

# TAILORED TRAINING

## Training For YOUR Council's Needs

*You choose the modules and venue and we deliver*

- ⦿ Training delivered in your parish or town ✓
- ⦿ Receive the training you want ✓
- ⦿ Arrange a date that suits you ✓
- ⦿ Provide a venue that is convenient for you ✓
- ⦿ Make it easier for your clerk and councillors to attend ✓
- ⦿ Develop together as a council ✓
- ⦿ Ensure everyone is informed ✓
- ⦿ Target training for your council and committee chairs ✓
- ⦿ Save travelling time and mileage costs ✓
- ⦿ Invite other councils to attend to share costs and ideas ✓

**See over for available training modules, which include:**

*Dealing with Disorder*

*Roles of Councillors/Chairs/Councils and Clerks*

*Powers, Duties and Expenditure*

*Code of Conduct*

*Planning*

Fees are listed below and include the trainer, equipment and material for all delegates.

1 evening	(2 hrs)	£252
1 evening/ ½ day	(3 hrs)	£312
1 day	(4 hrs)	£432
2 day	(8 hrs)	£744
2 evenings	(4hrs)	£504
4 evenings	(8 hrs)	£822

***Where the training is required on a Saturday, add £25.***

Should you wish to invite neighbouring parishes to help share costs it would be your responsibility to administer this, as well as booking the venue and providing any refreshments. Once your council has agreed to proceed with a local training package, please contact the Norfolk ALC office to arrange suitable dates with our trainers.

Training Modules		Duration
<b>1. ROLES AND RESPONSIBILITIES</b>		
a.	<b>What Makes a Good Council?</b> <i>An overview of the roles of chairs, clerks, councillors and the council as a corporate body</i>	1 hr
b.	<b>The Role of the Chairman</b> <i>A comprehensive session on Council and Committee chairmanship</i>	1 hr
c.	<b>Employment</b> <i>The role of the council as an employer</i>	30 mins
d.	<b>Terms and Conditions of Employment</b> <i>The essential elements for council's reviewing salaries and contracts</i>	1 hr
<b>2. POWERS, DUTIES AND EXPENDITURE</b>		
a.	<b>Councils and the Law</b> <i>Explains the legal framework and the differences between powers and duties</i>	1 hr
b.	<b>Managing and Monitoring the Budget</b> <i>The essential steps of planning and reviewing expenditure, incorporating important safeguards</i>	1 hr
c.	<b>'A Plan of Action'</b> <i>A case study exercise about setting the budget and financial management</i>	45 mins
<b>3. PRODUCTIVE MEETINGS</b>		
a.	<b>Contributing to Effective Meetings</b> <i>Use of the agenda and the importance of rules for council meetings</i>	1 hr
b.	<b>Standing Orders</b> <i>An understanding of the rules covering a range of council business, including meetings protocol and conduct issues</i>	2 hrs
c.	<b>An Introduction to Standing Orders</b> <i>An overview of key provisions and the importance of rules of procedure</i>	45 mins
d.	<b>Dealing with disorder</b> <i>An overview of tools available to keep order and prevent business from being disrupted by the public, councillors or employees</i>	45 mins
e.	<b>Code of Conduct</b> <i>Learn what you can and cannot do as a councillor</i>	45 mins
f.	<b>Annual Meetings</b> <i>An understanding of the significance of and differences between the Annual Parish Meeting and the Annual Meeting of the Council</i>	2 hrs
<b>4. WORKING WITH THE COMMUNITY</b>		
a.	<b>The Planning System</b> <i>Understand how to make effective recommendations on planning matters</i>	2 hrs
b.	<b>Neighbourhood Planning</b> <i>An introduction to the pros &amp; cons, essential steps, getting help and the difference between neighbourhood and parish plans</i>	30 mins
c.	<b>Business Planning and Developing Policies</b> <i>An introduction to developing policies, a vision and a business plan for your council</i>	45 mins
d.	<b>The Media and Public Relations</b> <i>Handling the local press and embracing social media. This module includes the PUBLIC RIGHT TO REPORT</i>	1 hr 30 mins
e.	<b>Volunteers</b> <i>An overview of the pros and cons of using volunteers, recruitment and retention, liabilities and insurance</i>	30 mins
<b>5. CURRENT ISSUES</b>		
a.	<b>Update on current issues</b> <i>A briefing on national and local policy, new legislation and key issues for local councils</i>	30 mins