

To receive reports on staff training requests and consider any actions and associated expenditure

The Administration Officer is asking Members for their support for her to undertake her CiLCA qualification.

The syllabus for the course is as attached.

The costs are broken down into sections as follows:

Description	Cost
Introduction to CiLCA webinar (SLCC) Non-member	£50
Building your portfolio course non-members	£250
Qualification	£450
Total Cost: £750	

There is no expected increase for 2025.

The course dates for 2025 are to be released later this year. They are offered bi-monthly.

The workflow is as follows:

1. Introductions to CiLCA session - webinar helping to understand the requirements of the qualification and what is expected;
2. Building your portfolio - Six two-hour webinar sessions once a month provided by SLCC

The Administration Officer will be required to register for the CiLCA qualification separately.

3. CiLCA Qualification - comprised of 30 learning outcomes over five units, which cover the breadth of work undertaken by those working with local councils. I will submit documents, reports, and explanations to demonstrate knowledge and understanding to an acceptable standard to ensure I can meet the assessment criteria.

Budget Code: 6656 Staff Training (P&F)

Budget Availability: £1,309 (2024-25)

Budget Code: 6656 Staff Training (P&F)

Budget Availability: £TBC (2025-26)

I am in full support of the Administration Officer undertaking the next step in her training and development at Saltash Town Council by taking the CiLCA qualification after 1 April 2025.

Due to the cost of the training, the Personnel Committee are advised to create a training agreement between the Administration Officer and the Town Council to recover cost should the Administration Officer decide to leave Saltash Town Council within a period.

Members are asked to consider approving the Administration Officer training days during the 12-month period.

End of Report

Town Clerk/RFO