

## TRAINING PROGRAMME FROM 1 MAY 2017 TO MARCH 2018

**The value of training in helping councils to reach their full potential cannot be over-estimated. Norfolk ALC is committed to providing councillors, clerks and other officers with the opportunity to develop their knowledge, skills and professionalism through a wide range of training courses and events.**

<b>COUNCILLORS</b>			
<p><b>BEING A COUNCILLOR</b> <b>2.5 CPD Points</b> one day intensive course £50 + VAT incl. Lunch 9.30 am – 3.30 pm</p> <p>This course may also be available as two evening sessions – please contact the office to register your interest.</p>	<p>Covers roles and responsibilities, getting things done for your community, procedures and law, working with your Clerk, planning, budgeting and finance.</p>	<p><b>Friday 26 May 2017</b> <b>Wednesday 15 November 2017</b> <b>Friday 23 February 2018</b></p>	<p>Sprowston Diamond Centre  Diss Youth and Community Centre  Sprowston Diamond Centre</p>
<p><b>CHAIRMAN – LEADERSHIP SKILLS</b> <b>2.5 CPD Points</b>  £100 + VAT incl Lunch Two day course</p>	<p>Covers the key elements of being a local Council Chairman; leadership, legal powers and duties, public relations, managing council meetings, facilitation, ethical standards and being a good employer. The course will give you confidence to carry your role and the opportunity to network with fellow Chairman.</p>	<p><b>Wednesday 12 &amp; 19 July 2017</b> 9.30 am to 3.00 pm</p>	<p>The Carnegie, The Guildhall Thetford</p>

# CLERKS

<p><b>INTRODUCTION TO CLERKING</b> – all you need to know to get started in your new role  <b>2.5 CPD Points</b>                  £25 + VAT</p>	<p>You will learn about your main areas of work, the essential paperwork and what you need to do when. The course provides you with a useful planning tool for the work you will have ahead of you and provides a dictionary of local council language.</p>	<p><b>Thursday 15 June 2017</b>                  10am to 12 noon  <b>Thursday 21 September 2017</b>                  10. am to 12 noon  <b>Monday 6 November 2017</b>                  11am to 1pm</p>	<p>Diss Youth and Community Centre                  The Carnegie, The Guildhall Thetford                    Willow Centre, Cringleford</p>
<p><b>THE ROLE OF THE CLERK</b>  <b>Two day intensive course</b>  <b>2.5 CPD Points per day</b>                  £ 100 + VAT includes lunch</p>	<p>This detailed course covers your role, the role of the Council and the Councillors as well as powers and duties, standing orders, meetings, finance, information management, planning, elections, casual vacancies and co-option and much more.</p>	<p><b>Thursday 6 &amp; 20 July 2017</b>                  9.30am to 3pm    <b>Monday 2 &amp; 9 October 2017</b>                  9.30am to 3pm    <b>Tuesday 6 &amp; 20 February 2018</b>                  9.30am to 3pm</p>	<p>The Carnegie, The Guildhall Thetford                    Diss Youth and Community Centre                    Willow Centre, Cringleford</p>
<p><b>INTENSIVE CILCA (2015)</b>  <b>Two Day</b>  <b>2.5 CPD Points per day</b>                  Certificate in Local Council Administration - The Clerk's professional qualification delivered by Norfolk's only nationally accredited trainer.                  £ 100 + VAT</p>	<p>Obtaining the Certificate in Local Council Administration ensures that clerks have a certain understanding of their roles and responsibilities. This certificate is essential for Clerks of Councils seeking to become eligible to use the General Power of Competence. Delegates are provided with the training and support they need in order to submit their portfolio for assessment and have a better chance of success.</p>	<p><b>Wednesday 15 November 2017</b> and  <b>Wednesday 7 December 2017</b>                  10am to 3.30pm</p>	<p>The Carnegie, The Guildhall Thetford</p>
<p><b>END OF YEAR ACCOUNTS, AUDIT, ANNUAL RETURN – NEW AUDIT REGIME FOR 2017/18</b> (also open to Councillors who wish to have a better understanding of the financial systems).  <b>1 CPD Point</b>                  £ 25 + VAT</p>	<p>Information on important dates and action points, the internal audit process, the Council's responsibilities and how to comply with the new external audit regime.</p>	<p><b>Wednesday 10 January 2018</b>                  10am to 12.30pm    <b>Thursday 22 February 2018</b>                  11am to 1.30pm</p>	<p>Sprowston Diamond Centre                      The Willow Centre, Cringleford</p>

