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INVITATION TO OUR SPRING CONFERENCE – 4 APRIL 2020

Our Spring Conference will focus on creating greener and healthier communities here in Norfolk. We will have some great speakers coming, some interesting exhibitors already arranged, a number of interactive workshops planned and a good venue. We are also hoping to announce some exciting news on the practical support we can provide to you. View the current programme [here](#). Spaces are being taken quickly so please register your place now. We may even look at repeating the event at another location if this venue becomes full – but please register now so we can respond to this happening.

To find out more and to get book your places go the our [Events Booking Form](#)

NORFOLK CLERK MENTORING PROGRAMME

SLCC Norfolk and Norfolk ALC are working in partnership on the delivery of a structured mentoring programme to support newly appointed Clerks across the county. This is already providing benefits to councils through developing skills and knowledge, employee resilience and improved retention levels. This programme is being overseen by Gina Lopez, the SLCC County Mentor, Gabbie Joyce, Training Officer with Norfolk ALC and Sarah Thorpe, who has the role of programme co-ordinator. Sarah can be contacted via: Support@norfolcalc.gov.uk. We have in place a strong team of experienced clerks already trained up and keen to undertake the mentoring role for those clerks starting from now.

2020/21 NORFOLK ALC SUBSCRIPTIONS

For new subscribers, not needing to charge the National Association's levy for councils joining us for the coming year is enabling us to set an attractive, much reduced fee for non-member councils who are now be able to join us to obtain the many benefits from our wide range of services, support, advice and wide range of high quality training for a much reduced fee. Get in touch to find out more.

For our current subscribers, we will be in contact soon about subscription rates being largely unchanged for next year, subject only for updating for changes in elector numbers.

More about the services we provide can be seen

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The Norfolk ALC Wellbeing team are meeting at the South Norfolk Council offices at 6.30 pm on Thursday 19 February 2020 to formulate a response to three consultations: 1.the Norwich, Broadland & South Norfolk's Greater Norwich Development Plan, 2. the County Council's proposed transport plan, and 3. the draft Norfolk Rail Prospectus. This response will focus climate change and well-being aspects of these documents. To attend, please respond via wellbeing@norfolcalc.gov.uk

BUCKINGHAM PALACE GARDEN PARTY NOMINATIONS

The draw for the 2020 Buckingham Palace Garden Party nominations has just taken place and the winners this time were Long Stratton and Wroxham councils. Congratulations!

DID YOU WANT TO LOBBY YOUR MP?

Lobby Day this year will be held on 10 March 2020. NALC have space booked in Parliament for that day and we can probably arrange a meeting for you with your Norfolk MP if you have a wish to do so, subject to their diary availability. If you want to do this, let me know, and we can then try to sort with you.

INTRODUCING TEAM COLLEAGUE, MADDY

Maddy has been with us for a while performing our admin/ finance role, so has been in contact with quite a few of you already. Maddy has a project manager background , so we're thinking about encouraging her to offer the rest of us some project management tips and guidance, so please let us know if interested/ want some support.

REMINDER – THE GREAT BRITISH SPRING CLEAN

This year, the event will take place from 20 March to 13 April and aims to build on last year's success. This year's target is to reach 1,000,000 litter pickers. While the primary aim is to clean up our streets and open spaces, this campaign provides a more significant opportunity for local councils to bring the community together, help health and social wellbeing, and improve the environment.

[Find out more on the Great British Spring Clean](#)

REMINDER – VE DAY 75

A reminder that VE Day 75 will be a three-day international celebration taking place on 8-10 May to mark 75 years since the guns fell silent at the end of the war in Europe. More information on getting involved and taking part is [here](#).

NEW FINANCE TRAINING COURSES

Once again we have secured Steve Parkinson to deliver some useful financial courses in March and September 2020.

March at Carrowbreck House, Hellesdon

Tuesday 10 March, 10am to 4pm – RFO course

Wednesday 11 March, 9.30am to 12.30pm – Preparing for Year-end and AGAR

Wednesday 11 March, 1.30pm to 4pm – Contracts & Procurement

September at Carrowbreck House, Hellesdon

Tuesday 8 September, 6.30 to 8.30pm – Finance for Councillors

Wednesday 9 September, 9.30am to 12.30pm – Budgeting & Financial Management

Wednesday 9 September, 1.30pm to 4pm – Risk Management

Thursday 10 September, 9.30am to 12.30pm – Introduction to VAT

Steve is a former Town Clerk and an accountant with 30 years' experience in public and voluntary sector finance. He now specialises in delivering training and advice on VAT and finance matters for the local council sector.

