

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town Clerk
On behalf of	N/A
Date	22 nd June 2023
For Meeting of Council/Committee	Full Council
Date of meeting	27 th June 2023
Agenda item no.	83/23-24 (2)
Confidentiality	N/A
TITLE OF MOTION	SLCC MEMBERSHIP
MOTION(S)	(2) To agree to provide SLCC Membership for the Deputy Clerk.
Background	<p>Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees. SLCC's membership is steadily growing and now represents clerks to over 5,000 councils in England and Wales.</p> <p>The Town Council has benefited, and continues to benefit, from SLCC Membership for the Town Clerk in many ways, and membership benefits are being utilised on a daily basis.</p> <p>SLCC provides access to hundreds of online resource documents; advice on legal and procedural matters; access to SLCC advisers; an active Clerk's online forum; active Cambridgeshire branch network; varied training opportunities; Clerk magazine.</p> <p>It is proposed to provide the Deputy Clerk with their own membership.</p>
Issues/items for consideration by the Council	<p>It is proposed to provide the Deputy Clerk with their own membership. Membership would provide the following key benefits to Northstowe Town Council;</p> <ul style="list-style-type: none"> • Important to ensure Deputy Clerk is able to fully deputise and is fully equipped with access to up-to-date legal advice and is fully briefed on the issues of the day, also in case of clerk's annual leave, illness or absence for business or other reasons, to ensure fast, accurate advice can be assured at all times. • By enabling the Deputy Clerk to gain access to online, high-quality legal and advisory resources and direct access to SLCC's central legal and advisory teams, this will save time (at a higher hourly rate) for the Town Clerk to do such research and enquiries). • Access also directly to very useful online clerk forum, to find out information or to ask questions; again, saving time for Town Clerk to do so on behalf of the Deputy Clerk. • Discounts on a range of training opportunities provided through membership. • Direct access to key, critical information were the Deputy Clerk to start with iLCA or CiLCA training. • Direct access to network of clerks and deputy clerks across Cambridgeshire and Peterborough of SLCC members. <p>Benefits of SLCC Membership are explained further at Membership (slcc.co.uk)</p>

	The cost for SLCC Membership is linked to the gross annual salary. The Deputy Clerk's annual membership would be significantly cheaper than that of the Clerk, at £222.00 per year (plus one-off £15.00 joining fee).
Recommendations	For the Town Council; To agree to provide SLCC Membership for the Deputy Clerk. ➤ This would provide a cost-effective way to empower the Deputy Clerk, save time for the Town Clerk and ensure all core staff have access, at all times, to high quality legal, procedural and other types of advice to benefit all Council's work.
Appendices	N/A
Documents:	Attached: SLCC membership leaflet 2023.

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Effective Governance; Legal Compliance	√
Staffing Implications: ⁱⁱ	YES – would save time (and thus costs) for Town Clerk, enabling him also to focus on other key and strategic work; would empower and enable Deputy Clerk to fully deputise at all times and have direct access to key resources and advice, to support all work conducted by the Town Council.	←
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge N/A	
Financial ^{vi}	There are no financial implications at this stage N/A	
	There will be financial implications; Details: YES – see details of membership costs in above	←
	There is provision within the budget Budget heading & details: YES – Although there is no spare budget under the budget allocation 'annual subscriptions', there is £800 set aside for 'staff training' – this budget could be used to cover the costs for 23-24 membership. There are also other budget headings (including 'Deputy Clerk salary') that are almost certainly going to see underspend in 23-24).	←
	Decisions may give rise to additional expenditure; Details: YES – annual membership costs	←
	Decisions may have potential for income generation; Details: POTENTIALLY – equipping Deputy Clerk with direct access to key resources may help Council bring in further funds and saving costs through efficient working.	←
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

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- ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).
- ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.
- ^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).
- ^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).
- ^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.
- ^{vii} See also Town Council's [Health and Safety Policy](#).
- ^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.
- ^{ix} See also the Town Council's [Data Protection Policy](#).
- ^x See Town Council's [Risk Management Plan](#).