

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



Human Resources Committee Meeting 17 December 2019

Item 5: To consider the requirement for the Assistant Clerk to undertake CiLCA and if so, to agree the study approach

1. Introduction

This report has been prepared at the request of the Parish Clerk to convey my thoughts on an approach to studying for the CiLCA Level 3 qualification.

The CiLCA Level 3, foundation qualification provides a broad knowledge of all aspects of a clerk's work, i.e., roles and responsibilities, the law, procedures, finance planning and community involvement. It is recommended that candidates are in post for a minimum of 12 months before commencing this qualification.

3. Costs

There is a CiLCA registration fee of £350.00 payable to the governing body. SSALC have put together a training and support programme (a one day briefing and 12 months support) at a cost per delegate of £320.00. The next available date to commence a group briefing is scheduled on 4 February 2020.

The total cost of completing CiLCA would be **£670.00**.

3. Resources

It is recommended to have access to the latest editions of the following general resources:

- Arnold Baker on Local Council Administration originally written by Charles Arnold Baker and more recently updated by Paul Clayden; published by LexisNexis (OVW, CALCs and SLCC sell copies at a discounted price). **CPC's copy has been superseded.**
- Local Councils Explained by Meera Tharmarajah of NALC is available for purchase from your CALC or OVW. It contains model standing orders.
- The booklet, The Good Councillors' Guide, is a useful introduction. There are separate editions for England and Wales. The booklet for England can be downloaded from www.nalc.gov.uk and hard copies are available from CALCs.
- The Clerk's Manual is published by the SLCC (see www.slcc.co.uk) **previously recommended and requested but CPC do not have a copy.**
- The Parish Councillors Guide is also written by Paul Clayden; published by Shaw & Sons (normally available from your training provider)

4. Study time

There are five units of study. Each unit carries a number of credits depending on the work involved. Credits and hours represent a currency required by Ascentis and include training, research, writing and time at work. As an example (in the table below), up to 70% of the 200 hours may be part of your paid work with 20% spent on research and writing and 10% on training and group support. Over a year, 200 hours is about four hours a week but up to three hours can be part of your normal work.

Your council should support your studies. It can pay for training and CiLCA fees and offer study time where possible. The council as an employer can be a party to a learning agreement. The council is advised to monitor your workload and limit new projects during this time. CiLCA is awarded to you and not to your council although the council benefits significantly.

Unit title	Credit value	Total Hours	Paid work	Writing	Training
Core Roles in Local Council Administration	3	30	21	6	3
Law & Procedure for Local Councils	5	50	35	10	5
Finance for Local Councils	5	50	35	10	5
Management for Local Councils	2	20	14	4	2
Community Engagement	5	50	35	10	5
Total	20	200	140	40	20

Source:

http://www.ssalc.co.uk/_UserFiles/Files/Events%20and%20Training/Portfolio%20Guide%202016%20.pdf

5. Recommendations

Regrettably, due to personal reasons, I would not be able to study outside my contracted core hours of 25 hours per week. I would therefore request the HR Committee consider a study leave day once per month to cover the research and writing aspect.

6. Conclusion

I believe the CiLCA qualification would be beneficial to myself in allowing me to achieve more knowledge and a better understanding on the protocol and legal requirements of the parish council.

7. Further information

http://www.ssalc.co.uk/CiLCA_21276.aspx

<https://www.slcc.co.uk/qualification/cilca/>

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