



Association of
Democratic Services
Officers

A GUIDE TO THE

**DIPLOMA IN LOCAL
DEMOCRACY**

**For
Learners and Assessors**

Cohort: October 2024

Introduction

This is a guide for Learners and Assessors about the ADSO Diploma in Local Democracy. It is a distance learning programme with rigid deadlines for completing the modules that enables learners to demonstrate their knowledge against a set of learning outcomes and assessment criteria which have been developed by experienced practitioners.

The Diploma is being run on behalf of the Association of Democratic Services Officers by South West Councils. We are delighted to be working in partnership with them.

This Guide sets out a detailed summary of the qualification and a timetable for completion of the programme – we hope you find it useful.



Michelle Beaumont
ADSO Qualifications Manager
Association of Democratic Services Officers
Michelle.beaumont@adso.co.uk

Sue Crosland
Learning and Development Officer
SW COUNCILS
sue.crosland@swcouncils.gov.uk

Table of Contents – headings in the table are linked to the relevant section in this document. Place the cursor on the heading you are want to explore and use Ctrl+Click to navigate.



Table of Contents – headings in the table are linked to the relevant section in this document. Place the cursor on the heading you are want to explore and use Ctrl+Click to navigate. 3

Guide to the Diploma in Local Democracy 4

Target Audience 4

Workplace Mentor 4

Networking 5

Induction 5

Additional Learning 5

Assessment 5

Structure of the Diploma in Local Democracy 6

Submission Timetable for the Diploma in Local Democracy 9

Guidance for completing assignments 11

Writing up the assignment 11

Presenting the assignment 12

Things to avoid 13

Referencing and Bibliography 13

Diploma Dissertation Guidance 13

Purpose of the dissertation 13

Nature of the Dissertation 14

Planning for the Dissertation 14

Learning Outcomes 14

Dissertation Layout 14

Dissertation Format 15

Example layout for an ADSO Diploma Assignment 15

Guide to the Diploma in Local Democracy

The Diploma comprises seven knowledge modules covering all aspects of Democratic Services, broken down into:

- 4 foundation modules
- 1 research planning module
- 1 dissertation
- 1 reflective learning and evaluation module

Each learner will be assigned an Assessor to support them through their programme. In order to achieve the modules, learners will be required to write an assignment for each module which they will submit through an e-portfolio and which will be signed off by their Assessor before quality assurance and certification.

There is no formal training required but ADSO provide a range of resources to support learners to help with research and guidance on completing their assignments. Learners are also entitled to attend ADSO training courses directly relevant to their programme free of charge.

Target Audience

Whilst there are no formal entry requirements for undertaking the Diploma in Local Democracy, learners must have sufficient depth and breadth of knowledge to be able to complete the programme. Potential learners submitting a formal Expression of Interest must expect to be **informally interviewed by ADSO's Qualification Manager** before being accepted as a potential learner.

Please note: The Diploma is a significant programme to undertake. The assignments require learners to make their own judgements about the assignment questions, providing not just researched evidence but also their own opinion and argument. Learners must therefore have a deep understanding of their area of work so that they can engage with their research rather than accepting what is says without questioning. The assignments also expect detailed examination and evaluation of other people's ideas, theories, and studies to be included.

Workplace Mentor

It is important that learners are fully supported by their organisation when they embark on this programme. The Diploma in Local Democracy is a significant investment of resources over a significant amount of time. For this reason, learners must identify a workplace mentor when registering for this programme. The role of the mentor is to support and guide the learner throughout the full term of the programme and should be someone with good knowledge of Democratic Services who can offer encouragement and advice as well as identify resources or opportunities that may help the learner successfully complete their assignments. This could be, for example, a line manager or a more senior manager working in Democratic Services.

[Return to contents](#)

Networking

Learners are also encouraged to talk to other experienced colleagues and managers to obtain the knowledge they need to complete each of the modules that make up the Diploma in Local Democracy. These could be both inside and outside their own authority. Learners are also encouraged to make the most of any networking opportunities and relevant learning.

