

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 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
- 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:

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

HOW ARE THE PORTFOLIOS MARKED?

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

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 Copy of

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

COST FOR CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION

Registration Fee

In 2011/12 the registration fee is £150.00 and payable to the Society of Local Council Clerks (SLCC). See enclosed registration form to be sent to SLCC.

Training and Mentoring Fees

Two face to face individual mentoring sessions with a professional Tutor and attendance at one Training Event are offered. The full cost of the training (£60.00). This is in addition to the the registration fee payable to SLCC. Please complete second form enclosed to register on the Training Scheme.

There is a national clerk's bursary scheme available to clerks to councils with an annual turnover under £25K, to cover 50% of the cost of any training events up to a maximum of £100 in any one financial year. Form available from www.nalc.gov.uk or www.slcc.co.uk

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 NALC and SLCC websites www.nalc.gov.uk and www.slcc.co.uk

OTHER TRAINING COURSES AVAILABLE FOR CLERKS

“Working with Your Council – The 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. 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. In Warwickshire you will have the support of an experienced Clerk who will act as your Mentor. 2 CPD points are earned for each module and a certificate is awarded on the successful completion of the course.

Cost and Registration

SLCC members please contact SLCC for the rates which vary according to length of service and size of council. Non SLCC members flat rate of £195.00. The pack and further details are available from Janet Haines SLCC Assistant National Training Manager, Tel 0118 978 0904 janet.haines@the-wollds.co.uk or SLCC office Tel 01823 253646 admin@slcc.co.uk

The University of Gloucestershire – Community Engagement and Governance

This qualification is designed to improve governance, partnership working and community engagement helping to create more sustainable communities. The course helps students to appreciate sound management, partnership working, planning and the roles and responsibilities of stakeholders, legal and political aspects of community governance, as well as ideas for strategic planning and service delivery.

This may be taken as a Foundation Degree or a Certificate in Higher Education. It is a long distance learning course with various modules which maybe taken over a number of years to fit in with your professional commitments. For further details visit www.glos.ac.uk email apope@glos.ac.uk

TRAINING FOR COUNCILLORS TOO

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

Locally 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 or see the events programme on the web site. Details of events provided by other Training Partnerships in the West Midlands are also available on the web site.

PARTNERS IN “THE WARWICKSHIRE, SOLIHULL, BIRMINGHAM TRAINING PARTNERSHIP FOR PARISH AND TOWN COUNCILS”:

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

Warwick Enterprise Park

Wellesbourne, Warwickshire, CV35 9EF

Tel: 01789 472616 Fax: 01789 472619

e-mail: walc@walc.org.uk www.walc.org.uk

amended 21.4.11