

CiLCA session four recap notes

In this session we covered LO10, LO11, LO12 and LO13

LO11

- This is an annotated document. There is no word limit.
- Remember to cover all bullet points on page 8 of the portfolio guide
- Choose 4 standing order points to comment on – no more, no less!
- Identify where you have tailored the standing orders to your council

LO12

This is a written explanation. 400 word limit

12.1

- Summarise each type of group.
- Use a table to show advantages and disadvantages

12.2 Summarise delegation to the clerk (covid lockdown March 2020 really good example)

LO10

This is an annotated document, no word limit.

- Remember to cover all bullet points on page 8 of the portfolio guide
- legal references are included in the annotations.

You are submitting four documents (all must be dated within the last 12 months)

- Agenda & minutes for annual meeting
- Agenda & minutes for ordinary meeting (with confidential item if possible)

Don't get the Annual Town or Parish Meeting mixed up with the Annual Meeting of the Council!

If you don't have an agenda item with a confidential item write a short explanation how confidential matters should be handled on both the agenda, the meeting and minutes.

Make sure all the bullet points in the guidance for this LO are covered.

Chapter 7 in your yellow book holds a lot of useful info

LO13

This is a written explanation. Word limit 300 words

Remember, this is more than just the Code of Conduct.