Learners can also access a closed Facebook group – just search for “**ADSO Study Group**”

Induction

Learners will initially take part in an induction, providing the information they need to start the programme. This is a mandatory part of the programme. After induction is complete learners will be registered onto the programme and will be given access to the web-based assessment portal. The assessment portal hosts the assessment process for both assessors and learners as well as providing access to a range of resources to support learner research and the preparation of assignments. [Assignment Guidance can be found later in this guide.](#)

Additional Learning

The ADSO programmes are designed to be achieved without having to undertake any additional training courses - the modules each have a Knowledge Bank document or specific guidance which provides tailored research and self-study on each topic. The knowledge banks can be found on the assessment portal in the *file library* [Guidance in using the assessment portal can be found later in this guide](#)

Assessment

Assignments

Assessment is based on a series of written assignments, each with a specific theme and word count. Assignments focus on the module subjects and involve a description of the key knowledge areas to be included. As part of the assignment, learners will be asked to include examples from their own area of work to show local knowledge and understanding and how this is put into practice within their own authority. They will also need to demonstrate an understanding of governance arrangements in other regions and countries.

Once an assignment has been completed, the learner will submit this electronically via the assessment portal to their Assessor. The Assessor will then mark the assignment in line with the relevant mark scheme and assessment criteria, highlighting any areas that require further work.

Professional Discussions

Whilst ADSO provide a word count for each assignment, it is highly unlikely that learners will fully meet the assignment requirements within the word count range. This is intentional.

Any further work required to meet the requirements of the assignment should be carried out in a professional discussion (PD). This planned, two-way recorded conversation is an effective way of checking learner knowledge, understanding and, importantly, authenticity. **The qualification will not be signed off without at least one PD taking place.** The PD will be carried out within an agreed timescale after which the assessor will finalise assessment. The assessor will make arrangements for any professional discussions and liaise with you about how it will work and what needs to be prepared.

Where further work required is minimal, the assessor may exercise discretion and ask the learner to provide further written work instead.

Internal Quality Assurance

SW Councils will internally quality assure the work of all assessors – this means that they will sample the assessor’s work to ensure it meets the required standards of assessment.

Structure of the Diploma in Local Democracy

The Diploma comprises the following written modules:

- 1. Foundation Modules** – these four modules aim to provide contextual knowledge and understanding. Complete *all of the following unless you have already achieved the ADSO Certificate programme in which case you are exempt from the first three modules and will start at module 4:*
 1. Structures and Functions of Local Government (3000-3500 words)
 2. Role of Council and its Governance Arrangements (3000-3500 words)
 3. Members and Officers in Local Government (3000-3500 words)
 4. The Development and Impact of Local Democracy Legislation (3000-3500 words)

Supported by the following documents:

- Module outline and assignment task: what needs to be done
- Knowledge Bank Documents: to guide learner research (modules 1-3)
- Guidance document (module 4)

- 2. Research Planning Module** - (3000-3500 words)

Enables the learner to consider how they will research and present their chosen subject area in the Pathway dissertation stage.

Supported by the following documents:

- Module outline and assignment task: what needs to be done
- Handbook: to guide learner research
- Mapping/Self certification tool: to be completed by the learner and submitted with the assignment

- 3. Specialist Dissertation Pathway** – (12000 – 14000 words)

These modules enable the learner to develop their knowledge in their chosen specialist area. It is an in-depth piece of work and learners will need to research extensively outside their authority. There is also an international element to each pathway.

Each pathway is supported by the following documents:

- Pathway outline and assignment task: what needs to be done
- Handbook: to guide learner research
- Mapping/Self certification tool: to be completed and submitted with the dissertation

Learners will select one of the Pathways listed below.

Civic Support - learners must demonstrate their understanding of:

- the historical context of the role of the Civic Head
- the legal precedence and protocol of the Civic Head
- the process and issues relating to a councillor becoming the Civic Head
- the role of the Civic Head for a Local Authority and its communities
- how the civic support function operates in other parts of the world

Ethical Framework - learners must demonstrate their understanding of:

- the key features of an Ethical Framework within a system of corporate governance
- the behaviours necessary to underpin the ethical framework
- the outcomes of good ethical governance
- the impact of ethical governance
- how ethical governance operates in other parts of the world

Governance Arrangements - learners must demonstrate their understanding of:

- key features of the options for governance arrangements which operate in local government
- the nature of the Leader and Cabinet model of Governance in local government
- the nature of the Elected Mayor model of Governance in local government
- the nature of the Committee based system of governance in local government
- how Executive and Committee based forms of Governance operate in different countries in the UK
- the differences between different models of Governance in local government
- how Governance in local government operates in other parts of the world

