

Secretarial Return Guidance for District Councils

The purpose of our DC Secretarial Return is to collect data on DC activity (*not Conference activity*) for the period from 1st April to 31st 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

To complete the DC 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. 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 (details above)**
3. This log-in will take you to a screen called '*Conference Bulletin Board*' from which the options you need are available using 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 (**2024**) & 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 council members on council meetings and all other council business.

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

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

Once this data has been entered, please select Submit.