## COUNCILLORS AND CLERKS

<p><b>LCAS AWARDS BRIEFING</b>  <b>1 CPD Point</b>          £25 + VAT</p>	<p>The Local Council Awards Scheme enables Councils to be assessed against national standard and to improve in three main areas; governance, community engagement and council development. Norfolk ALC wants you to be recognised for your work and this briefing gives all the details you need to make a submission at the various levels of the scheme.</p>	<p><b>Thursday 21 September 2017</b>          1pm to 2pm  <b>Monday 6 November 2017</b>          2pm to 3pm</p>	<p>The Carnegie, The Guildhall Thetford           Willow Centre, Cringleford</p>
<p><b>EMPLOYMENT SEMINAR</b>  <b>2.5 CPD Points</b>          £45 + VAT includes lunch</p>	<p>Introduction to employment law covering contracts, payments issues, working hours, discrimination, disciplinary matters and redundancy. Provide an opportunity to ask an expert about your employment issues.</p>	<p><b>Tuesday 25 July 2017</b>          9.30am to 12.30pm</p>	<p>Diss Business Hub</p>
<p><b>STANDING ORDERS</b>  <b>1 CPD Point</b>          £25 + VAT</p>	<p>Why do Councils have Standing Orders? The course covers the distinction between mandatory rules and good practice and how to effectively tailor Standing Orders.</p>	<p><b>Wednesday 17 January 2018</b>          2pm to 4pm</p>	<p>Diss Youth and Community Centre</p>
<p><b>BUDGETING WORKSHOP</b>  <b>1 CPD Point</b>          £25 + VAT</p>	<p>You will come away with all the knowledge and skills to plan your Council's budget in a timely and lawful manner with guidance on responsibilities, reserves and contingencies.</p>	<p><b>Thursday 19 October 2017</b>          9.30am to 12.30pm</p>	<p>The Carnegie, The Guildhall Thetford</p>
<p><b>CEMETERY MANAGEMENT</b>          Presented by Tim Morris, Chief Executive of The Institute of Cemetery and Crematorium Management.  <b>2.5 CPD Points</b>          £50 + VAT</p>	<p><b>Law and compliance</b> – Registers and Plans, Burial and Memorial Rights, Granting and Exercising Rights, Shallow Graves and Regulations. The course also covers <b>Administration, Health and Safety, and Exhumation</b> and is delivered by the leading expert in this field.</p>	<p>To be confirmed</p>	<p>To be confirmed</p>

<p><b>THE PLANNING SYSTEM</b>  <b>1 CPD Point</b>  £25 + VAT</p>	<p>The course gives an overview of the planning system set by national government, the role of local councils in the planning system, the importance of influencing local plans and details of community led plans and neighbourhood plans. You will find out more about how to formulate planning application responses to maximise their influence.</p>	<p><b>Thursday 19 October 2017</b>  1.30pm to 4pm</p>	<p>The Carnegie, The Guildhall  Thetford</p>
<p><b>INFORMATION LAW</b>  <b>1 CPD Point</b>  £25 + VAT</p>	<p>The course covers the procedure to follow when an FOI request is received, how to deal with repeated requests, model publication scheme, personal data and rights and obligations under the Data Protection Act.</p>	<p><b>Thursday 1 March 2018</b>  11am to 1.30pm</p>	<p>The Willow Centre,  Cringleford</p>
<p><b>ANNUAL MEETINGS</b>  <b>1 CPD Point</b>  £ 25+ VAT</p>	<p>Can you differentiate between the Annual Parish Meeting and the Annual Meeting of the Parish Council? The course explains the purpose of both, the relative law and the business that MUST be transacted at each meeting.</p>	<p><b>Wednesday 17 January 2018</b>  10am to 12 noon</p>	<p>Diss Youth and Community  Centre</p>
<p><b>GRANTS AND FUNDING</b>  <b>1 CPD Point</b>  £25 + VAT</p>	<p>The course empowers Councils to identify the essential elements to include in funding applications, provides information on current grants and how to present a successful grant application.</p>	<p><b>Tuesday 20 February 2018</b>  10am to 12 noon</p>	<p>Sprowston Diamond Centre</p>
<p><b>WEBSITE -  DEVELOPMENT AND  MAINTENANCE OF A PARISH  COUNCIL WEBSITE</b></p>	<p>Delivered by Norfolk ALC Team Members who fully understand the need for Councils to comply with all aspects of the Transparency Code through on-line publication of information.</p>	<p>Dates and Venues to be agreed to suit the needs of the Council. Please contact the Norfolk ALC office for more information.</p>	

## **TAILORED TRAINING PACKAGES**

**Receive the training that your Council wants, at a date and time, including evenings, that suits you and delivered in your town or parish making it easier for your Clerk and Councillors to attend.**

**TRAINING MODULES include: Roles of Councils/Councillors/Chairman/Clerk. Powers, Duties and Expenditure. Code of Conduct. Standing Orders. Planning. Dealing with Disorder.**

**Call the Norfolk ALC Office to book your training package. You choose the Modules and Venue and we will deliver high quality and affordable training tailored to your needs.**