



# Surrey & Sussex Associations of Local Councils



## Three Counties Training Programme 2019-20



To book on to any of the events listed overleaf please visit:

[http://www.ssalc.co.uk/EventsTraining\\_19251.aspx](http://www.ssalc.co.uk/EventsTraining_19251.aspx)

*You must complete a booking form to attend an SSALC Event*



## SSALC Training Programme & Bespoke Training

*When I became a councillor, I felt very ignorant of Local Council matters and immediately asked my clerk to arrange some training for me. Despite a string of letters after my name, serving on a Town Council was a completely new ball game. I underwent training over a week end and as a result felt much more confident.*

*I have since attended a number of courses organised by SSALC and feel that I am a much more effective Councillor as a result. Take a close look at this booklet. There are a wealth of courses available and it is quite possible to arrange bespoke training in your Village or Town Hall. This can be shared with other Councils locally to keep the costs down and overcomes the problems of travelling to a centre which might be some distance away. Go for it. Get trained and become a better and more effective Councillor!*

*Richard Olliver, Chairman, Surrey ALC*

*SSALC realises the importance of councillor training and development in the context of community representation and leadership. Training will provide the basic knowledge for each councillor to operate effectively as an elected councillor.*

*The role that town and parish councils can play in their communities is increasing as the demand for councils to take a lead in helping their communities to become more active and self-reliant. It is hoped that SSALC training will help to maximise confidence and build the role of councillors so they can contribute positively to the business of their council.*

*Terry Oliver, Chairman, West Sussex ALC*

I am pleased to bring you the Three Counties Training Programme 2019/20.

As well as the full programme of training and networking events you will find in this booklet we can also provide bespoke training for parishes across Surrey and Sussex. This training could range from Councillor Briefing and Awareness, Planning, Housing, Visioning, Chairmanship, HR, Social Media, plus much more and can be tailored specifically for your council's needs.

If you cannot find what you are looking for in this programme, would like to discuss bespoke training for your council and the costs involved or have any suggestions for training courses for the future, please contact me, Anna Beams, at [anna.beams@ssalc.co.uk](mailto:anna.beams@ssalc.co.uk)



Anna Beams, Office, Training & Events Manager, SSALC

## TRAINING & EVENTS FOR COUNCILLORS / CHAIRS

Topic	Venue	Suitable For	Date	Page
<b>Chairmanship, Meetings &amp; HR</b>	Wellshurst Golf Club	Councillors / Chairmen	04/06/2019	11
<b>Chairmanship, Meetings &amp; HR</b>	Lythe Hill, Haslemere	Councillors / Chairmen	13/06/2019	11
<b>Chairmanship, Meetings &amp; HR</b>	Chichester Park Hotel	Councillors / Chairmen	18/06/2019	11
<b>Chairmanship, Meetings &amp; HR</b>	Crowne Plaza, Felbridge	Councillors / Chairmen	25/06/2019	11
<b>Chairmanship, Meetings &amp; HR</b>	Mercure, Dorking	Councillors / Chairmen	04/07/2019	11
<b>Chairs Networking Day</b>	Crowne Plaza, Felbridge	Chairmen	11/07/2019	9
<b>Councillors Briefing &amp; Awareness</b>	Wilfrid Noyce, Godalming	Councillors / Chairmen	14/05/2019	10
<b>Councillors B&amp;A AM</b>	Sackville House, Lewes	Councillors / Chairmen	16/05/2019	10
<b>Councillors B&amp;A PM</b>	Sackville House, Lewes	Councillors / Chairmen	16/05/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Billingshurst Centre	Councillors / Chairmen	21/05/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Sackville House, Lewes	Councillors / Chairmen	23/05/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Wellshurst Golf Club	Councillors / Chairmen	04/06/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Uckfield Civic Centre	Councillors / Chairmen	06/06/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Dale Hill Hotel, East Sussex	Councillors / Chairmen	11/06/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Lythe Hill, Haslemere	Councillors / Chairmen	13/06/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Chichester Park Hotel	Councillors / Chairmen	18/06/2019	10
<b>Councillors Briefing &amp; Awareness</b>	S of E Centre, Ardingly	Councillors / Chairmen	20/06/2019	10
<b>Councillors Briefing &amp; Awareness</b>	Crowne Plaza, Felbridge	Councillors / Chairmen	25/06/2019	10

