

# Secretarial Return Guidance for Central Councils

The purpose of our CC Secretarial Return is to collect data on CC activity (*not District or Conference activity*) for the period from 1<sup>st</sup> April to 31<sup>st</sup> March for the previous 12 months. The Secretarial Return is a vital administrative tool as it enables us to ensure compliance with our statutory obligations such as; the production of the SVP Annual Report and Accounts, Insurance provision for Members, Safeguarding (DBS) and Data Protection.

**If you have any problems, please don't hesitate to contact Matthew Stockton (Head of Compliance) – [matthews@svp.org.uk](mailto:matthews@svp.org.uk)**

To complete the CC Secretarial Return, you will need to log into the 'Members and Staff' area of the SVP website.

## **Instructions to access the 'Members and Staff' area of the SVP website:**

1. Go to the SVP web-site: [www.svp.org.uk](http://www.svp.org.uk). Click on the '*Members and staff Area*' title at the top of the screen.
2. Enter your username & password\* '*User Login*' box. **\* If you are not sure what these are or if they do not seem to work, please contact Matthew – [matthews@svp.org.uk](mailto:matthews@svp.org.uk)**
3. This log-in will take you to a screen called '*Conference Bulletin Board*' from which the options you need are available from the grey menu on the left-hand side.

Once logged into the '*Members and Staff Area*' of the SVP website, select '*Secretarial Returns*' from the list of options displayed on the left-hand side of the screen. Then select the '*DC and CC Secretarial Return*' option and it will display a new screen.

Select the year required & the corresponding input screen will be displayed. The following fields will appear:

**Submission date**      *This defaults to today's date & cannot be changed.*

**Return Year**            *This defaults to the return year in question & cannot be changed.*

### ***You are asked to enter the following data:***

**Hours Spent**            Enter the total number of hours for this year spent by all central council members on council meetings and all other central council business.

**Number of meetings** Enter the number of central council meetings held this year.

**Any other activities?** This is a free-format box into which any activities & comments other than general CC related business should be recorded.

**Once this data has been entered, please select Submit.**