

**Professional Code of Conduct for Members of
The Society of Local Council Clerks**

On joining or renewing their subscription to the SLCC, members of the Society undertake to observe and be bound by the following Professional Code of Conduct.

Breaches of the Code may be considered under the provisions of the complaints procedure which, following due process may lead to sanctions up to and including expulsion from the Society.

Members of the Society:-

- 1) give a commitment to work in the best interests of the council/office which they serve
- 2) undertake to uphold high standards of impartiality and objectivity in providing guidance and advice while discharging their duties to their council
- 3) undertake not to take any action which brings the Society or any of its members into disrepute
- 4) undertake to provide all reasonable assistance and support to other Society members
- 5) undertake to use all reasonable endeavours to enhance the standing and public recognition of the profession
- 6) undertake not to take any action which would tend to undermine the standing and reputation of other Society members other than through recognised grievance and disciplinary mechanisms and processes described in relevant contracts of employment
- 7) undertake to pay all subscriptions or other monies due to the Society by the due date
- 8) will abide by the law. Any member who is convicted of an offence leading to a custodial sentence while a member of the Society will be subject to disciplinary procedures and membership may be terminated. Any member committing any other kind of offence which is likely to impact on membership of the Society may be subject to the requirements of the Society's disciplinary procedures as appropriate.

Key Benefits of Full Membership

Comprehensive advice from our team of expert and experienced advisors
Access to SLCC specialist national advisors on specific topics such as legal, employment, finance, planning, VAT, plus a team of regional advisors who are practising clerks able to answer general procedural and technical questions. The website also contains a comprehensive range of advice notes on all topics in the members' area.

Communications to keep you informed

The Society website is updated daily with all the latest sector news and information; a regular news bulletin e-mailed to all members with topical sector developments; and the popular bi-monthly magazine 'The Clerk' containing a variety of professional articles from sector stakeholders, advisors, and fellow members.

Training and Professional Development opportunities

A range of continuous professional development courses on specific subjects; sector qualifications from e-learning and induction (ILCA), becoming a qualified clerk (QLCA), to higher education (Community Governance). Training events such as conferences and regional roadshows to ensure you have the relevant skills to effectively undertake your role in the constantly changing Local Council environment.

Networking

County branches across England and Wales where you are able to meet and network with fellow practitioner colleagues in your local area and discuss current issues at regular meetings, plus e-forums to share best practice.

Representation and partnerships

The Society ensures that the practitioner viewpoint is represented with Government, sector partners and stakeholders both in respect of practical issues in your day to day work and discussing terms and conditions of employment.

Additional services and discounts

A range of further benefits includes discounted books (such as Charles Arnold-Baker) through the on-line Society bookshop, discounts with suppliers for office stationery and utility services, a telephone counselling service, job tender service and supplier directory.

SLCC

8 The Crescent, Taunton, Somerset TA1 4EA
Tel: 01823 253646 Email: membership@slcc.co.uk
Website: www.slcc.co.uk



Follow the Society on Twitter @SLCCnews and LinkedIn

Membership Application Form 2015



www.slcc.co.uk

Membership Application Form

Please complete this form and return it to SLCC, 8 The Crescent, Taunton, TA1 4EA with a cheque for the appropriate sum, made payable to The Society of Local Council Clerks.

Title: _____ First Name: _____

Surname: _____ Position - Title: _____

Address: _____

County: _____ Post Code: _____

Tel: _____ Email: _____

No. of years as a Clerk: _____

To which COUNTY branch do you wish to be affiliated: _____

How did you hear about the Society? (please tick)

- SLCC branch Colleague New clerks pack
 Mentoring Officer County Association Other

Councils you are employed by

(1) Name:	Contribution to Subscription:
Council income (including precept): £	Gross annual salary: £
(2) Name:	Contribution to Subscription:
Council income (including precept): £	Gross annual salary: £
(3) Name:	Contribution to Subscription:
Council income (including precept): £	Gross annual salary: £
(4) Name:	Contribution to Subscription:
Council income (including precept): £	Gross annual salary: £

More Councils? Please continue on a separate sheet.

