

## **The structure of SSALC and the component CALCs**

With communications being sent to West Sussex towns and parishes from WSALC, it is apparent from questions we have received that some clerks and councils are not au fait with the structure and how SSALC operates. This note is intended to provide clarification and explain terminology.

**Local Councils** – The generic name for all town and parish councils in West Sussex including Chichester City Council.

**CALC** – A County Association of Local Councils

**WSALC** – West Sussex Association of Local Councils Ltd – the body to which the towns and parishes in West Sussex subscribe. Its role is to collect subscription income and ensure that member councils are satisfied with the services provided by SSALC.

**ESALC Ltd** – The equivalent body for East Sussex

**Surrey ALC Ltd** – ditto Surrey

**SSALC Ltd** – The overarching company of which WSALC, ESALC and Surrey ALC are the three shareholders; its main responsibilities are to employ the staff, manage contracts, set subscription levels and arrange training / events. Staff employed by SSALC provide response and advice to questions and issues from member councils over an extended day or at weekends if urgency is required.

**Directors** – Each County Board has Directors found from the local councils in that County. If we focus on WSALC the Board is made up of nine Directors appointed by the District Associations, two from each of Chichester, Arun, Horsham and Mid Sussex Districts with one from the two parishes in Adur District. Up to four Directors of WSALC are appointed to serve on the SSALC Board together with four from each of ESALC and Surrey ALC – twelve in total plus the Company Secretary and the Honorary Solicitor.

**Subscriptions** – All member councils pay a subscription to enable them to access information and support provided by SSALC on behalf of the three County Associations. Subscriptions are collected in West Sussex by WSALC and a proportion paid to SSALC.

**Cross Charge** – The term given to the amount requested by SSALC from subscription income, in 2019/20 the charge to WSALC was £74,000, any balance above this figure remaining from subscriptions remains with WSALC to undertake project work determined by the WSALC Board.

**Membership** – This varies slightly each year but currently there are 138 local councils in membership in West Sussex, 78 in Surrey and 102 in East Sussex, representing 98% in total with only 7 councils across Sussex and Surrey not in membership. The cross charge is calculated on the proportionality of members in each County.

**NALC** – The National Association of Local Councils, based in London supports the 43 County Associations by providing information and advice; it engages with Parliament and civil servants on proposed legislation and the likely effect on local councils. NALC Assembly comprises a councillor representative of each CALC, normally the Chairman but not always and meets four times a year.

**Governance** – Each CALC Board meets every three months to discuss issues within their counties and receive an update from the NALC representative. The SSALC Board also meets quarterly to discuss matters affecting the delivery of services across the three counties, receive a financial report from the Company Secretary and agree the subscription level for the coming year.

**If Clerks or councillors require any further detail relating to any of the above, please let me know.**

**Trevor Leggo, CEO, SSALC 07825 506649**

**trevor.leggo@ssalc.co.uk**

