

# ILCA - The Essential Knowledge

## ILCA - Introduction to Local Council Administration



**What is ILCA?** This level 2 online sector specific learning tool will support all new council officers in Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their level 3 CiLCA qualification. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.

**Click here** for more information and to register

**What will I learn?** The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections:

- 1. The Core Roles** establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk.
- 2. Law and Procedures** establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures.
- 3. Finance** introduces the role of the Responsible Financial Officer and proper financial practices, accounts, financial procedures and accounting regulations.
- 4. Management** establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities.
- 5. Community** is the heart of the matter. You identify community needs and plans; you engage with the planning system and get to know the community well.

**How long will it take?** It can be studied intensively over a few days or perhaps by doing one module a week or fortnight; it's up to you. From the date when you purchase the course, you have access to the online course for twelve months.

**And finally....** Whether you are a clerk, a councillor, or a council officer, we hope you will find this online course stimulating and informative as it is designed to develop your knowledge, your confidence and your skills for your work with a local council.

Here is a quote from Vicky Mitchell, Clerk to Templeton Community Council who has recently completed ILCA:

*"I decided to study ILCA because I was a first time clerk, with no formal legal training – my background is librarianship. I enjoyed finding out about the legal framework for a community council's work and activities, which, frankly, I would have found difficult to do without a course of this sort. I learned more than I thought I would, and it made me appreciate that there is a lot more to 'clerking' than doing an agenda, then taking and compiling minutes, as was suggested to me when I started. Now, about CiLCA ..."*

### Prices:

Prices are £99 + VAT for SLCC members and all council officers of a council whose clerk is a member of the SLCC and £149 + VAT for non- SLCC members. And if your council has a precept under £40,000 you may be entitled to a bursary.

**Click here** to register