Member Development - learners must demonstrate their understanding of:

- the principles underpinning the development of learning and development programmes for members
- how arrangements for providing learning and development for councillors have changed across local government
- the differing roles of elected members and associated training needs
- the importance of a framework for providing learning and development for councillors
- how to effectively provide and deliver learning opportunities for members
- how to evaluate and improve development programmes for councillors
- how member development operates in other parts of the world

Member Support - learners must demonstrate their understanding of:

- the support required by councillors in their role as community representatives
- the support required by councillors in their role in the leadership, management and scrutiny of the Council
- the political, financial and cultural context within which councillors work and the impact on member support
- the support requirements to ensure all elected members have equal access to office
- the systems in place to support councillors in their roles
- how member support operates in other parts of the world

Overview and Scrutiny - learners must demonstrate their understanding of:

- the key features and functions of Overview and Scrutiny in the public sector
- the differences, opportunities and challenges posed by internal and external scrutiny
- the political context of Overview and Scrutiny
- the techniques and lines of enquiry that can be used in undertaking Overview and Scrutiny
- the differences, similarities and relative benefits between Overview and Scrutiny at a local and national level
- the benefits that Overview and Scrutiny can provide for the community and the public sector
- how Overview and Scrutiny in local government operates in other parts of the world

Partnership Working and Community Engagement - learners must demonstrate their understanding of:

- the factors which influence councils' approaches to community engagement in their local democratic arrangements
- how the framework for local governance interacts with community engagement
- evaluate the effectiveness of community engagement in political and operational terms
- how the pattern of community engagement in English local authorities compares with practice in other areas of the UK and elsewhere
- the development of partnership working in local authorities and its relationship to local democratic arrangements
- how different forms of partnership working have influenced local democracy
- how the pattern of partnership working in English local authorities compares with experience and arrangements in other areas of the UK and elsewhere

Regulatory Framework - learners must demonstrate their understanding of:

- the origins of a democratic area of the regulatory framework within local government
- the quasi-judicial nature of the regulatory framework in local government
- the implementation of regulatory functions within the wider political management framework of local government
- the practical operation of regulatory framework within local government
- how the public and stakeholders interact with the regulatory framework in local government
- how the regulatory framework operates in other parts of the world

4. Reflective Learning and Evaluation Module (2500-3000 words)

This stage enables the learner to reflect on their learning needs and objectives from the dissertation and assess and evaluate their recommendations and conclusions.

Supported by the following documents:

- Module outline and assignment task: what needs to be done
- Handbook: to guide learner research
- Mapping/Self certification tool: to be completed by the learner and submitted with the assignment

Documents to support these modules can be found in the **file library** on the assessment portal.

[Guidance in using the assessment portal can be found later in this guide](#)

Submission Timetable for the Diploma in Local Democracy

NB: Whilst ADSO acknowledge there may be some slippage in meeting submission deadlines, (see extension request procedure – next page), learners who fall more than **4 months** behind programme may be withdrawn from programme unless there is a formal and robust request for an extension submitted by your line manager and which is subsequently approved by ADSO.

THERE ARE TWO TIMETABLES:

- 1. LEARNERS WHO HAVE NOT PREVIOUSLY COMPLETED THE ADSO CERTIFICATE IN DEMOCRATIC KNOWLEDGE FOLLOW THE TIMETABLE BELOW, STARTING AT MODULE 1**

