

## **Warwickshire Birmingham and Solihull Training Partnership CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA)**

This qualification was introduced in 2003 to ensure a countrywide basic qualification for parish and town council clerks. It meets the competent clerk criteria for the Quality Parish Scheme. It specifically tests candidates against a list of core competencies on the work of a parish clerk.

### **What Does the Clerk Gain?**

- Improved job performance
- Career development for experienced clerks and deputy clerks
- Right to salary increment

Quote from Graham Cooper, Clerk to Old Milverton and Blackdown Parish Council, Warwickshire on being awarded the Certificate:

**The experience was an encouragement to focus on the various practices and regulations of which Clerks should be aware, and drew helpful attention to various legal requirements.**

### **What Does the Council Gain?**

- Recognition of a professionally run Parish and Town Council serving the local community
- Clerk trained to a professional standard
- Compliance with the competent clerk criteria necessary for the use of the power of well being and the attainment of Quality Status:
  - Quality Status is a charter mark indicating a well-run council
  - The Status provides opportunities for increased partnership working between local councils and all tiers of local authorities
  - Parish involvement in decisions on service management and delivery, if the parish council chooses.

In the future, as this is a nationally recognised qualification, councils can expect applicants for the position of clerk to have it.

### **WHAT'S INVOLVED?**

A requirement to complete a Portfolio of Evidence, working at own pace, no formal exams.

**Three types of evidence are required for the portfolio:**

- copies of existing documents
- short written explanations
- lists of information

**Core Topics and Skills fall into six sections:**

<b>Roles and Responsibilities</b>	Roles, duties and responsibilities of chair, councillors, clerk and council Employment issues Continuing professional development Public relations and communication
<b>Law</b>	Powers and functions of local councils The power of well being New legislation and sources of advice
<b>Procedures</b>	Agenda setting and meeting procedures Standing orders and Committees Freedom of Information
<b>Finance</b>	Accounting and statutory guidance Budgeting, precept and income Grant Awarding Policies Insurance Sources of advice on financial matters VAT
<b>Planning</b>	The planning framework Effective observations on planning applications
<b>Community action</b>	Partnership working Funding sources Community Engagement

**Study Time Necessary to Complete Portfolio**

Clerks have found it takes them on average 20 to 30 hours.

**Registration Period**

Candidates have 24 months in which to complete their Portfolio from the date of registration. Of course it may be completed and submitted in a shorter period. Failure to complete within 24 months means the candidate must pay the registration fee in full.

**GUIDANCE AND HELP AVAILABLE TO COMPLETE THE COURSE**

Training events in locations throughout the Area

- Led by a Professional Tutor and Local Government Officers
- No compulsion to attend Clerks may choose, but it is strongly recommended that candidates attend.

Mentoring to help with completion of Portfolio

- Two one hour, one to one sessions with an experienced Tutor
- Advice on the end of the phone or e mail

Free copies of:

- The Portfolio Guide
- Pitfalls to Avoid whilst Compiling Your Portfolio of Evidence

## **HOW ARE THE PORTFOLIOS MARKED?**

Professional Markers have been appointed for each Area  
The National Chief Verifier will ensure a uniform professional standard

## **COST FOR CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

### **Registration Fee**

In 2009-2010 the registration fee is £150.00 and payable to the Society of Local Council Clerks (SLCC). Registration form to be sent to SLCC.

### **Training and Mentoring Fees**

A training event and two face to face individual mentoring sessions with a professional Tutor are offered.

### **For Clerks from Councils in membership of the Warwickshire & West Midlands Association of Local Councils (WALC):**

WALC has agreed to subsidise the full cost of the training (£60.00). This is to offset the increase in the registration fee introduced from 1 April 2008, and payable to SLCC. Please complete second form enclosed to register on the Training Scheme.

### **Registration**

Application forms enclosed and available from the County Training Partnership for Parish and Town Councils at WALC, see contact details on back of leaflet, and downloaded from WALC and SLCC websites [www.walc.org.uk](http://www.walc.org.uk) and [www.slcc.co.uk](http://www.slcc.co.uk)