

Information
**Smaller Councils
Committee
candidate pack**

**National Association
of Local Councils**

www.nalc.gov.uk

Published by
National Association of Local Councils (NALC)

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CONTENTS

Purpose of the candidate pack	3
Definition of a Smaller council	3
Overview of the Smaller Councils Committee	3
Purpose of the Smaller Councils Committee	3
Meeting cycle	4
Expenses	4
Eligibility	4
Timetable	4
Election process	5
Questions	5

PURPOSE OF THE CANDIDATE PACK

The document is directed at prospective candidate interested in being elected to NALC's Smaller Councils Committee for 2020/21.

DEFINITION OF A SMALLER COUNCIL

There is no universal or even widely-recognised definition of 'Smaller Council', whether based on measures of parish population, electorate size, annual financial turnover, fixed assets, number of members, internal substructure or level of activity. It is easier to focus on some general descriptive characteristics. When seen in the context of the wider local councils' sector, smaller councils tend to:

- Have smaller annual budgets.
- Employ fewer (or, sometimes, no) staff.
- Serve more-rural and other sparsely populated communities.
- Operate with simple systems, basic internal structures and procedures.

OVERVIEW OF THE SMALLER COUNCILS COMMITTEE

The membership of the Committee shall consist of the following:

- Up to five members drawn from and appointed by the Assembly, who may not be elected members of a larger council, as defined by the National Association.
- Three members representing smaller councils as nominated by County Associations drawn from clerks and members of smaller councils, and county association staff dealing with smaller councils.
- Either the chairman or one of the vice-chairmen of the National Assembly.

PURPOSE OF THE SMALLER COUNCILS COMMITTEE

Working within the wider governance structure of the National Association, the committee will promote and represent the interests of smaller councils (however defined from time-to-time), and parish meetings.

- Ensuring NALC guidance, good-practice material, model documents etc appropriate for smaller councils.
- Actively monitoring and influencing rural issues, policies and programmes, including working in partnership with other rural bodies.
- Monitoring, advising and influencing the services, decision-making and other activities of the National Association, regarding the specific implications for smaller councils.

MEETING CYCLE

Smaller Councils Committee normally meets four times per annum.

- 11 February 2020

- 23 June 2020
- 29 September 2020
- 24 November 2020

EXPENSES

It is the policy of NALC to reimburse its elected member's travel and subsistence costs, provided the expenditure has been authorised, receipted and certified in accordance with this policy. Details of how to submit a claim will be made available.

ELIGIBILITY

Councillor and Clerk

To stand, you must be a councillor or clerk to a local (parish and town) council which meets the definition of a smaller council and is in membership of NALC. Should you cease to be a councillor during your tenure on the committee or should your local council cease to remain in membership of NALC, then you will not be able to remain on the committee. If this is the case, you must notify NALC as soon as possible.

TIMETABLE

Action	Date
Nominations open	11 October 2019
Nominations closed	8 November 2019
Voting begins	15 November 2019
Voting ends	13 December 2019
Results published	17 December 2019
Tenure starts	1 January 2020

ELECTION PROCESS

You can download a nomination form from the Smaller Councils Committee Election webpage. Completed forms will need to be counter signed by your local council and sent to NALC at nalccommittees@nalc.gov.uk by 11 October 2019.

Nomination forms should be returned as a Word document (.doc or .docx). They must be typed (handwritten forms will not be accepted).

Voting will open on 15 November 2019 and run until 13 December. Information on nominees will be available on the Smaller Councils Committee Election webpage. Only smaller councils are eligible to vote.

Results will be published on the NALC website on 17 December 2019.

QUESTIONS

For more information on the Smaller Councils Committee and its election process, contact NALC at **nalccommittees@nalc.gov.uk** or on 020 7290 0303.