

Members are requested to NOTE this report and CONSIDER the recommendations

Councillors have the opportunity to undertake the Introduction to Local Council Administration (ILCA) training. This is a Level two, sector specific learning tool. The aim of the course is to provide an introduction to the work of a local Council, the Clerk and its Councillors. The online programme can be studied in your own time.

The course is in five sections, you must score 80% or above in assessment to pass the module and you have 12 months to complete.

Fees: The cost of the course is £120 (ex VAT) per person, the Council has been offered a £15 discount.

Module 1: The Core Roles

Establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk.

It examines the role of the clerk more closely including the clerk as a researcher, administrator and manager.

Module 2: Law and Procedures

Establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures.

Module 3: Finance

Introduces the role of the Responsible Financial Officer (RFO) and proper financial practices, accounts, financial procedures and accounting regulations. Budgeting, the precept, audits, insurance, income generation and the management of risk.

Module 4: Management

Establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities. It provides guidance on managing staff, contracts and the performance of the council as a whole.

Module 5: Community

Identifies community needs and plans. We introduce community representation, engagement, empowerment and support. With emphasis on stress partnership working, public relations and raising the council's profile in the community.

Recommendations

- Members to CONSIDER if they would like to individually undertake the ILCA qualification.
- Members to APPROVE the fees for those wishing to do the course, at £105 per person (Ex VAT) with costs to be met from the training budget.

Tina Jones

February 2022