For more information on the above courses, and other training courses, please click [here](#). Make sure you book early for these courses as last year they were over subscribed.



CiLCA 2020 – Bookings are now open for our CiLCA training course, starting in March 2020. This course is eligible for our EU Funding, providing a 50% grant towards the total costs.”



OTHER TRAINING SESSIONS

Upcoming courses include the following. More of our courses, including CiLCA, can viewed at the link below. If you would like any courses/ locations to be added, let us know!

EFFECTIVE APPRAISALS WORKSHOP

Thursday 19 March 2020

10am–1pm

Carrowbreck House, Hellesdon

Delivered by our HR Associate, Chris Moses, LLM Chartered FCIPD, this workshop will provide practical guidance on how to conduct effective appraisals. Chris will not only cover the theory of good practice but also through real examples and case studies will demonstrate the pitfalls of poorly managed appraisals, or indeed when such performance management is entirely lacking.

This workshop will cover:

- Setting out the Agenda and use of Appraisal forms – choice of appraisal forms.
- Preparing the Environment – ensuring that it is conducive to an effective Appraisal
- Conducting the meeting – questioning skills
- Giving Feedback
- Action Planning – ensuring that it is effective and will be implemented.
- Informing the Council of the Outcome and Action Plan – what should remain confidential.

Chris has been working with Local Councils for several years and is best placed to fully appreciate the challenges of good HR in our sector. This course is strongly recommended for Councillors and Officers who have responsibilities for personnel and people management.

BEING AN EFFECTIVE COUNCILLOR

Tuesday 24 March 2020 – **Wereham Village Hall**

Thursday 26 March 2020 – **Carrowbreck House, Hellesdon**

One day intensive course

9.30am – 3.30pm

Covers roles and responsibilities, getting things done for your community, procedures and law, working with your Clerk, planning, budgeting and finance.

CHARITABLE TRUSTS AND PARISH COUNCILS

Tuesday 24 March 2020

10am–1pm

Carrowbreck House, Hellesdon

If your parish council is involved in a charitable trust in your parish, this training session could be for you.

Your council (or councillors) could be managing, holding, custodian or sole trustee(s). This session will explain the difference between the types of trusteeship and the roles and responsibilities that accompany each kind.

Charlotte Stannard is a charities expert and parish clerk, who is currently employed in a senior role by a London-based charity and previously worked for Community Action Norfolk (CAN) for seven years.

MANAGEMENT OF MEMORIALS

Friday 3 April 2020

10am – 4pm

Lunch provided

Reepham Town Hall, Church Street, Reepham NR10 4JW

Delivered by an experienced Tutor from the Institute of Cemetery and Crematorium Management (www.iccm-uk.com) and hosted by Reepham Town Council.

[Subscribe](#) [Past Issues](#) A training workshop for those who have responsibility for inspection and the making safe of cemetery memorials. The day consists of a morning session dealing with the background, legislative/health and safety issues and all existing guidance available on this subject. The afternoon is a practical session based in the local cemetery. This is an ideal opportunity for those councils wishing to make progress with their memorial safety programme and the workshop will ensure that all the staff involved will be suitably trained and competent in the work they are asked to carry out. Certificates of attendance will be issued following the course. Tr:

ROUTINE PLAYGROUND INSPECTION COURSE

Monday 6 April 2020

9am-4.30pm

Cromer Town Council

Cromer Town Council are hosting a Rospa Routine Play Inspection Course.

This course is aimed at those who are responsible for routine (daily/weekly) inspections. The Register of Play Inspectors International (RPII) exam for routine Inspections can also be taken on the same day (extra charges apply).

A RoSPA Certificate of Training will be given to all participants who complete the course.



[To book a training course click here](#)

[Click here to view the Calendar for more Events & Training](#)

[To view the current Parish Clerk Vacancies in Norfolk click here](#)



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