Report to Stradbroke Parish Council
CiLCA Qualification: Clerk/RFO – Odile Wladon

Parish Council Meeting: 9th September 2019

Background:
The Certificate in Local Council Administration (CiLCA) is a qualification for local council officers. It is administered by the Society of Local Council Clerks.

The qualification consists of 30 learning objectives which are assessed in the form of separate assignments.

The 30 learning objectives are organised into five units covering:
- Core roles in local council administration
- Law and procedures for local councils
- Finance for local councils
- Management for local councils
- Community engagement

Update September 2019:
1. Having previously attended a two-day training course offered by SALC; the Clerk registered for the CiLCA qualification in September 2018.
2. Stradbroke Parish Council supported the Clerk in achieving the CiLCA qualification through funding the qualification registration and the mentoring course.
3. The portfolio of evidence (30 learning outcomes, in five units) was submitted during July/August 2019.
4. On 18th August 2019 notice was received that the Clerk had successfully achieved the CiLCA qualification, with an "*exemplary submission*".
   Appendix 1 presents a sample of the feedback received from the assessor.

Implications:
1. As per the Clerk's contract of employment, achievement of CiLCA qualification results in a one-point increment in the salary scale.
2. The Parish Council is now in a strong position, being clerked by a professionally qualified Clerk/Responsible Finance Officer.
3. Training in council business, legislation and procedures can be cascaded from the Clerk to councillors as appropriate, if desired.

Recommendations:
1. Councillors to note the Clerk's achievement of the CiLCA qualification and the implications of this for the Parish Council.
2. Councillors to approve the one salary point increase in the Clerk's salary based on the CiLCA achievement.

Toni Wisbey
Chair, Personnel Committee

Appendix 1: Sample of feedback from the assessor of Odile Wladon's CiLCA portfolio

Overall

Superb, Odile. What a brilliant way with this unit to close your portfolio. Congratulations, on your achievement. You have shown all of the required competencies of a qualified clerk and the award of Certificate in Local Council Administration. It has been a pleasure reviewing your evidence and to appreciate a little about Stradbroke Parish Council and its community. Hopefully, the process has given you the added confidence in your role. The Council should be proud of your success.

Learning Objective 2 (evidence that Clerk can carry out research and make recommendations)

Wow. What a fantastic document. Your review of expenditure on the Stradbroke Health Centre represents a major exercise and a lot of your time on its research.

Learning Objective 3 (Identify a Council's core documents and policies)

What a super listing. Not only have you given a full range of documents but included the appropriate approval and review dates as well as relevant legislation.

Learning Objective 7 (General Power of Competence)

Brilliant. Odile, this makes for a complete account about the general power of competence.

Learning Objective 10 (preparing and support council meetings)

Your incorporated annotations across your four documents are very informative. In referring to both legal as well as Stradbroke Parish Council's Standing Orders you have clearly indicated the relevance of each point. Your minutes are well presented.

Learning Objective 11 (advising a council on standing orders)

In providing comprehensive, as well as thoughtful, comments on your Council's Standing Orders you have shown a complete understanding of them.

Learning Objective 13 (the council's duty to uphold standards of behaviour in public life)

In closing this unit you have provided a sound overview to the ethics of public office and approaches to upholding high standards of behaviour.

Learning Objective 14 (advising on preparation and monitoring of budgets)

Odile, a super way to open your third unit. Your annotated documents soundly demonstrate that you understand the role of budgets and the determination of Stradbroke Parish Council's precept.

Learning Objective 16 (can write a risk management scheme and understand value of insurance)

You have uploaded and annotated a clear risk assessment that shows how Stradbroke Parish Council manages its various risks and values the provision of appropriate insurance.

Learning Objective 18 (advising on financial procedures)

Great. You have not only soundly annotated your Council's Financial Regulations and Standing Orders but also given an explanation on employee payments.

Learning Objective 24 (action plan for the council)

Odile, a brilliant way to start your last unit. Not only have you supplied and annotated a coherent action plan but also, in support of the Neighbourhood Plan, the Parish Infrastructure Investment Plan. The latter makes for interesting reading and, as a living document should help to focus the use of Community Infrastructure Levy contributions.

Learning Objective 27 (positive community engagement)

By informatively annotating the Consultation Statement, produced as part of the preparation of the Stradbroke Neighbourhood Plan, you have illustrated how your Council outreaches to its whole community.

Learning Objective 28 (advising on raising the council's profile)

Wow. You have gone the extra mile with this learning outcome. Not only have you compiled a list of the ways Stradbroke Parish Council raises its profile but provided full details on each approach. This is accompanied by an article covering the May elections, three screen shots from the Council's website and a page from the April newsletter.

Learning Objective 29 (ensuring the transparency of the council's decisions and actions)

Yet another comprehensively covered learning outcome. With the annotated Publication Scheme you have included accompanying notes about transparency to an agenda and minutes.