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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. View the current programme [here](#). We have some great speakers coming, some interesting exhibitors being arranged, a number of interactive workshops and a good venue. We are also hoping to announce some exciting news on the practical support we can provide to you. We do expect spaces to be taken quickly so please register your place. We may then 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 to our [Events Booking Form](#)

2020/21 NORFOLK ALC SUBSCRIPTIONS

For new subscribers, we now have an arrangement which means we will not charge the National Association's levy for councils joining us for the coming year. Please contact us for details of what this could mean for your council in being able to obtain the additional benefits from our support, advice and training for a reduced fee.

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

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

NORFOLK COUNTY COUNCIL LOCAL TRANSPORT PLAN 2020–2036 – CONSULTATION

Norfolk CC want your views for their next Local Transport Plan. The current Local Transport Plan for Norfolk was agreed in 2011. As we know, the way we travel is changing, with updated technology being built into vehicles and more options such as car clubs and bike share schemes. Norfolk County Council has also recently adopted an environmental policy to work towards 'carbon neutrality' by 2030.

To find out more and respond, see [here](#).

NALC CALLS ON LOCAL COUNCILS TO SUPPORT THE GREAT BRITISH SPRING CLEAN

The National Association of Local Councils (NALC) is calling on local (parish and town) councils to get involved as Keep Britain Tidy (KBT) launches the Great British Spring Clean 2020.

Subscribe | **Past Issues** | This year, the event will take place from 20 March to 13 April and aims to build on last year's success. In 2019, over 560,000 #LitterHeroes joined forces to collect litter. This year's target is to reach 1,000,000 litter pickers.

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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](#)

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

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.



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!

DATA PROTECTION ESSENTIALS

Wednesday 12 February 2020

10am-12noon

Carrowbreck House, Hellesdon

This two hour course will introduce or refresh parish clerks and councillors on the essential and relevant features of data protection law. It will cover the key aspects of the General Data Protection Regulation (GDPR), the Freedom of Information (FoI) Act 2000

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and the Data Protection Act (DPA) 2018. Not only will attendees learn how to relate to the legislation with practical examples but they will also benefit from understanding how their personal data should be managed by others. Time will be set aside by the tutor to answer specific questions relating to particular circumstances or, if preferred, during separate one-to-one sessions immediately after the course has finished.

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NEIGHBOURHOOD PLAN AWARENESS SESSION

Wednesday 19 February 2020

4pm-6pm

Carrowbreck House, Hellesdon

Neighbourhood Plans can give communities more control over the type, location, size, pace and design of development in their area. This workshop is aimed at Parish Councils who are considering producing a Neighbourhood Plan but need some practical support and guidance to get started from someone who has been through the process.

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

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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Click [here](#) to access news from Borough Council of King's Lynn & West Norfolk

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