

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 07 October 2025 17:06
To: CornwallALC Enquiries
Cc: Training Cornwall ALC
Subject: CALC: INVITATION TO JOIN THE CALC EXECUTIVE BOARD
Attachments: Board Member Role Profile.pdf; Application Form 2025.docx

Information Classification: CONTROLLED

Dear Member Councils,

Further to my previous email I now attach the revised document and extend my apologies for the error which has now been rectified.

As a reminder, Cornwall Association of Local Councils will hold its AGM on 11th November (agenda forthcoming nearer the time). After the AGM we are aware that there will be at least three vacancies on the board of CALC. We are seeking applications from interested councillors to join the CALC executive board, and to this end we request that you forward this email and the attached role profile and application form to your councillors.

The deadline for receiving completed application forms is 4th November 2025. Candidates will then be appointed by the membership at the AGM.

Kind regards,

Julie Calleya
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The content of this email is intended for the named Council in membership of the Association and is based on the information provided at the time of the enquiry. The Association is neutral and unbiased and the advice given is for the benefit of the named council as a whole and the information provided is in line with current best practice. Details of the CALC Privacy Statement can be accessed from our website www.cornwallalc.org.uk.

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Cornwall Association of Local Councils

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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. We are aware that there will be a minimum of three vacancies to be filled at the AGM on 11th November 2025. 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.

Lee Dunkley
County Executive Officer



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

Name	
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?

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

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 :

Please return by email to: enquiries@cornwallalc.org.uk

