

MARCH 2016

<p>The Organisation</p>	<p>Norfolk ALC represents the corporate interests of local councils. It is a properly constituted, not-for-profit membership body, grounded in grass roots democracy. Its work is supported by a team of professionals, it is affiliated to the National Association and to the network of County Associations.</p>
<p>Member Services</p>	<p>Advice on law, procedure & good practice Access to specialist national lawyers Access to local experts & HR advice Website and IT support Training and Development Recruitment services LAIS tailored information service on national policy and legislation Governance and policy support Office support services – updates and email bulletins</p>
<p>Advice</p>	<p>Legal advice and services are provided by the National Association of Local Councils All Norfolk ALC members can access this legal service equally Other close professional partnerships complement and expand the advice service for indemnified specialist knowledge, including contractual arrangements with the Suffolk Association of Local Councils and a specialist HR adviser. The County Officer supports the provision of these services and is also trained to offer conciliation support in problem resolution.</p>
<p>Projects</p>	<p>Over 90 Norfolk councils are currently benefiting from awards under the Transparency Fund managed by Norfolk ALC. This places Norfolk ALC in the top three Associations for the ratio of awards this year. Other initiatives have included trailblazing work helping to raise standards, resulting in Norfolk having the second highest number of Quality Councils in the country. Norfolk ALC always leads the way on new initiatives, accessing funding to roll out the Transparency Code programme is another recent example.</p>
<p>Training & support sessions</p>	<p>Norfolk ALC works with the SLCC through the NPTP to provide a broad training programme. The courses include training tailored to meet the needs of local councillors and clerks (including the Certificate of Local Council Administration), website training and leadership skills. A brand new training programme is under development for 2016-17. Any suggestions for future topics relating to local needs would be welcomed.</p>
<p>Events</p>	<p>Norfolk ALC holds a series of themed events each year for councillors and clerks at Spring, Summer and Autumn conferences. Liaison opportunities and informal gatherings are arranged to share information and make contact with neighbour councils at Cafè Clusters. Area meetings are arranged by request. Jonathon Owen CEO of National ALC has agreed to attend where possible in the 2016-17 programme</p>
<p>Policy and Representation</p>	<p>Norfolk ALC represents the interests of councils to National ALC, Government, District and County Councils and other public service providers. This activity is crucial in preventing Government imposition of unnecessary costs on communities. A recent example of this being Norfolk ALC's comprehensive response to the</p>

	<p>Consultation process on Planning Changes - as a representative for local councils.</p>
IT	<p>Norfolk ALC works with Norfolk County Council to provide a platform for free council websites, which over 200 councils now currently enjoy. This pioneering work placed Norfolk ALC and its councils at the forefront of the transparency agenda.</p> <p>By investing in the platform Norfolk ALC has ensured the continuation of this service, free to council users.</p> <p>Norfolk ALC is unique amongst County Associations in providing dedicated IT support to its members and the remote access of their websites.</p>
Information	<p>Local councils also benefit from the information services which Norfolk ALC provides. These include the Local Associations Information Service (LAIS) advising councils on major legislative changes and national policy initiatives, and their impact on councils. The LAISU2D is an additional bulletin service updating councils on a broader range of topical issues affecting local communities.</p> <p>Members also have access to Norfolk ALC's website, updates and email bulletins.</p>
Development	<p>Norfolk ALC was the first Association to make the Local Council Award Scheme available to members. It continues the support and development of best practice through tailored consultancy services such as operational appraisals, governance reviews, financial and policy reviews, website and social media development work, salary assessments, recruitment and HR support and trained personnel to provide conciliation support.</p>
Efficiency	<p>Norfolk ALC leads the way in the cost-effective provision of high quality services. It is currently working with Norfolk County Council to help young people gain valuable work experience as apprentices and assisting in our service delivery.</p>
Governance	<p>Norfolk ALC has recently completed an overhaul of financial and administrative practices and systems and has implemented proper, modern and safeguarded processes. It has a constitution which is now fit for purpose and puts councils firmly in the driving seat. Other framework and policy documents are being implemented, and Norfolk councils have access to these documents for their own use if required.</p>