

## **Warwickshire Birmingham and Solihull Training Partnership**

### PROFESSIONAL TRAINING FOR PARISH AND TOWN COUNCILS

#### **“ THE 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 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
- Plus parish involvement in decisions on service management and delivery, if the parish council chooses

In the Future, as this is a nationally recognised qualification which councils can expect applicants for the position of clerk to hold.

## **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 New legislation and sources of advice
<b>Procedures</b>	Agenda setting and meeting procedures Standing orders Conditions of office
<b>Finance</b>	Accounting and statutory guidance Budgeting, precept and income Internal and external audit processes Sources of advice on financial matters Best Value
<b>Planning</b>	The planning framework Effective observations on planning applications
<b>Community action</b>	Partnership in local government Funding sources Active groups in the community

### **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 registering. 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 AVIALABLE 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 Copy 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 2005/06 the registration fee is £70.00 and payable to the Society of Local Council Clerks.

### **Training and Mentoring Fees**

For two face to face individual mentoring sessions with a professional Tutor and attendance at one Training Event the fee in 2005/06 is £60.00 organised by the Warwickshire Solihull and Birmingham Training Partnership

**Total Cost to Council £130.00**

### **Bursary to Help with Training Costs Available up to 31 March 2006**

- Scheme is open to all councils with a turnover under £25,000 pa
- Maximum grant of £200
- Payment of up to 75% of the cost of a training course
- Council prepared to contribute at least 25%

## **REGISTRATION**

Application forms available from the County Training Partnership for Parish and Town Councils, 25 Stoneleigh Deer Park, Stareton, Kenilworth CV8 2LY

Tel: 02476 531283 Fax: 02476 531296 e-mail: [walc@walc.org.uk](mailto:walc@walc.org.uk) or 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)

## **OTHER TRAINING COURSES AVAILABLE FOR CLERKS**

### **The Society of Local Council Clerks “Working with Your Knowledge”**

This qualification is probably of more use to clerks new to the position. Parts of the course can be used for the completion of the Certificate in Local Council Administration Certificate.

The course pack tells you in a straightforward manner just what you need to know and consists of core knowledge, under six headings, which you can study at a time and place of your choice. The pack also offers guidance on your Portfolio assembly. In Warwickshire you will have the support of an experienced Clerk who will act as your Mentor.

#### **Cost**

National recommended cost is £195.00 for councils with a budgeted income exceeding £25.000, £170.00 if income between £5000.00 and £25.000 or £145.00 if income below £5000.

The pack is available from SLCC's Training Officer Mike Page, 01844 238916 e mail [mikepage44@hotmail.com](mailto:mikepage44@hotmail.com).

### **Training for Councillors Too**

Councillors may of course, undertake any of the above qualifications.

The Partnership provides a number of briefing events on topics relevant to the work of parish and town councils, for both clerks and councilors throughout the area. There is normally a small charge for these events contact the Training Partnership for details.

### **The Partners in “The Warwickshire, Solihull, Birmingham Training Partnership for Parish and Town Councils” are:**

Local Councils Training Associates	Solihull Metropolitan Borough Council
North Warwickshire Borough Council	Stratford on Avon District Council
Rugby Borough Council	Warwick District Council
Society of Local Council Clerks	Warwickshire County Council
Warwickshire Rural Community Council	
Warwickshire and West Midlands Association of Local Councils	

**Alison Hodge, Lead Officer**

**Warwickshire Solihull, Birmingham Training Partnership for Parish and Town Councils**

**25 Stoneleigh Deer Park,  
Stareton,  
Kenilworth,  
Warwickshire,  
CV8 2LY**

**Tel: 02476 531283 Fax: 02476 531296**

**e-mail: [walc@walc.org.uk](mailto:walc@walc.org.uk) [www.walc.org.uk](http://www.walc.org.uk)**

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