

Staff training

I would like to ask the Council to pay for me to undertake the most basic of the training courses designed for Parish Clerks, the Introduction to Local Council Administration (ILCA) which is an online course costing £99 (plus VAT) run by the Society of Local Council Clerks.

The course is often used as part of a new Clerk's induction but when I met the Parish Clerk of Old Marston in August at the Society of Local Council Clerks' regional roadshow in Bracknell he told me had done the course recently after six years as a clerk and still found it very helpful.

I believe I may still have things to learn about legal requirements and best practice in parish council administration. I notice staff training is mentioned in our 2015 Risk Assessment as one of the ways the Council might protect itself against certain risks.

I do not believe any of the further qualifications for Clerks will be appropriate in my case given the small number of hours for which I am employed. Sheridan, my predecessor, eventually became Parish Clerk of Stonesfield too which involved significantly more hours.

He did take and obtain the more substantial Certificate in Local Council Administration (CiLCA) which is a Level 3 qualification in the National Qualifications Framework and the equivalent of an A Level. CiLCA is obtained by submitting a portfolio of work.

The advantages for a council of its Clerk having CiLCA are that the Council may then acquire the General Power of Competence and a Quality or Quality Gold award from the Local Council Awards Scheme. There is no evidence these are important to this Council.

Any further training for me after ILCA should, I believe, consist of either:

- Attending annual events to keep up to date
- Attending specific courses of direct relevance to this Council.

Further information about ILCA can be found here:

<http://www.slcc.co.uk/content/ilca-the-essential-knowledge/457/>

Geoffrey Ferres
Parish Clerk
Sunday 27th November 2016