

TRAINING PROGRAMME – SPRING 2019

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. All courses include tea and coffee.

Clerks attending our courses should be able to achieve a 50% refund for course fees listed as a result of EU funding of our grant training programme.

Non-members of Norfolk ALC should add 50% to fees shown.

<p>BEING AN EFFECTIVE COUNCILLOR 2.5 CPD Points One day intensive course £60 + VAT</p> <p>Two evening sessions 2.5 CPD Points £60 + VAT</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>Tuesday 22 January 2019 9.30am-3.30pm</p> <p>Wednesday 20 March 2019 9.30am-3.30pm</p> <p>Wednesday 22 & 29 May 2019 6.30-9.30pm</p>	<p>Wereham Village Hall</p> <p>Carrowbreck House, Hellesdon</p> <p>Necton Community Centre</p>
<p>BUDGETING WORKSHOP 1 CPD Point £30 + 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>New dates to be organised for early Autumn 2019</p>	
<p>CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA) 20 CPD Points (for completion of training & successful qualification) Members £300 per person + VAT Non-members £450 per person + VAT</p>	<p>CiLCA is a Level 3 qualification for local council Clerks and other officers, assessed through submission of an extensive portfolio of evidence. It is also a requirement for the purposes of the Local Council Award Scheme (Quality and Quality Gold) and eligibility for the council to use the general power of competence. This training course will take you through each of the 30 learning outcomes. It will also explain how to compile your portfolio, involve your Council, and strengthen your knowledge as a practitioner.</p>	<p>16 January, 13 February, 13 March, 17 April, 15 May, 12 June 2019 Six sessions are Wednesdays, 10am-1pm</p> <p>The six sessions make up the full training course and are designed to support your portfolio submission by instalment or at the end of the course.</p>	<p>Carrowbreck House, Hellesdon</p>

<p>CHAIRMAN LEADERSHIP SKILLS 2.5 CPD Points £110 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>Wednesday 12 & 19 June 2019 9.30am-3.30pm</p>	<p>Thompson Community Hall</p>
<p>PREPARING FOR AGAR 2018/19 (ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN) 1 CPD Point £30 + VAT</p>	<p>Get ahead this year with planning your schedule for timely completion of the AGAR. Information on important dates and action points, internal and external audit process, the Council's responsibilities, public rights and how to apply the Transparency code.</p>	<p>Tuesday 5 February 2019 10am-1pm</p>	<p>Wereham Village Hall</p>
<p>ELECTIONS 2019 1 CPD Point £30 + VAT</p>	<p>Thursday, 2 May 2019 is local council election day, when new Town and Parish Councillors are elected for the next 4-year term of office. This course explains the process starting with encouraging public interest to inducting new councillors following elections.</p>	<p>Tuesday 29 January 2019 10am-12noon</p> <p>Thursday 7 February 2019 10am-12noon</p> <p>Wednesday 6 March 2019 7-9pm</p>	<p>Wereham Village Hall</p> <p>Carrowbreck House, Hellesdon</p> <p>Necton Community Centre</p>
<p>BEING A GOOD EMPLOYER 1 CPD Point £30 + VAT</p>	<p>This course aims to provide an understanding of employment – both mandatory and good practice processes. The course runs through the various stages of the job cycle, with a particular focus on the 'in-job' stages.</p>	<p>Tuesday 29 January 2019 1.30-3.30pm</p> <p>Thursday 7 February 2019 1.30pm-3.30pm</p> <p>Wednesday 10 April 2019 7-9pm</p>	<p>Wereham Village Hall</p> <p>Carrowbreck House, Hellesdon</p> <p>Necton Community Centre</p>
<p>GRANTS AND FUNDING 1 CPD Point £30 + 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>New dates to be organised for late spring 2019</p>	

INFORMATION LAW 1 CPD Point £30 + VAT	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 2018.	New dates to be organised for Autumn 2019	
ROLE OF THE CLERK Two-day intensive course 2.5 CPD Points per day £110 + VAT	This new and improved 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.	Wednesday 23 & 30 January 2019 9.30am-3.30pm Tuesday 19 & 26 March 2019 9.30am-3.30pm	Carrowbreck House, Hellesdon Wereham Village Hall
STANDING ORDERS 1 CPD Point £30 + VAT	Why do Councils have Standing Orders? The course covers the distinction between mandatory rules and good practice and how to effectively tailor Standing Orders.	Tuesday 30 April 2019 7-9pm	Necton Community Centre