



**capalc**

Cambridgeshire and Peterborough  
Association of Local Councils

MEMBER



BENEFITS

2020/21

## What we do for you...

- CAPALC provide straightforward aid and legal advice through our 'helpdesk' facility.
- CAPALC has direct access to obtain legal opinion from NALC's legal team for our member Councils.
- CAPALC take pride in being able to offer comprehensive support to member councils through our direct link to NALC and NALC's unique position as the only representative body able to support and campaign for local councils at government level.
- CAPALC will provide indemnified HR, Finance and DPO advice through our contracted consultants with the first hour of advice included within your affiliation fee & if applicable, the opt-in DPO scheme membership. **NB.** If you choose to continue with our advisor after the 1-hour free expert advice, the fee to be charged is typically in the region of £150 + vat per hour. You may of course choose not to go with this option & retain a consultant of your councils' choice.
- CAPALC member Councils with a turnover of £250,000 and/or electorate of 6000 can become Direct Access Councils, this means direct access to NALC's legal team.

## Contact Info

The Norwood Building  
Parkhall Road  
Somersham  
Cambridgeshire PE28 3HE

**Telephone** 07594 766229

### Email addresses

ceo@capalc.org.uk

helpdesk@capalc.org.uk

office@capalc.org.uk

CAPALC Website

[www.capalc.org.uk](http://www.capalc.org.uk)

## Affiliation fees

The fees are calculated & based on the individual council's electorate plus NALC's fee of 7.2p per elector. *Contact CAPALC's office for more detail on your Council membership fee.*

**NB. CAPALC provides 8 hours confidential advice if your council is in difficulties & reserves the option to negotiate & charge addition fees should further work on the same issue be required.**

**Right:** Councillors & Clerks attending an HR Forum, November 2019





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## Additional Membership Benefits

- Membership area access on the CAPALC website for good practice guides, templates & advice
- Membership area access on the NALC website for model Standing Orders, Financial Regulations, template policies, Legal Topic Notes, briefings & more
- Monthly e-bulletin with legal updates & info
- Regular sector updates from our Internal Auditor Representative Group
- Free job vacancy advertising in the e-bulletin & on CAPALC's website
- Discounted training opportunities for the Clerk, Councillors & all staff members
- Training includes Clerks: The Knowledge, CiLCA, Councillor courses & specialist sector subjects
- Locum Clerk service including RFO

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**Below:** Councillor training, Burwell 2019



**Above:** Clerks: The Knowledge 2019

## CAPALC processes:

- Borrowing applications for the Public Works Loan Board (PWLB) & other sector loan opportunities.
- Local Council Award Scheme applications & advice



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## At a glance ...

### **A Local Perspective**

CAPALC and the Society of Local Council Clerks (SLCC) Cambridgeshire branch both recognise each other's organisation and the joint work and support for Parish, Town & Community Councils and Clerks that each does for the parish sector across Cambridgeshire & Peterborough.

CAPALC is the membership organisation for Parish, Town & Community Councils as the corporate body.

The SLCC is the membership organisation for individual people ie the Parish, Town or Community Clerk.

### **The National Perspective**

The National Association of Local Councils (NALC) lobbies government on issues that affect the parish & town council sector.

A national protocol was agreed in October 2014 between NALC together with the independent County Associations (CALC's), and the SLCC and its county branches.

CAPALC and NALC, our national affiliated body, provide affordable expert opinion, support, training and mentoring to Cambridgeshire & Peterborough parish, town and community Councils.

**Membership of CAPALC includes membership of NALC.**

## CAPALC's remit is defined by you, the members

Our commitment is to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesk on topics such as:

- Training opportunities for Clerks, Chairmen & Councillors
- Local Council Awards Scheme
- Borrowing Applications
- Council statutory powers & duties
- Council & committee meeting procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council budgets, precepts & finance
- Agendas & Minutes
- Risk Management
- Employment, staff contracts & job descriptions
- HR & Disciplinary procedures
- Responding to planning applications & working with the planning process
- The Localism Act & the opportunity & challenges for local councils
- The General Power of Competence



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## Training at a glance ...

The list of support topics is driven by you and reflects your needs as enablers for your community. Topics include but not exclusively;

- Certificate in Local Council Administration (CiLCA)
- Clerks: The Knowledge (new Clerks & refresher course)
- Councillor training (new Councillors & refresher)
- Chairmanship
- HR
- Finance
- General Power of Competence
- Planning
- Allotment management
- Cemetery management
- Risk management
- GDPR updates
- And more...

## The Member Council's remit...

As a member of CAPALC your Council agrees that its members will:

- Abide by the Council's Code of Conduct & the seven Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership
- Have a training budget for Clerks, council staff & Councillors
- Maintain good standards of governance & financial control of public funds
- Be open & transparent in how it conducts its meetings & dealings with the public
- Ensure all council staff have a contract & job description & regular performance reviews
- Nominate a voting member for CAPALC AGMs & other Association meetings
- Provide CAPALC with up to date full contact details of the Clerk & Chairman

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## CAPALC networking & learning opportunities ...

- Local Annual conference 'Share the Vision, Shape the Future'
- Pop up cafés across the county for Clerks & Councillors (**see below**)

