



Certificate

in

Local

Council

Administration

2023/24

INFORMATION BOOKLET

Surrey and Sussex Trainer and Mentor:

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What is the Certificate in Local Council Administration?

The Society of Local Council Clerks (SLCC) Certificate in Local Council Administration (CiLCA) is a nationally recognised qualification that provides local council officers with a broad knowledge of all the aspects of a clerk's work: roles and responsibilities; the law; procedures; finance; and community involvement. It is a Level 3 foundation qualification, similar to an AS/A Level or Level 3 National Vocational Qualification and it is intended for local council officers and others working with local councils. CiLCA will give candidates the tools to:

- **Make confident, informative decisions for the council and the community**
- **Advise the council on its duties and powers**
- **Adapt to and manage changing circumstances**
- **Ensure your council is compliant with proper financial practices**
- **Set a vision for the future for the council and the community**
- **Respond to questions and problems with a dynamic, 'can-do' attitude**
- **Advise and support the council as it identifies and implements plans for the future¹**

CiLCA is based on 22 occupational standards¹ which have been divided into five themes:

- 1. The core role:** Standards 1 to 5 relate to the general knowledge, activities and skills required to form the foundation of the qualification and the basis on which the remaining standards depend.
- 2. Law and procedures:** Standards 6 to 9 relate to the legal and procedural framework underpinning the council's statutory role.
- 3. Finance:** Standards 10 and 11 refer to the financial management of the council. The standards apply to the clerk, whether or not that person is also the Responsible Financial Officer (RFO).
- 4. Management:** Standards 12 to 15 refer to the management of projects, services, assets, facilities and people enabling the council to fulfil its role whatever that may be.
- 5. Community:** Standards 16 to 22 relate to the council's role in the community including town and country planning, community engagement, community planning and partnership working.

These five themes form the five units of the CiLCA portfolio which are further broken down into 30 learning outcomes (LOs) or sections, that a student must successfully complete and submit for marking via EMMA,² unit by unit.

Why consider studying CiLCA?

CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is essential for a council to use the General Power of Competence (GPC) which gives increased powers bestowed by Government. Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a legal power to act, the first question to ask is whether the GPC

¹ "Occupational standards describe what a person needs to do, know and understand in their job in order to carry out their role in a consistent and competent way" (UK Standards 2009)

² SLCC's online e-portfolio tool - please see the Society of Local Council Clerks (SLCC) website for CiLCA guidance: <https://www.slcc.co.uk/qualification/cilca/>

can be used. CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognised qualification.

The portfolio required to achieve the CiLCA qualification builds on foundations that may already be in place, as part of the day-to-day work in the council office. So, whilst completing CiLCA may seem daunting at first, the Surrey and Sussex CiLCA programme gives practical advice for candidates to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

Surrey and Sussex CiLCA Programme

Introductory Session

Before embarking on CiLCA, it is recommended that candidates attend an introduction session. Candidates will be required to complete a Training Needs Assessment prior to attending. This session gives interested and potential candidates an opportunity to learn fully about the course, before enrolling further.

Training

Following the introduction session and once enrolled in the Surrey and Sussex CiLCA Programme, candidates will be expected to attend three, four-hour face-to-face training days when guidance will be given on completing your portfolio. This includes useful information and case studies, along with activities and group discussions to help support candidates through their CiLCA journey.

The training sessions will be delivered over a three-month period with an expectation that candidates will work through their learning outcomes at their own pace between each training session. There will be an opportunity to discuss draft work or queries to support candidates in finalising learning outcomes for submission at each training session.

Please note that a training and mentoring programme is not currently compulsory, however it is strongly advised by SLCC and the awarding body, Ascentis. There are other training bodies nationally who also provide training on the CiLCA.

If you enrol in the Surrey and Sussex CiLCA Programme, to ensure that you are supported whilst doing the training, you will be asked to complete a Learning Agreement, setting out the expectation of the trainer, candidate and employer. A copy will be issued by the trainer for you to complete and bring with you to your training session.

The Surrey and Sussex CiLCA Programme includes one-to-one support for six months from the first training session.

Mentoring

In some counties there are separate CiLCA trainers and mentors. Mentors are available to answer questions, sign post information and provide support to candidates. In Surrey and Sussex's case the trainer and mentor is the same person. **Sue Hobbs BA (Hons) FSLCC** has CiLCA and a BA (Hons) in Community Engagement and Governance. Sue's email address is:

cilca4surrey.sussex@gmail.com

Costs

There are three costs involved:

- **Introductory Session (paid to Mulberry and Co) - £30.00³**
- **Surrey and Sussex CiLCA Programme (paid to Mulberry and Co) - £365.00⁴**
- **CiLCA Registration Fee (paid to SLCC) - £450.00**

Advice on how CiLCA costs are recovered cannot be provided, but candidates should consider whether they or their employer pay these costs. It is advisable that each party negotiates to agree on a suitable arrangement. It is also a matter between the candidate and their Council as to whether they are expected to study CiLCA in their own time or whether study leave can be negotiated.

2023/24 Surrey and Sussex CiLCA Programme Dates (may be subject to change)				
The introduction session will be 2.5 hours starting at 9.30am. All other sessions will run from 9.30am to 1.30pm online.				
18 April 2023	19 September 2023	23 January 2024	16 April 2024	Introduction Session
9 May 2023	10 October 2023	13 February 2024	7 May 2024	First training session
13 June 2023	7 November 2023	5 March 2024	11 June 2024	Second training session
4 July 2023	12 December 2023	26 March 2024	2 July 2024	Final Training session

To book a place, please contact Sue Hobbs at cilca4surrey.sussex@gmail.com

Please note that this is an information booklet highlighting main parts of the CiLCA and the training and mentoring offered in Surrey and Sussex - full details of the CiLCA qualification can be found in the CiLCA Portfolio Guide and other qualifications available to local council officers here:

<https://www.slcc.co.uk/qualifications/>

³ This fee will only be charged to attendees that **do not** enrol on the Surrey and Sussex CiLCA Programme

⁴ This fee covers all training sessions and the mentoring from the professional trainer/mentor

Your Learning Pathway

1. ILCA

2. CiLCA

3. COMMUNITY GOVERNANCE


