

St Martha Parish Council

Certificate in Local Council Administration (CiLCA) – request by Councillor Julia Tantram

Conditions of Training

1. Documents

Julia will annotate documents for the purposes of her training but does not need to share, and should be given strict instructions **not** to share these documents with the Council or the Clerk. However, this doesn't prevent Julia from commenting on documents which are being reviewed by the Parish Council in the normal course of its business.

To note, there is no need to convert PDF documents into Word or Excel. If the Clerk does not have the original Word or Excel documents available the training can be done with PDF documents only, as Julia will merely be annotating them.

2. Voluntary Hours

Approval is conditional on the basis that Julia does **no** voluntary hours 'assisting' the Clerk.

3. Confidentiality

All documents required will be in the public domain, or available under Freedom of Information, except the Clerk's contract of employment. If Julia has already seen this, there is no issue. If not, a copy be given to the Chair and a redacted copy given to Julia if the Clerk has concerns.

4. Clerk's Appraisal

Julia cannot be involved in the Clerk's appraisal in future.

Conclusion

Julia **cannot** share her recommendations **nor** do any voluntary hours.

The Clerk would be required to give access to Parish Council documents but **not** do any extra work, **nor** be challenged by seeing Julia's comments on any existing documents.

Patricia Allen
April 2026