<b>Topic</b>	<b>Venue</b>	<b>Suitable For</b>	<b>Date</b>	<b>Page</b>
<b>Councillors Briefing &amp; Awareness</b>	Avisford Park, Nr Chichester	Councillors / Chairmen	27/06/2019	<i>10</i>
<b>Councillors Briefing &amp; Awareness</b>	Crowne Plaza, Felbridge	Councillors / Chairmen	02/07/2019	<i>10</i>
<b>Councillors Briefing &amp; Awareness</b>	Mercure, Dorking	Councillors / Chairmen	04/07/2019	<i>11</i>
<b>Councillors Briefing &amp; Awareness</b>	Emmanuel Centre Battle	Councillors / Chairmen	09/07/2019	<i>11</i>
<b>Councillors Briefing &amp; Awareness</b>	Uckfield Civic Centre	Councillors / Chairmen	16/07/2019	<i>11</i>
<b>Councillors Briefing &amp; Awareness</b>	West End Pavilion	Councillors / Chairmen	03/09/2019	<i>11</i>
<b>Councillors B&amp;A AM</b>	Sackville House, Lewes	Councillors / Chairmen	17/09/2019	<i>11</i>
<b>Councillors B&amp;A PM</b>	Sackville House, Lewes	Councillors / Chairmen	17/09/2019	<i>11</i>
<b>Councillors Briefing &amp; Awareness</b>	Uckfield Civic Centre	Councillors / Chairmen	24/09/2019	<i>11</i>
<b>Councillors Briefing &amp; Awareness</b>	Bletchingley Golf Club	Councillors / Chairmen	01/10/2019	<i>11</i>
<b>ESALC AGM &amp; Conference</b>	Sussex National, Uckfield	All	10/10/2019	<i>8</i>
<b>ESALC Spring Conference 2020</b>	Ashdown Park Hotel	All	19/03/2020	<i>TBC</i>
<b>Legal &amp; Finance Day</b>	AMEX Stadium, Brighton	All	26/09/2019	<i>9</i>
<b>Neighbourhood Planning Briefing</b>	Crowne Plaza, Felbridge	All	05/09/2019	<i>18</i>
<b>Planning Update</b>	Lodge Hill, Nr Pulborough	All	12/09/2019	<i>18</i>
<b>Planning Update</b>	Mercure, Dorking	All	19/09/2019	<i>18</i>
<b>Surrey AGM &amp; Conference</b>	Dorking Halls	All	15/10/2019	<i>8</i>
<b>WSALC AGM &amp; Conference</b>	Avisford Place, Nr Chichester	All	03/10/2019	<i>8</i>
<b>WSALC Spring Conference 2020</b>	Lodge Hill, Nr Pulborough	All	12/03/2020	<i>TBC</i>

## TRAINING & EVENTS FOR CLERKS / RFOs

Topic	Venue	Suitable For	Date	Page
Appraisals & HR Workshop	Sackville House, Lewes	All	10/07/2019	19
Budget Planning Workshop	Sackville House, Lewes	Clerks / RFOs	04/09/2019	16
Budget Planning Workshop	Bletchingley Golf Club	Clerks / RFOs	10/09/2019	16
Budget Planning Workshop	Chichester Park Hotel	Clerks / RFOs	11/09/2019	16
CiLCA Programme	TBC	Clerks	On website	17
Clerks Networking Day	AMEX Stadium, Brighton	Clerks / RFOs	04/04/2019	9
Clerks Networking Day	Crowne Plaza, Felbridge	Clerks / RFOs	26/03/2020	TBC
Clerks Technical Networking Day	Crowne Plaza, Felbridge	Clerks / RFOs	07/11/2019	9
ESALC AGM & Conference	Sussex National, Uckfield	All	10/10/2019	8
ESALC Spring Conference 2020	Ashdown Park Hotel	All	19/03/2020	TBC
Legal & Finance Day	AMEX Stadium, Brighton	All	26/09/2019	9
Neighbourhood Planning Briefing	Crowne Plaza, Felbridge	All	05/09/2019	18
New Clerks Training Day	Sackville House, Lewes	Clerks / RFOs	06/02/2019	12
New Clerks Training Day	Sackville House, Lewes	Clerks / RFOs	22/05/2019	12
New Clerks Training Day	Sackville House, Lewes	Clerks / RFOs	17/07/2019	12
New Clerks Training Day	Sackville House, Lewes	Clerks / RFOs	16/10/2019	12
New Clerks Training Day	Sackville House, Lewes	Clerks / RFOs	19/02/2020	12
New Clerks Follow Up	Sackville House, Lewes	Clerks / RFOs	13/03/2019	12
New Clerks Follow Up	Sackville House, Lewes	Clerks / RFOs	18/09/2019	12
Planning Update	Lodge Hill, Nr Pulborough	All	12/09/2019	18
Planning Update	Mercure, Dorking	All	19/09/2019	18