DATE	TASK
w/c 7 Oct 2024	Induction to programme – Learners & Assessors
09 Dec 2024	Deadline for Assignment 1: STRUCTURES & FUNCTIONS OF LOCAL GOVERNMENT
23 Dec 24	Assessor to have marked assignment and provided feedback
13 Jan 24	Written Q& A or PD (if required) to be complete
JAN/FEB 2025	ONLINE LEARNER SUPPORT
Having completed the first assignment, Diploma Learners who have not previously completed the ADSO Certificate Programme will have the opportunity to share experiences, ask questions and receive support from ADSO and South West Councils. We will be in touch nearer the time to make arrangements.	
24 Feb 2025	Deadline for Assignment 2: ROLE OF COUNCIL AND ITS GOVERNANCE ARRANGEMENTS
17 Mar 2025	Assessor to have marked assignment and provided feedback
31 Mar 2025	Written Q& A or PD (if required) to be complete
12 May 2025	Deadline for Assignment 3: MEMBERS AND OFFICERS IN LOCAL GOVERNMENT
02 Jun 2025	Assessor to have marked assignment and provided feedback
16 Jun 2025	Written Q& A or PD (if required) to be complete
28 Jul 2025	Deadline for Assignment 4: APPLYING LEGISLATION IN A DEMOCRATIC ENVIRONMENT
18 Aug 2025	Assessor to have marked assignment and provided feedback
1 Sept 2025	Written Q& A or PD (if required) to be complete
10 Nov 2025	Deadline for Assignment 5: RESEARCH PLANNING MODULE
08 Dec 2025	Assessor to have marked assignment and provided feedback
22 Dec 2025	Written Q& A or PD to be complete

[Return to contents](#)

13 Apr 2026	Deadline for first draft of Assignment 6: PATHWAY DISSERTATION
4 May 2026	Assessor to have looked at draft and provided feedback
27 Jul 2026	Deadline for final version of Assignment 6: PATHWAY DISSERTATION
24 Aug 2026	Assessor to have marked dissertation and provided feedback
21 Sep 2026	Written Q& A or PD to be complete
5 Oct 2026	Deadline for Assignment 7: REFLECTIVE LEARNING AND EVALUATION
26 Oct 2026	Assessor to have marked module and provided feedback
09 Nov 2026	Written Q& A or PD to be complete

2. LEARNERS WHO HAVE PREVIOUSLY COMPLETED THE ADSO CERTIFICATE IN DEMOCRATIC KNOWLEDGE FOLLOW THE REDUCED TIMETABLE BELOW, STARTING AT MODULE 4

DATE	TASK
w/c 07 Oct 2024	Induction to programme – Learners & Assessors
9 Dec 2024	Deadline for Assignment 4: DEVELOPMENT AND IMPACT OF LOCAL DEMOCRACY LEGISLATION
30 Dec 2024	Assessor to have marked assignment and provided feedback
13 Jan 2025	Written Q& A or PD (if required) to be complete

JANUARY 2025 ONLINE LEARNER SUPPORT for past ADSO Certificate achievers only

Following completion of their first assignment (Assignment 4), Learners who have **previously completed the ADSO Certificate Programme** will have the opportunity to share experiences, ask questions and receive support from ADSO and South West Councils. We will be in touch nearer the time to discuss your requirements.

24 Mar 2025	Deadline for Assignment 5: RESEARCH PLANNING
21 April 2025	Assessor to have marked assignment and provided feedback
5 May 2025	Written Q& A or PD (if required) to be complete
25 Aug 2025	Deadline for first draft of Assignment 6: PATHWAY DISSERTATION
15 Sept 2025	Assessor to have marked assignment and provided feedback
8 Dec 2025	Deadline for final version of Assignment 6: PATHWAY DISSERTATION
5 Jan 2026	Assessor to have marked assignment and provided feedback
2 Feb 2026	Written Q& A or PD (if required) to be complete
16 Feb 2026	Deadline for Assignment 7: REFLECTIVE LEARNING AND EVALUATION
9 March 2026	Assessor to have marked assignment and provided feedback
23 March 2026	Written Q& A or PD (if required) to be complete

Late Submission/Request for Extension

Extension requests may sometimes be necessary for certain circumstances. Learners should follow the procedure below:

Up to 2 weeks – email your assessor as soon as possible requesting an extension. The assessor will confirm giving a specific submission date and inform SW Councils

Up to 6 weeks – learners must make an email request to sue.crosland@swcouncils.gov.uk

More than 6 weeks – The learner's line manager must email a formal request to Sue Crosland who will refer to ADSO

Guidance for completing assignments

The purpose of these guidance notes is to assist learners with the planning, completion and submission of their assignments. There are additional notes for the completion of the pathway dissertation.

Writing up the assignment

A good assignment will answer the question which has been set. Straying from the point is likely to mean that the assessment criteria will not be met and the assignment will be over the word count. Learners should take time to analyse and understand the question and what they are being asked to do. The assessor will assess individual assignments against the Assessment Criteria described in the module outlines – if it doesn't meet these, the work will be returned for further input, usually in the form of a Professional Discussion.

