



The Importance of Training for Chairman, Councillors & Clerks



Clerks

The role of a Clerk is to ensure that the Council, as a whole, conducts its business properly and to provide independent support.

A Clerk is a vital asset to the Council, making a significant contribution to the work of the Council.

It is a professional role requiring specialist knowledge and a range of skills.

As the proper officer, the Clerk performs all routine administration, Financial management, staff management (if applicable), manages the Councils procedures, raises the profile of the Council in the Local Community and implements Council decisions.



Councillors

Councillors are collectively responsible for making Council policy, for which they are accountable to the electorate. They are recognised nationally as the level of local government closest to people, or the 1st tier.

The Chairman and the Mayor are the figure heads of Councils across Essex. Playing an important role ensuring the Council conducts its business professionally.

Will your Council have a budget for training this year?

The EALC and the SLCC believe that all Councils across Essex should provide training to enable the sector to represent the communities it serves.



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Clerk training should be paid for by the Council, with time allocated. Every Clerk should be able to take the CiLCA (Certificate in Local Councils Administration). The Clerks body provides training for Clerks, which sits alongside the EALC Courses.

Chairman training at the EALC, along with Councillor training are also available, for Members.

The EALC also provides training for Councils in the evening or at the weekend, delivered in your own premises or virtually.

For these reasons, any training that the Clerk or Councillor achieves, including the CiLCA, provides them with a broad knowledge of all the aspect of work – Roles & Responsibilities, the Law, Procedures, Finance planning and Community development.

A robust training and development program, ensures that the Council has a consistent experience and background knowledge of Local Government.

We believe that training for Clerks & Councillors is imperative to the efficient running of the Council and its growth.

