e-copy of which can be obtained from the Clerk, or from the Members' area at [www.alcshropshire.co.uk](http://www.alcshropshire.co.uk) (your Clerk will have access details).

#### **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, information on public participation and other procedures. 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 (excluding Sundays and public holidays) 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 Chair, 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 Chair 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 it is 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 Chair 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.
- ◆ Consider the parish area as a whole.
- ◆ Respect the Chair, other Councillors and the Clerk.
- ◆ Never engage in personal attacks on others.
- ◆ Beware the law of defamation!

### Apologies for Absence

You have a duty to attend but if you are unable to, notify the Clerk so that your apology can be recorded in the minutes. If you fail to attend meetings for six months, without formal council approval, you are automatically 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 Chair 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

Councillors should be able to reference the following to aid decision-making, depending on the size of the Council (some of these 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

Where applicable, the following are 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 Procedures

The Council may have adopted policies/procedures, which can include:

- ◆ Handling Complaints
- ◆ Health & Safety
- ◆ Risk Assessment
- ◆ Equal Opportunities
- ◆ Communication and engagement
- ◆ Bullying and Harassment (Dignity at Work)
- ◆ Grievance and Disciplinary
- ◆ Data Protection

Policies should be reviewed regularly.

## 5.0 PLANNING MATTERS

Being involved in planning is an important activity for a local council. The Planning Authority must consider the parish view before it decides to grant or refuse planning permission. It should be noted that the Principal Council is the Planning Authority that will make the final decision. The Parish Council is not a statutory consultee for planning applications except for certain very limited circumstance (Crown Development). However, if a Parish Council notifies the Local Planning Authority that it wishes to be consulted then the LPA must inform them as a statutory requirement. 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. [Details of Shropshire's planning application process are shown here.](#)

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. Following consultation, the Government published an updated [NPPF](#) in December 2024.

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. Neighbourhood planning enables communities to play a much stronger role in shaping the areas in which they live and work and in supporting new development proposals. This is because unlike the parish, village or town plans that communities may have prepared, a neighbourhood plan forms part of the development plan and sits alongside the [local plan](#) prepared by the local planning authority. Decisions on planning applications will be made using both the local plan and the neighbourhood plan, and any other material considerations. [A number of neighbourhood plans already exist in Shropshire and others are being developed.](#)

In responding to planning matters, either in council meetings or planning committees, Councillors should ensure they understand [material and non-material planning considerations](#). SALC provides training opportunities on planning issues.

## **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 their proper management 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 were put in 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', [Smaller Authorities Proper Practices Panel](#) .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 set 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 the precept request is usually required by end January. 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 acceptable) and the Council must respond promptly - 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 it 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 can also include 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](http://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:

- If you are required to do so by law
- Where you have a person's consent
- Where 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**

When making statements in council and committee meetings, Councillors 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. Check whether you have a Press and Media Policy as speaking on behalf of your council may be delegated to the Clerk or the Chair.
- ◆ 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.

### **Local Newsletters**

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 any amounts paid at the end of the financial year. The Chair may receive an additional Chair's Allowance. 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 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.

<b>SALC Induction Training includes:</b>	
Roles, Responsibilities and Skills	Powers and Duties
Chairship	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 set out the 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. For more information see [Local Council Award Scheme](#)

### **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](http://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/>
- Community Resource [Home - Community Resource](#)
- 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’
- The Good Councillor’s Guide to Finance and Transparency
- The Good Councillor’s Guide to Neighbourhood Planning
- Governance and Accountability for Local Councils: A Practitioners’ Guide
- ‘The Local Council Award Scheme’

See SALC’s website [www.alcshropshire.co.uk](http://www.alcshropshire.co.uk) or log into your account [www.nalc.gov.uk](http://www.nalc.gov.uk)