



SURREY ASSOCIATION OF LOCAL COUNCILS

NEW COUNCILLOR WELCOME PACK

[Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://surreyalc.gov.uk)

UNDERSTANDING YOUR NEW ROLE

Congratulations on becoming a Councillor! To help you understand your new role and other roles within your Council, the following documents are available and can be obtained from the National Association of Local Councils (NALC) website: -

- [The Good Councillor's Guide \(nalc.gov.uk\)](http://nalc.gov.uk)
- [The Good Councillor's Guide to Employment \(nalc.gov.uk\)](http://nalc.gov.uk)
- [The Good Councillor's Guide to Finance \(nalc.gov.uk\)](http://nalc.gov.uk)

In addition to the above reading your Clerk should give you the following documentation: -

- Declaration of Acceptance form – You cannot act as a Councillor until you have signed a formal declaration of office.
- Register of Interest form – You must declare any Disclosable Pecuniary Interests to your Borough/District's Monitoring Officer.
- Strategy or Visioning document for your Council
- List of Council Meeting dates.
- Council's Standing Orders
- Council's Financial Regulations
- Council's Code of Conduct
- Other adopted Council's Policies such as Data protection and Grievance.

TRAINING FOR NEW COUNCILLORS

It is particularly important that all councillors receive training to fully understand their role, powers and responsibilities, including local government finance, and the Members' Code of Conduct. These are key and essential to good decision making. In the first instance your Clerk and Chair will give you initial induction training and will be there to assist you as you learn on the job.

Surrey Association of Local Councils (SALC) highly recommend that all newly elected councillors undertake official training as soon as possible after the elections. The primary areas we suggest you receive training on are: –

- The Role, Responsibilities and Working relationships of Councillors
- Policies, Powers and Duties
- Meetings, Agenda & Minutes
- Finance for Councillors
- Introduction to Planning

Details of these courses and other key training events can be found on our website [Training | Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://Training|SurreyAssociationofLocalCouncils(surreyalc.gov.uk)). Members of SALC receive discount rates with our training providers Mulberry LAS, Breakthrough Communications and Cloudy IT.

WHO IS SALC?

SALC represents the interests of its member Local Councils. The role of the Association is to support, protect and grow the Parish and Town Council network in Surrey and be their collective voice at all levels of government. SALC guides its member councils on a range of matters including governance, legal, planning and finance and provides access to a comprehensive range of training courses.

The Services provided by the Association include-

- CiLCA qualified advice and support plus access to expert legal advice services.
- Councillor and Council Staff Training.
- Networking opportunities via its Online Forums and Conferences.
- Representation of the sector with Principal Authorities in Surrey and Central Government.
- Key Member Communications via its newsletters [Newsletter | Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://surreyalc.gov.uk) and latest news section on its website [News & Updates | Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://surreyalc.gov.uk) which ensure its members stay up to date with statutory requirements of the sector.

Sign up to our newsletter to receive the latest news and key messages from SALC & NALC, dates for your diary, training details and more!



or <http://eepurl.com/hsA8G5>

Full details on SALC membership benefits are on our website [Membership Benefits | Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://surreyalc.gov.uk).

SALC is a not-for-profit membership organisation. It is a company limited by guarantee and through the Articles of Association is owned by its members, who exercise control through the Annual General Meeting. SALC is run by and for its member councils. SALC has a board of up to 10 directors who are appointed at SALC's Annual General Meeting to run the organisation in the best interests of member councils. Funding is obtained through annual membership subscriptions and through our own earned income streams, such as the Training partnership schemes we operate. Full details of our Board are on our website [SALC Board | Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://surreyalc.gov.uk)

THE SALC TEAM

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WHO IS NALC?

Established in 1947, the National Association of Local Councils (NALC) is the only national body representing the interests of local (parish and town) councils. County Associations such as SALC are members of NALC and both the National and County Organisation work in close partnership with the primary objective of supporting, promoting and improving local councils. The organisations meet fortnightly, which provides an excellent opportunity to learn from each other and share experiences. Town and Parish Councils also pay a subscription to NALC which is collected through the County Associations.

NALC is the 'voice' of Town and Parish Councils at Central Government level and meets regularly with Government Ministers so that there is an understanding of the work of Town and Parish Councils. NALC also, and importantly, produces a wide range of information for Member Councils including guidance publications for councillors, advice notes and policy templates. These are available on their website. Information can also be accessed through the SALC website [Surrey Association of Local Councils \(surreyalc.gov.uk\)](http://Surrey Association of Local Councils (surreyalc.gov.uk))

SALC is affiliated with NALC and as a member of our Association your Council is automatically a member of the National Association. Our affiliation to [National Association of Local Councils \(NALC\)](http://National Association of Local Councils (NALC)) ensures that our members receive the most up-to-date advice and changes to policy, procedures and law whilst striving, as part of our 'value for money' commitment, to keep subscriptions at an affordable level.