The **Knowledge Bank documents** that support the first three modules are a useful tool to guide research, explore and consider relevant information that is likely to be useful. Learners can share Knowledge Bank documents with the assessor to check that research is along the right lines.

NB: Knowledge Bank documents should not be submitted to the assessment portal as they are not part of the assessment process.

When writing Assignments, learners must reference all quotations or copied work to avoid unintentional plagiarism. They must also include a comprehensive bibliography, listing all publications, websites and resources used ([see further guidance below](#))

Once all the research has been done, it may be helpful to prepare an outline plan, eg.

- Introduction (no more than a couple of sentences)
- text that responds to the individual assessment criteria
- conclusion
- bibliography

NB: An introduction and conclusion need only be included in the assignment if relevant but can be omitted if they do not add anything to the content.

[Return to contents](#)

Make brief notes of what needs to go in each section, noting relevant references – much research will have been done and relevant materials will have been collated but it is important to be focused about what to include. Identify the main points from reading material and note also how evidence drawn from experience or research may illustrate the issue being considering.

In deciding how to approach the task, the following points may be of some help or guidance:

- Write as if for an intelligent lay reader
- Do not use jargon for the sake of it but also do not be afraid to use professional language where this expresses ideas or arguments most clearly
- Have a clear, strong conclusion that draws together and re-states the argument or findings
- Major points in the argument should be supported by reference to relevant material. Quotations must be attributed but must not be included in the word count
- Referencing – any copied text, images or words in quotations must be appropriately referenced. Guidance can be found in the File Library of the assessment portal.

Having completed a draft, have a very critical read and check the following:

- Is the structure clear?
- Has the question been addressed?
- Are you within the word limits?
- Does it meet ADSO's formatting requirements?
- Is the bibliography complete and comprehensive?
- Have relevant references been identified and noted?
- Does the assignment satisfy the Assessment Criteria

Presenting the assignment

High standards of presentation for an assignment are both important and appropriate. Learners **must** therefore ensure that their assignment is presented as follows:

- The title of the work, your name and date should be included at the top of the first page
- Spacing – at least one and a half line spacing in the main text. Indented quotations can be single line spaced
- Font size must be Arial, point 12
- Pages should be numbered consecutively at the bottom right hand side of each page
- Tables and figures – to be numbered consecutively, either throughout the document or within each chapter
- The length of the assignment must be within the word count excluding any quotation references (not the quotation itself) and the bibliography
- All sources of reference used should be shown in the work
- The number of words must be stated at the end of the assignment eg 'Word count: 2,855
- Word count excludes bibliography and references
- The document should be submitted to the Assessor through the assessment portal.

Things to avoid

Some of the common errors in preparing and/or submitting an assignment are listed below.

- not following the above guidance as to presentation
- not including the bibliography
- submitting the knowledge bank document as the assignment
- inaccuracies in the list of contents, bibliography and appendices
- spelling, punctuation and syntax errors in the text
- copying or plagiarising the work of others
- failure to make the connection between references and the text
- poorly or illogically presented narrative
- underestimating the time required to complete the assignment

Once submitted, assignments will become the property of ADSO and copyright in the work will vest in ADSO. By submitting the assignments, learners are deemed to have agreed to this condition.

Referencing and Bibliography

There is a guide about referencing and bibliographies which can be accessed from the File Library of the assessment portal VQManager.

Diploma Dissertation Guidance

Purpose of the dissertation

The dissertation encourages learners to explore areas that have not been investigated previously, ideally incorporating legislative implications or a democratic scenario that have important organisational implications. More specifically, the dissertation aims to provide the learner with experience in handling data in an organisational setting and in applying relevant concepts and theories appropriate for the democratic environment. Information and data are collected, analysed and interpreted in such a way that final conclusions are both reliable and valid. The learner should use reasons to evidence and support a standpoint but be clear about their own perspective. It is anticipated that the dissertation findings will be shared across the sector to assist Authorities in identifying best practice and interpreting legislation. Therefore, a learner's arguments should be capable of persuading others.

