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CLIMATE CHANGE

Norfolk ALC started work on its Norfolk Parish Council Climate Safeguard Project last year. The Climate Change Committee (the body charged with advising government on the Climate Emergency) has now written a very strong letter to the Prime Minister. The full text of the letter can be seen [here](#) You can find out more and see what you can do by attending our Spring Conference on 4 April and by contacting wellbeing@norfolcalc.gov.uk with offers of help.

SPRING CONFERENCE – 4 APRIL 2020

Our Spring Conference will focus on creating greener and healthier communities here in Norfolk. We will have great speakers, some interesting exhibitors, a number of interactive workshops planned and an excellent venue. We are also hoping for 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. To find out more and to get book your places go to the our [Events Booking Form](#)

NEW HR POLICIES AND HOW-TO-GUIDES

We are pleased to [announce](#) that as part of National ALC's work, they have produced a new suite of human resources (HR) policies and how-to guides. These new documents include template employment policies that you can tailor to your council's needs, alongside notes and how-to guides. They cover the full range of employment matters such as annual leave, lone working, training, and much more! Member councils can find them on our [website](#), together with some other policies/guides recently produced by our Norfolk ALC HR adviser.

Other documents to follow

We expect 2020/21 pay scales, an updated and agreed template clerk contract as well as, hopefully, a new LG code of conduct to be available in the next few weeks.

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

More about the services we provide can be seen [here](#).

RESPONDING TO THE GREATER NORWICH DEVELOPMENT PLAN, THE NCC LOCAL TRANSPORT PLAN & THE NORFOLK RAIL PROSPECTUS

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@norfolkalc.gov.uk

YOUR IDEAS ARE NOT WASTED!

Norfolk County Council's annual recycling centre survey is an opportunity for householders to provide them with feedback about their recycling centres. The survey is run each year to provide a picture of what is working well, what could be improved and how residents are using the household waste recycling centres. Even if you don't use them, they want to hear from you so that they can understand why.

The survey runs from 14 February 2020 until 31 March 2020 and will only takes five minutes to complete. [Here is the link to the survey](#).

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.

COULD YOU BE A MASTER COMPOSTER?

Have you got time to spare? Do you like chatting to people and more importantly are you passionate about composting or keen to learn about it? (No previous composting experience is necessary as full training is given). If the answer is a resounding YES! perhaps you would you like to become a Norfolk Master Composter?

Norfolk County Council are currently recruiting for new volunteers, the next two day training course will be held on Sat 28th and Sun 29th March 2020 at the [Gressenhall Farm and Workhouse](#) near Dereham.

The training, delivered by Garden Organic is free and will provide you with all the information you will need to help people start or continue composting at home, from methods of composting, what to put in your compost bin, the mini beasts that you find in your compost, the volunteer experience and much more. As a volunteer they simply ask that you undertake 30 hours of volunteer work over the following year promoting home compost. Anyone over the age of 18 can become a Master Composter; you don't need to be a composter already or have any volunteer or community group experience. If

RESOURCES TO CREATE WALKS IN YOUR LOCAL AREA

Active Norfolk has been working with NCC to develop resources for community groups to create walks in their local area that are suitable for people living with dementia to enjoy with their carers. More information is at: www.activenorfolk.org/dementia-walks

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.”



Upcoming courses include the following. More of our courses, including CiLCA, can be 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:

- Benefits of Appraisals & potential pitfalls
- Potential Pitfalls
- 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.

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.

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). Contact is Julie Chance via: clerk@cromer-tc.gov.uk

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



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