

Working Protocol

Between

Lancashire Association of Local Councils (LALC)

and

Society of Local Council Clerks – Lancashire Branch (L-SLCC)

Introduction

1. This Protocol is based upon an agreement between the National Association of Local Councils together with the independent County Associations and the Society of Local Council Clerks and its County Branches. It sets out arrangements for bilateral recognition, mutual promotion and joint working.

Contents:

Recognition
Co-operation and Communication
Mutual Promotion
Employment
Policy Co-ordination
Shared Services
Annual Work Programme
Sign up

Recognition

2. The Association (and its Local branch 'LALC') recognises the Society (and its Lancashire Branch 'L-SLCC') as the lead professional body for local council clerks, deputy, and assistant clerks (or other job titles used by local councils for personnel carrying out these roles).

(NB. As the employers' representative body NALC/CALCs need to support Councils as the employers of many types of employees and therefore may form and maintain partnerships with other bodies representing those employees.

3. The Society (and its Lancashire Branch 'L-SLCC') recognises the National Association (and its Local branch 'LALC') as a local authority association and as the representative body for Town and Parish Councils.

Co-operation and Communication – in Lancashire

4. LALC and the L-SLCC agree to work together to promote the best interests of the local council sector and its employees and their contribution to the wellbeing of communities.

It is recognised that the interests of local councils and those of their clerks may not always coincide and that each body retains the right to determine and promote its own policies.

Where different views exist however both bodies will make every attempt to minimise differences and identify common ground. Where this is not possible the respective Chairmen will agree a public line to limit damage to the reputation of the sector.

5. LALC and the L-SLCC will ensure there is good mutual communication and co-ordination including:
 - a) A meeting between respective elected office holders at least every 6 months and the first in the new series will take place 6 months from the signing of this agreement or earlier if necessary.
 - b) Regular communication at officer level at national, regional and county level.

- c) A meeting between the Chairmen every 6 months including respective management members if appropriate.
 - d) Exchange of bulletins, updates or other general communications sent to members by the national offices of each organisation.
 - e) Free exchange of journals produced at national level.
 - f) Attendance by reciprocal arrangement at the respective organisations' local conferences, roadshows and the like (not including travel and accommodation).
 - g) Consultation in good time on each other's proposed conference or training programme.
 - h) Links between each other's social media/websites if applicable.
 - i) The opportunity to update each other's membership on the work of SLCC & L-SLCC/NALC & LALC eg by presentation at local conferences, branch meetings, area committees, executive committee meetings, training events.
6. LALC and L-SLCC will ensure that there is mutual communication and as much co-operation as possible at all levels in the planning of events and other initiatives ie, Training. For example, notice of timing and content of National and Regional Conferences (Roadshows) or other local events should be exchanged as a matter of courtesy with the relevant Secretaries/Chairman. Specific contact points will be identified for this purpose.

Mutual Promotion

- 7. LALC will encourage membership of the SLCC among local council clerks, deputy and assistant clerks and recommend member councils to encourage and promote such membership.
- 8. L-SLCC will encourage membership of LALC among councils and recommend its members to promote councils' membership of NALC by joining the local county association.
- 9. Both organisations support 100% membership of NALC and SLCC. Under no circumstances will either organisation take any action which encourages disaffiliation of clerks and councils from their respective organisations.

10. LALC and L-SLCC undertake to make every effort to ensure that their activities are complementary and that the activities of each do not undermine the other. In particular, it is recognised that Councils should use their respective county associations as their primary source of advice and information; that the Society is the primary source of advice and information for Clerks in their professional capacity. To this end LALC and L-SLCC will work together to ensure that there is a joined up, coherent, effective and efficient advisory framework to support the needs of the sector.

Employment

11. LALC will encourage and recommend its member councils to apply proper standards of employment practice including in the areas of reward and training and development to enable staff to carry out their roles effectively. LALC and L-SLCC will work together to promote advice, policies and procedures and terms and conditions agreed nationally.

Policy Co-ordination

12. While LALC and L-SLCC (and their National bodies) recognise they are independent bodies with the right to determine policy and make representation to government and other organisations, both bodies will actively exchange information on policy issues and will seek to collaborate where there is a common interest.

Shared Services

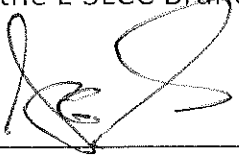
13. L-SLCC and LALC recognise there are some areas of common activity (ie, training) and that we should both be looking to co-operate and share services where possible.

Annual Work Programme

14. L-SLCC and LALC will agree an annual work programme (for example training) to give effect to this protocol.

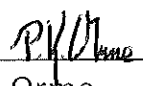
Sign up

Agreed at the L-SLCC Branch meeting held on the 3 February 2022

SIGNED:  Chair L-SLCC
Jan Finch

DATE: 17-2-22

Agreed at the LALC Executive meeting held on the 5 February 2022

SIGNED:  Chair LALC
Phil Orme

DATE: 18/2/2022