



## **ALCA Training for the Certificate in Local Council Administration (CiLCA) qualification - Winter 2020 /21**

CiLCA is an SLCC product, but students are supported by their County Association of Local Councils (CALC's)

The ALCA CiLCA training sessions are divided into three two hour sessions on Zoom (LCA 1,2 & 3). They are discretionary (just do the ones you think you need) and can be undertaken in any order.

**“The Introduction to CiLCA session” will be mandatory in the new CiLCA 2021**  
**The next session is Friday 8<sup>th</sup> January 2021 – 10.00 to 12.00 on Zoom**

### **LCA 1 covers:**

#### **CORE ROLES (LO's 1 - 3)**

The roles, responsibilities and duties of the council and of the individuals involved in the work of the council

Research and making recommendations

A council's core documents and policies

#### **LAW AND PROCEDURES FOR LOCAL COUNCILS (LO's 5 – 13)**

The statutory duties and specific powers of a Local Council

The Local Government Act 1972 S137

The general power of competence (GPC)

The implications of employment law and equality legislation for a Local Council

Health & Safety Legislation for a local council

Preparing and supporting Local Council meetings – Notices, Agendas and Minutes

Standing Orders

Committees and delegation to employees

Upholding standards in Public Life

**Next session – Friday 12<sup>th</sup> November 2020 – 10.00 to 12.00**

### **LCA 2 covers:**

#### **FINANCE FOR LOCAL COUNCILS (LO's 14 – 20)**

The preparation and monitoring of budgets

Preparing and explaining a cash book and bank reconciliation

The risk management scheme and the value of insurance for risk management

Applying for grant funding

Good financial governance and financial procedures

The VAT legislation for a council

The processes involved in the annual audit

**Next session – Friday 11<sup>th</sup> December 2020 – 10.00 to 12.00**



### **LCA 3 covers:**

#### **MANAGEMENT FOR LOCAL COUNCILS (LO's 21 -23)**

Managing projects, services, facilities or assets  
Managing staff  
training and development policy

#### **COMMUNITY ENGAGEMENT (LO's 24 – 30)**

Action planning  
Influencing planning decisions  
Diversity in local communities – how to connect  
The impact of positive community engagement  
Advising the council on raising its profile  
Ensures the transparency of the council's decisions and actions  
Writing and reviewing and grant awarding policy

**Next session – Friday 12<sup>th</sup> February 2021 – 10.00 to 12.00**

As each LCA session is completed the participating students will be supplied with a Dropbox link to access extra training materials.

All sessions can be booked [HERE](#) – invoices are sent on session completion

Informal networking and support sessions are also provided periodically to session participants free of charge.

**By mutual agreement ALCA welcomes Clerks from the Northumberland (NALC) area to this training programme.**