Nature of the Dissertation

Learners will be required to submit a practical project, not simply a theoretical dissertation based entirely on existing resources and literature. It is likely that the dissertation will take an organisational project approach where the learner will apply theoretical and legislation knowledge to a particular democratic strand (considering particular organisation problems or issues.) The learner will be required to investigate workplace / organisational issues through collecting primary data, which may be qualitative or quantitative in nature. This could be through visits, telephone conversations with officers and members etc.

Throughout, the emphasis is on conducting an analytical investigation, combining existing legislation and case law (as relevant to the pathway area) with primary research and existing literature where existing. Particular attention needs to be paid to the reliability and validity of the approaches used.

Planning for the Dissertation

The learner will be required, to agree in advance their pathway area, to enable an appropriate Assessor to be allocated. By undertaking the Research Planning Module, the learner will create a comprehensive research plan and identify their research methods. They should ensure that prior to commencing the pathway and associated research, that they have received final sign off from their Assessor regarding their proposal.

Learning Outcomes

Each of the pathway modules (including the research planning module) has a set of specific learning outcomes and assessment criteria. The learner, in planning for their dissertation must ensure that all of the learning outcomes and assessment criteria listed within the pathway modules will be covered. The learner should refer to the pathway guide for their chosen pathway which provides the requirements for each element, plus suggestions regarding the type of research which could be gathered and / or analysed.

Dissertation Layout

- Title Page
- Contents page (including section titles and page numbers)
- List of tables and figures (as appropriate)
- The main body (the number of chapters will depend on the research design and topic)
- Conclusions and Recommendations (summary of key points)
- Bibliography (alphabetical order by family name and inclusive of all detail)
- Appendices (appropriate support to the main text)

Dissertation Format

For consistency certain requirements are placed on dissertations being submitted for the Diploma and these are listed below.

- The title of the work, your name and date should be included at the top of the first page
- Spacing – at least one and a half line spacing in the main text. Indented quotations can be single line spaced
- Font– text to be Arial 12, or equivalent
- Numbering – pages to be numbered consecutively at the bottom right hand side of each page
- Tables and figures – to be numbered consecutively, either throughout the document or within each chapter
- Word count **12000–14000**
- The number of words must be stated at the end of the dissertation
eg. Word Count 12,435
- Word Count excludes bibliography, table of contents and appendices
- The Dissertation will be submitted to Assessors through the assessment portal

Example layout for an ADSO Diploma Assignment

We thought it might be helpful to show you an example of assignment good practice in terms of layout, referencing and bibliography. If you follow the guidance in the Guide to the Diploma in Local Democracy, your assignment will follow a similar pattern.

The example that follows is purely fictitious (it's in latin!) but it will give a clear idea of layout, format, line spacing, font size, pagination etc.

The learner name and date are at the top of the page followed by the module description.

This is followed by a brief introduction to the module subject and the learning outcomes and individual assessment criteria from the course outline have been used as headings. This helps to organise the work and the assessor can easily see where the assessment criteria have been met.

[Return to contents](#)

The example doesn't show figures or graphics but you can insert these either to clarify your writing or findings but these must be referenced in accordance with the Guide to the Diploma in Local Democracy.

Referencing is clearly shown at the bottom of each page and the bibliography should be a good account at the end of the document.

ADSO Diploma in Local Democracy

Learner Name: xxxxxx

Date: xxxxxxxxx

Module 1: The Structures and Functions of Local Government

Describe the structure of local, regional and central government and show a broad understanding of its functions.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse ac molestie quam. Aenean dignissim augue sollicitudin, luctus ante ac, sollicitudin arcu. Cras ac pharetra neque. Sed hendrerit blandit turpis, vel volutpat leo pretium quis. Nullam finibus, ligula nec vulputate pretium, odio mauris tempor elit, non sagittis metus arcu fermentum arcu.

1. Understand the structure of local, regional and central government

1.1 Describe the key functions of central government

Ut pretium, metus nec malesuada dignissim, enim erat ullamcorper magna, lacinia convallis neque quam ut metus. Nulla ac eros a diam aliquet pellentesque quis sed justo. Nullam a purus sed ipsum imperdiet mollis. Cras iaculis, metus non luctus venenatis, mi ante tincidunt velit, sed fringilla quam ligula sit amet neque. Aliquam vitae laoreet mauris. Praesent eget iaculis tortor.

