

## The Role of the Clerk

### What will you learn?

The aim of the course is to introduce your role as a Local Council Clerk here in Norfolk. The course covers five themes based on the Occupational Standards established by the National Training Strategy<sup>1</sup> in England.

**1 The Core Roles** establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk. We consider how relations work effectively across all roles within the council. We look at how local councils sit within the current local government structure in Norfolk.

**2 Law and Procedure** establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures. We note election processes, the standards framework and the need to keep up to date with legislation.

**3 Finance introduces** the role of the Responsible Financial Officer and proper financial practices, accounts, financial procedures and accounting regulations. We consider budgeting, the precept, audits, insurance, income generation and the importance of internal control and good governance.

**4 Management** establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities. It considers employment, risk management, insurance and essential policies.

**5 Community** is the heart of what local councils are all about. You identify community needs and plans; you engage with the planning system and get to know the community well. We look at how your council might engage and support the betterment of your locality through new initiatives.

This course is delivered as a 2-day course. Following the Covid19 restrictions which began in March 2020, we have moved this course to Zoom across 4 morning sessions. Delegates will receive a toolkit of resources to use back at their clerk office. The course provides 5 CPD points<sup>2</sup> which are recognised for the purposes of the Local Council Award Scheme.

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<sup>1</sup> Produced by the Improvement and Development Board, who represent NALC, SLCC, LGA and MCHLG.

<sup>2</sup> The CPD point scheme is a product of the National Training Strategy.