

Committee: Resources

Date: 7 January 2022

Title: Office Training

Purpose of Report

Members to consider office training

Recommendation:

Members to agree that an additional member of staff be sponsored to obtain their CiLCA qualification.

Report:

1. As a result of the recent round of appraisals that have taken place a member of the administration team has indicated a desire to obtain the Certificate in Local Council Administration.
2. As part of his contract the Town Clerk is also required to obtain his CiLCA qualification. This will assist with the council obtaining the General Power of Competence
3. Whilst having a second member of staff with the CiLCA qualification would not make any difference to a council in respect of obtaining the General Power of Competence, it would see it benefit from additional awareness of the principles of local governance regarding councils.
4. Some of the benefits of having employees complete Cilca include.
 - Make confident, informative decisions for the council and the community
 - Advise the council on its duties and powers
 - Adapt to changing circumstances
 - Ensure the council is compliant with proper financial practices
 - Help to set a vision for the future for the council and your 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 future
 - Assist with in-house training for both staff and members
5. I am sure members are aware that Continuing Professional Development for staff that is meaningful is a requirement for all good employers. To encourage this helps staff to feel that they valued by their organisation.

Agenda Item 8

6. The cost to the council will be £410 per person undertaking the qualification. There is money in the budget to be able to fund this qualification for the member of staff in question.
7. It is asked that members agree to a proposal that an additional member of staff be sponsored to obtain their CiLCA qualification.
8. This proposal will need to be resolved by Full Council at the end of the month.

Mark Tredwin
Town Clerk

January 2021