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Information
**Larger 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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PURPOSE OF THE CANDIDATE PACK

The document is directed to a prospective candidate interested in being elected to NALC's Larger Councils Committee either as a councillor or clerk, representative for 2020/21.

DEFINITION OF A LARGER COUNCIL

The committee represents larger councils with an electorate of over 6,000 and/or an annual budgeted income of £600,000.

DEFINITION OF A SUPER COUNCIL

The Committee represents Councils with an annual precept income of £1,000,000 or an annual budgeted turnover of £1,500,000.

OVERVIEW OF THE LARGER COUNCILS COMMITTEE

The committee comprises of:

- Four members of National Assembly, who must be elected members of a larger council, these National Assembly members may not serve on the Smaller Councils Committee as National Assembly representatives
- Eight elected members who are elected for a period of two-years and resign on a rotational basis
- Four non-voting elected clerks who are elected by member larger councils for a period of two-years and resign on a rotational basis
- A larger councils champion (from January 2020) representing the NALC Management Board
- Two elected members from the Super Councils' Network for a period of two-years to resign on a rotational basis

PURPOSE OF THE LARGER COUNCILS COMMITTEE

The terms of reference of the committee are as follows:

- a) To develop, formulate and respond to the policy issues affecting larger councils within the overall NALC framework (avoiding committee duplication)
- b) To provide, by direct access, a full range of national services, including legal advice and oversight of the NALC larger council delivery offer
- c) To provide networking opportunities for elected members, clerks and staff of larger councils in terms of conferences and seminars – having regard to the unique needs of this special interest group

- d) To provide specific and relevant training on issues identified by, and affecting, larger councils, also identifying what larger councils can do to assist the wider sector (including by peer challenge and peer support)
- e) To contribute to the NALC flexible and diverse funding campaign
- f) To oversee facilitation of the Super Councils' Network, supporting other relevant special interest groups, also working with the Local Government Association where appropriate
- g) To promote to larger (including urban) councils the advantages of being in membership of NALC and county associations of local councils
- h) To promote regional groupings of larger councils
- i) To deliver an annual work programme using the vehicles of both task and finish groups and officer co-ordination
- j) To use blended forms of technology to communicate regularly with all larger councils in membership
- k) To promote best practice across all policy themes from larger councils, to larger councils across England – using different media

MEETING CYCLE

Larger Councils Committee normally meets four times per annum.

- 21 January 2020
- 21 April 2020
- 8/9 June 2020 – this meeting will be part of NALC's Study Tour (TBA)
- 22 September 2020

The Study Tour will be hosted by a super council and is an annual event over two days involving paying delegates. In 2020 it is very unlikely there will be a formal committee meeting on the Study Tour in which case committee members are encouraged to book onto the event in their own right.

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

To stand as a councillor, you must be a councillor to a local (parish and town) council which meets the definition of a larger 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.

Clerk

To stand as a clerk, you must be a clerk to a local council which meets the definition of a larger Council and is in membership of NALC. Should you leave your role during your tenure, unless to join another local council, which meets the definition of a larger council, you will not be able to remain on the committee. If this is the case, you must notify NALC as soon as possible.

SUPER COUNCILS' NETWORK

There are no Super Councils' Network vacancies to fill at this round of committee elections.

TIMETABLE

Action	Date
Nominations open	25 July 2019
Nominations closed	13 September 2019
Voting begins	23 September 2019
Voting ends	15 November 2019
Results published	18 November 2019
Tenure starts	1 January 2020
Tenure ends	31 December 2021

ELECTION PROCESS

You can download a nomination form from the Larger 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 13 September 2019.

Nomination forms should be returned as a Word document (.doc or .docx). They must be typed (handwritten forms will not be accepted). Video attachments can be submitted as supporting evidence (see instructions below).

Voting will open on 23 September 2019 and will run until 15 November 2019. Information on nominees will be available on the Larger Councils Committee Election webpage. Only larger councils are eligible to vote.

Results will be published on the NALC website on 18 November 2019.

TIPS TO RECORD A VIDEO AS SUPPORTING EVIDENCE

To try to assist prospective candidates with submitting a video, NALC have put together a few tips for users of Android and iPhone. This should be compiled using the guidance below and the relevant link included in an email attaching your completed nomination form to **nalccommittees@nalc.gov.uk**. A video link will be shared with your nomination form on the NALC website for the duration of the voting period

Android

1. To capture moving pictures, or video, with your Android phone, switch the camera mode in the Camera app to video recording. The same icon is used to switch between still and moving images.
2. When video mode is active, the Camera app's screen changes subtly: The Shutter icon becomes a Record icon. Touch that icon to start recording video. Point your Phone at the action you want to capture, in this case we would suggest a landscape view with a simple background is sufficient.
3. While video is being recorded, the Record icon changes to either a Pause or Stop icon. A timer appears on the touchscreen, indicating how long you have been recording video. Touch the Pause or Stop icon to pause or stop recording, respectively.
4. As with taking a still image, video recorded by the Camera app is kept on the phone's internal storage. You can peruse videos by using the Gallery app.
5. The focus ring may not appear while you're capturing video.
6. Video recording uses the same zoom techniques as recording still images.
7. Hold steady. The camera still works when you whip the tablet around, but wild gyrations render the video unwatchable.
8. It is better to hold your camera in landscape.

9. Video is saved in the MPEG-4 video file format and features the mpg filename extension. The files are found on the phone's internal storage.

iPhone

1. Tap Camera on the Home Screen or, if your iPhone is locked, click the Home button and then drag the Camera button up.
2. Swipe the screen to the right to highlight Video.
3. On an iPhone 5S, you can swipe another notch to the left of Video to Slo-Mo. This feature actually captures video at a higher frames-per-second speed, which then allows you to play the video at a slower speed. While you are recording, the screen looks the same, and then when you edit the video, you choose the part or parts to play back in slow motion. Choose Slo-Mo before recording.
4. Point your iPhone at the action you want to capture, in this case we would suggest a simple landscape view with a simple background is sufficient.
5. Tap the Flash button to the On or Auto position if you are in a low-light setting.
6. You have to turn the flash on before you begin recording your video.
7. Tap the Record button, which is the red dot in place of the shutter button, or press one of the Volume buttons.
8. The Record button becomes a red square in a white circle, whereas the video is recording and a timer appears at the top of the screen (the side if you turn your phone to landscape view).
9. Optional: Tap the shutter button next to the Record button to take a still photo while you are shooting video.
10. Tap the Record button or press one of the Volume buttons to stop recording.
11. You can also press the centre button on iPhone's earphones to start or stop recording.
12. A thumbnail of your video's keyframe appears next to the Record button.

QUESTIONS

For more information on the Larger Councils Committee and its election process, contact NALC at nalcccommittees@nalc.gov.uk or on 020 7637 1865.