

CiLCA Progress

This document can be adapted to suit your needs. Dates in each box will help you to keep track of progress. You can also list action points for the council.

LO	Task	Draft to trainer	Feedback received	First submission	Second submission	Passed
1	A CiLCA qualified officer understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council					
2	A CiLCA qualified officer can carry out research and make recommendations					
3	A CiLCA qualified officer can identify a council's core documents and policies					
4	A CiLCA qualified officer demonstrates professional writing skills and uses information and communications technology					
5	A CiLCA qualified officer understands the requirements of data protection legislation for the council					
6	A CiLCA qualified officer understands the difference between statutory duties and specific powers including s137					
7	A CiLCA qualified officer understands the general powers available to their council (other than s137)					
8	A CiLCA qualified officer understands the implications of employment law and equality legislation for a local council					
9	A CiLCA qualified officer understands the implications of Health and Safety legislation for a local council					
10	A CiLCA qualified officer can prepare for and support council meetings					
11	A CiLCA qualified officer knows how to advise a council on standing orders					
12	A CiLCA qualified officer can advise a council on different kinds of committee and delegation to the clerk					
13	A CiLCA qualified officer understands the council's duty to uphold high standards of behaviour in public life					
14	A CiLCA qualified officer can advise a council on the preparation and monitoring of budgets					
15	A CiLCA qualified officer understands how to prepare and explain a cash book and bank reconciliation					
16	A CiLCA qualified officer understands risk assessment and the value of insurance for risk management					
17	A CiLCA qualified officer can apply for grant funding					
18	A CiLCA qualified officer can advise a council on financial procedures					
19	A CiLCA qualified officer knows the implications of VAT legislation for a council					

20	A CiLCA qualified officer understands the process involved in annual audit					
21	A CiLCA qualified officer understands the range of activities involved in managing projects, services, facilities or assets					
22	A CiLCA qualified officer can advise a council on responsibilities for managing staff and volunteers					
23	A CiLCA qualified officer can write or review a training and development policy					
24	A CiLCA qualified officer understands how to write an appropriate objection to a planning application					
25	A CiLCA qualified officer understands diversity in local communities and fosters good community relationships					
26	A CiLCA qualified officer understands the impact of positive community engagement					
27	A CiLCA qualified officer advises the council on raising the council's profile and promoting the democratic process					
28	A CiLCA qualified officer ensures the transparency of the council's decisions and actions					
29	A CiLCA qualified officer can write or review a grant awarding policy					
30	A CiLCA qualified officer can create an action plan for the council					

Action for the council identified by CiLCA

What	When	Done

Adapted from a document created by Liz Leggo.