1.2 Describe the different functions of national government in the UK

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse ac molestie quam. Aenean dignissim augue sollicitudin, luctus ante ac, sollicitudin arcu. Cras ac pharetra neque. Sed hendrerit blandit turpis, vel volutpat leo pretium quis. Nullam finibus, ligula nec vulputate pretium, odio mauris tempor elit, non sagittis metus arcu fermentum arcu.¹

1.3 Describe the relationship between national and local government

Duis tincidunt mi vitae justo blandit tincidunt. Donec eu pharetra lorem. In congue maximus erat vitae luctus. Morbi condimentum scelerisque finibus ², Duis tincidunt mi vitae justo blandit tincidunt. Donec eu pharetra lorem. In tincidunt massa ut lectus mattis, in dignissim sapien cursus

¹ LGA website www.lga.gov.uk/about/what-local-government Accessed 26.03.21.

² <https://www.local.gov.uk/parliament/briefings-and-responses/integration-policy-making-national-and-local-government-achieve> Accessed 14.7.21

1.4 Explain the powers and role of a combined authority

Morbi porta pharetra leo, vitae dignissim sem sodales id. In mattis, tortor quis consequat iaculis, quam sem mollis diam, porttitor lacinia lorem lacus ut mauris. Vestibulum purus nibh, dapibus id tristique at, consequat ac dui. Sed ipsum ex, faucibus a magna nec, volutpat bibendum libero. ³

1.5 Describe the sources of funding for local and regional government

Morbi porta pharetra leo, vitae dignissim sem sodales id. In mattis, tortor quis consequat iaculis, quam sem mollis diam, porttitor lacinia lorem lacus ut mauris.⁴ Vestibulum purus nibh, dapibus id tristique at, consequat ac dui. Sed ipsum ex, faucibus a magna nec, volutpat. Fusce congue libero volutpat gravida sodales. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut a enim non magna placerat faucibus a nec lorem

2. Understand the functions of local government

2.1 Identify the different types and tiers of authorities in local government

Fusce congue libero volutpat gravida sodales. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut a enim non magna placerat faucibus a nec lorem. Nunc sed nulla arcu. Morbi ut ligula ac ante commodo feugiat. Nulla sit amet faucibus massa, sit amet pretium odio. Nulla nec efficitur mauris, eget tristique nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse ac molestie quam. Aenean dignissim augue sollicitudin, luctus ante ac, sollicitudin arcu. Cras ac pharetra neque. Sed hendrerit blandit turpis, vel volutpat leo pretium quis. Nullam finibus, ligula nec vulputate pretium, odio mauris tempor elit, non sagittis metus arcu fermentum arcu⁵.

Nunc sed nulla arcu. Morbi ut ligula ac ante commodo feugiat. Nulla sit amet faucibus massa, sit amet pretium odio. Nulla nec efficitur mauris, eget tristique nulla

- Fusce congue libero volutpat gravida sodales. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut a enim non magna placerat faucibus a nec lorem.

³ [Combined authorities | Local Government Association](#) Accessed 22.7.21

⁴ [Local government funding in England | The Institute for Government](#) Accessed 23.03.20

⁵ [Understand how your council works - GOV.UK](#) Accessed 21.7.21

- Nunc sed nulla arcu. Morbi ut ligula ac ante commodo feugiat. Nulla sit amet faucibus massa, sit amet pretium odio. Nulla nec efficitur mauris, eget tristique nulla

Fusce congue libero volutpat gravida sodales. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut a enim non magna placerat faucibus a nec lorem. Nunc sed nulla arcu. Morbi ut ligula ac ante commodo feugiat. Nulla sit amet faucibus massa, sit amet pretium odio. Nulla nec efficitur mauris, eget tristique nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse ac molestie quam.

2.2 Explain the differences and assess the benefits of the functions carried out by the different types and tiers of authorities in local and regional government

Etc etc

Word count: 2,795

Sources & Bibliography

- LGA website www.lga.gov.uk Accessed (date)
- ABC Borough Council “Constitution of ABC Borough Council” 2021. Accessed (date)
- ABC Borough Council. “Corporate Priorities 2018-2022.” Accessed (date)
- Office for National Statistics via Nomis. “ABC Local Authority – Local Area Report.” 2020. Accessed 30.03.21. <https://www.nomisweb.co.uk/reports/localarea>

Etc. etc.