

Milly Southworth

From: Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Sent: 08 August 2023 10:28
To: CornwallALC Enquiries; Sarah Mason
Subject: CALC Executive Board vacancies.
Attachments: 2023 Board Member Role Profile2.pdf; Application Form 2023.docx

Information Classification: CONTROLLED

Dear Member –

We currently have two vacancies on the CALC Executive Board which the AGM has resolved should be filled by co-option. Attached is a brief role profile for Executive Board Member and an application form for any Councillor who would be interested in supporting our work.

The Executive currently meets six times per year, both face to face and online, on occasion. The Board works with portfolios of interest including health, planning, community safety, the Cornwall Leadership Board, climate change and the green agenda.

If you believe a member of your council would be interested in supporting your Association and feels that they could help promote the sector as a whole, represent the CALC by working for the benefit of all councils and participate in the work of the CALC, then please pass on these details and encourage them to stand for one of the vacancies.

Applications must be endorsed by their nominating Council.

Elected members of Cornwall Council are not eligible to stand for the CALC Executive.

Councils that already have an Executive Board member cannot apply for a second member.

The attached application form should be returned by email to enquiries@cornwallalc.org.uk to meet the **application deadline of Friday 6th October 2023.**

Kind regards-

Isabelle Risner

Assistant County Officer
Cornwall Association of Local Councils
Unit 1a, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 01872 326968 Mobile : 07504 685407

Email : enquiries@cornwallalc.org.uk or Isabelle.risner@cornwall.gov.uk

URL: www.cornwallalc.org.uk

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Cornwall Association of Local Councils

Unit 1, 1 Riverside House, Heron Way, Newham, Truro TR1 2XN

MEMBERSHIP OF THE EXECUTIVE BOARD

The Cornwall Association of Local Councils incorporated in 2017 to form Cornwall ALC Ltd, which is managed by a Board of Directors drawn from local councils in membership of the Association. Directors must be enthusiastic local councillors with the time and skills to support the work of the County Association and be an advocate for the interests of local councils in Cornwall.

CALC is an advocate for the sector; it supports the sharing of information and best practice. The Association is not a political lobbying organisation and holds no particularly party-political affiliation or view. Through its work with outside partners, the CALC represents the interests of the parish and town councils in Cornwall and provides opportunities for individual councils to express their views.

The CALC is committed to promoting diversity and is keen to see people from all backgrounds become involved with its work. Therefore, wherever possible, the Board's membership shall be drawn from across the local council sector, to reflect the size, location, interests and activity across the sector in Cornwall.

The Role of the Board of Association

The Association exists to provide support and advice to local councils in membership. Its core services are defined in its SLA with member councils published annually and available on the website. The main focus of the Board is to provide strategic input into the wider objectives of the CALC, allocating resources to priorities and ensuring the development of the Association's services to member councils.

Key roles include:

- ❖ Maintaining an overview of the relevance and effectiveness of the Association's services to members.
- ❖ Providing a strong governance framework including maintaining an effective and appropriate staffing structure.
- ❖ Representing the interests of the local council sector on outside bodies, working with partners including Cornwall Council, NALC and the Society of Local Council Clerks to promote opportunities and share best practice.
- ❖ Input into local government policy through the National Association of Local Councils and regional meetings of the Southwest County Associations.

Membership of the Board

The Board is made up of 12 Directors elected annually by the Annual Meeting. On this occasion the AGM has resolved that two vacancies should be filled by co-option. Board members attend as individuals, and it is essential that they are able to remain independent of their own nominating council and remain objective to the purpose of the Association. Members must be prepared to support the work of CALC and have the energy and enthusiasm to support your Association, its aims and objectives.

Please find below a short summary of the skills and knowledge needed to support the role of the Committee and the duties of Committee members.

Skills and Knowledge

- ❖ Committed to understanding and fulfilling the duties and responsibilities of a director.
- ❖ Have good listening and questioning skills.
- ❖ Ability to build effective relationships.
- ❖ Good communication skills with officers, councillors and other partner organisations.
- ❖ Ability to weigh up evidence and make suggestions based on that evidence.
- ❖ Knowledge of the challenges facing local councils.
- ❖ To participate objectively in discussion looking for ways to improve opportunities for local councils and remain non-parochial during discussion.

Duties of a member of the Executive Committee

As a member of the Executive Committee you would be required to

Attend all Executive Committee and General Meetings:

- ❖ Act as a conduit for information on behalf of member councils in your area. From time to time you may also be asked to represent the Association at local meetings within your area.
- ❖ Promote membership of the Association and the role of local councils in Cornwall.
- ❖ May hold a portfolio of interest, representing the interests of parish and town councils on outside bodies associated with this portfolio.
- ❖ Work with the County Executive Officer to create a dialogue with members and deliver CALC projects and initiatives.

The majority of Board meetings are held via Teams on-line; however you will be required to attend some face to face local meetings. The Association has an expenses policy and members may claim for their mileage incurred attending meetings on behalf of the Association.

NOTE:

The Code of Conduct applies to all councillors serving as Directors of the CALC Board. Members are expected to meet the standards of public life at all times and to consider any personal interests in matters being discussed. They must remain objective to the

needs of all local councils and be open minded during discussions on key issues affecting the sector from time to time.

If you believe that you have the interests and skills to support the role of local councils by playing an active role of the CALC Board, please consider standing for one of the two vacancies which currently exist. If you have any further questions please do not hesitate to contact the Chairman, Vice Chairman or myself for further information.

Sarah Mason
County Executive Officer



**APPLICATION FOR CO-OPTION
TO THE BOARD OF DIRECTORS OF
CORNWALL ALC LTD**

Name	
Address and post code	
Telephone	
Email address	
Nominating Council	
Please state any other council on which you are an elected member	

Please can you briefly answer the following three points:

1.The Executive provides a management function. Please state briefly your experience of organisation management, either within or outside the local council sector, which is relevant to the management of CALC.

2.The Executive supports CALC's leadership and advocacy role for local councils across Cornwall. Please give details of how you feel you can contribute to this work and any subject area of particular interest.

3. What do you think are the most important priorities for the CALC going forward?

Empty box for response to question 3.

Personal statement/resume (250 words – this will be included as your supporting statement for co-option)

Large empty box for personal statement/resume.

I confirm that I wish to stand for election as a Director of Cornwall ALC Ltd, that my application has been endorsed by my nominating Council and that I am not an elected member of Cornwall Council.

Name..... Signature

Date :

**Closing date: Friday, October 6th, 2023
Please return by email to : enquiries@cornwallalc.org.uk**