



**KIM BEDFORD TRAINING FOR SHROPSHIRE ALC.**

## **CiLCA. Student Brief**

Session 3. At 9.30 am to 2.30pm. Friday 10<sup>th</sup> January 2020

In preparation for today's introduction to CiLCA, look at

**Unit 3. - Finance for Local Councils. (LO14 – LO20)**

**Unit 4. – Management for Local Councils (LO21 – LO23)**

We will spend the bulk of the morning looking at how to tackle these sections. But, first of all, we briefly check on any issues from work completed on **Unit 2**, Law and Procedures, since we last met in November.

**LO5 – LO13.** Remembering to read what is required as evidence and the guidance given, bring all work completed on these sessions. This is your opportunity to discuss any issues.

### **Unit 3.**

**LO14.** There are two parts to your submission. For our session, bring your budget monitoring document and thoughts on annotations you may include. Please also bring your council's budget proposal for the financial year 2019 – 2020. We will look at this in detail, and discuss how you might approach this. Don't forget to read what is required as evidence and the guidance given.

Also in advance of our session, look at **LO15 Cash Book and Bank Reconciliation.** Please prepare your submission for this and bring this to our session to provide the basis for our discussions

Next, **LO16 Risk Management, LO17 Grant Funding, LO19 VAT.** Take a look at these and bring your prepared work.

**LO18 and LO20.** Please read this and be prepared to discuss.

## Unit 4

In advance of our session together, look at **LO21**. Give some thought as to which project, service, facility or asset you will choose in order to explain the work and responsibilities involved in managing this scheme. We will discuss this more fully as a group, exploring how you might attempt your presentation.

Next, in **LO22**, you are asked to 'identify a council's core documents supporting its members of staff. Prior to our meeting, put together a list of your possible, core documents you may use to complete this section of the portfolio. Also sketch out the bones of your training and development policy for discussion.

Your morning tutorial (9.30 to 1.00) will be taken by Kim Bedford with a mid morning break. Lunch will be provided and taken from 1.00 pm to 1.30 pm. In the afternoon, 1.30 pm to 2.30pm, you will have the opportunity to do more work on the sections discussed in the morning with various text books and the attention and support of your mentor. We are in the Wilfred Owen Room on the first floor, Shrewsbury.

You will be given a further student brief, advising of the preparation required in advance of session 4 due on **Friday 13th March 2020. At 9.30 am to 2.30pm**

I look forward to seeing you soon.

*Kim*

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