Subscription

Subscriptions are based on your total gross annual salary. A list of current rates is shown on the opposite page.

• Joining Fee £ _____

• Annual Subscription £ _____

(Members who are Clerks to more than one Parish should combine their salaries to calculate the correct subscription).

TOTAL PAYABLE: £ _____

Society subscriptions, if paid personally are classified by HMRC as professional subscriptions (list 3) therefore, tax deductible.

Payment method

- I have enclosed a cheque for the appropriate sum.
Cheques to be made payable to The Society of Local Council Clerks
If you require a receipt please enclose a stamped addressed envelope.
- I am paying by bank transfer
Unity Trust Bank Sort Code: 08-60-01 Acc No: 20314459
Please use your name and membership number as payment reference.
- I would like to pay by standing order. Please send me a form.

Conditions of Membership

The Chief Executive of the Society is empowered to accept applications on behalf of the Society. He is also given power to reject a particular application and, if such circumstances arise, he will inform that applicant of the reasons for his decision and the appeal procedure that is available.

Once accepted as a member of the Society the member is required to comply with the current Constitution and Rules of the Society and the Society's Code of Conduct which is printed on the back of this form.

SLCC is registered under the Data Protection Act and by being a member you are giving consent to the data provided being held and used in accordance with the principles of the Act.

IMPORTANT - Please sign below

I agree to abide by the conditions of membership as outlined above.

Signed _____ Date _____

I am a paid employee of the Council Yes / No (Please circle)

Types of Membership

Full Membership

Those Clerks who wish to take advantage of all the services the Society has to offer.

Affiliate Member

Individuals with a role or interest in Local Councils may apply for Affiliate Membership. This includes Town, Parish and Community Councillors, Officers of County Associations, Principal Council Officers and Councillors and any others with an interest in the Local Council Sector. Affiliate members may only attend branch meetings with the agreement of the relevant Branch Chairman, who may wish to consult members before making a ruling. They may not vote at Society meetings and are not eligible to attend the Society's Annual General Meeting.

Past Service Member

The Society encourages Full Members of the Society, once they have left their Council to remain as a member at a reduced rate as a Past Service Member. Past Service Members have access to all the benefits of a Full Member except for the Advisory Service.

Clerk Magazine

The Clerk magazine is included in the price of the full membership to the Society, although some Members like a 2nd copy to share with their Council.

SLCC Membership Subscriptions 2015

Gross Annual Salary from all Councils	Joining Fee (new and lapsed members)	Full Year Subscription	Monthly Standing Order (over 10 months)
From £0 - £1,000	£5	£48	£4.80
£1,001 - £2,000	£5	£55	£5.50
£2,001 - £3,000	£5	£77	£7.70
£3,001 - £4,000	£8	£98	£9.80
£4,001 - £5,000	£8	£103	£10.30
£5,001 - £6,000	£10	£118	£11.80
£6,001 - £10,000	£10	£131	£13.10
£10,001 - £15,000	£12	£149	£14.90
£15,001 - £20,000	£12	£167	£16.70
£20,001 - £25,000	£15	£187	£18.70
£25,001 - £30,000	£15	£210	£21.00
£30,001 - £35,000	£15	£235	£23.50
£35,001 - £40,000	£20	£260	£26.00
£40,001 - £45,000	£20	£284	£28.40
£45,001 - £50,000	£20	£310	£31.00
£50,001 - £55,000	£20	£339	£33.90
£55,001 - £60,000	£20	£366	£36.60
>£60,000	£20	£405	£40.50
Past Service Member	£0	£36	£3.60
Clerk Magazine only	£0	£30	£3.00
Affiliate Membership	£15	£177	£17.70