<b>Topic</b>	<b>Venue</b>	<b>Suitable For</b>	<b>Date</b>	<b>Page</b>
<b>Surrey AGM &amp; Conference</b>	Dorking Halls	All	15/10/2019	<i>TBC</i>
<b>The Practical Clerk – how to manage you council effectively</b>	Sackville House, Lewes	Clerks / RFOs	12/06/2019	<i>13</i>
<b>The Practical Clerk - how to manage your council effectively</b>	Sackville House, Lewes	Clerks / RFOs	23/10/2019	<i>13</i>
<b>VAT – the essentials</b>	Billingshurst Centre	Clerks / RFOs	07/02/2019	<i>16</i>
<b>WSALC AGM &amp; Conference</b>	Avisford Place, Nr Chichester	All	03/10/2019	<i>8</i>
<b>WSALC Spring Conference 2020</b>	Lodge Hill, Nr Pulborough	All	12/03/2020	<i>8</i>
<b>Year End Finance AM</b>	Sackville House, Lewes	Clerks / RFOs	28/02/2019	<i>16</i>
<b>Year End Finance PM</b>	Sackville House, Lewes	Clerks / RFOs	28/02/2019	<i>16</i>
<b>Year End Finance</b>	TBC	Clerks / RFOs	12/02/2020	<i>TBC</i>



## Conferences & Networking Events

### Surrey AGM & Autumn Conference

Tuesday 15<sup>th</sup> October 2019 (0930 registration, 1000 start, finishing at 1600 Approx)

**Dorking Halls, Dorking**

*The cost per delegate for this event is £60 + VAT*

### West Sussex ALC AGM & Autumn Conference

Thursday 3<sup>rd</sup> October 2019 (0930 registration, 1000 start, finishing at 1530 Approx)

**Avisford Park Hotel, Yapton Lane, Walberton, Arundel BN18 0LS**

*The cost per delegate for this event is £60 + VAT*

### East Sussex ALC AGM & Autumn Conference

Thursday 10<sup>th</sup> October 2019 (0930 registration, 1000 start, finishing at 1530 Approx)

**The Kings Centre, 27 Edison Road, Eastbourne BN23 6PT**

*The cost per delegate for this event is £60 + VAT*





## Chair's Networking Day

Thursday 11<sup>th</sup> July 2019 (0930 registration, 1000 start, finishing at 1530)

**The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH**

*The cost per delegate for this event is £90 + VAT*

For Chairmen/Vice Chairmen of the full council of all levels of experience.

*You will receive presentations on current topics of interest, guidance on new legislation plus receive a session with a high profile key note speaker.*

## Clerks Networking Day

Thursday 4<sup>th</sup> April 2019 (0930 registration, 1000 start, finishing at 1530)

**The Amex Stadium, Village Way, Brighton, BN1 9BL**

*The cost per delegate for this event is £90 + VAT*

For clerks, deputy/assistant clerks & RFOs of all levels of experience.

## Clerks Technical Networking Day

Thursday 7<sup>th</sup> November 2019 (0930 registration, 1000 start, finishing at 1530)

**The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH**

*The cost per delegate for this event is £110 + VAT*

For clerks, deputy/assistant clerks & RFOs of all levels of experience.

*You will receive presentations on current topics of interest and guidance on new legislation & changes. The Technical Day will include networking but the content will be more practical.*

## Legal & Finance Day

Thursday 26<sup>th</sup> September 2019 (0930 registration, 1000 start, finishing at 1530)

**The Amex Stadium, Village Way, Brighton, BN1 9BL**

*The cost per delegate for this event is £120 + VAT*

For clerks, deputy/assistant clerks, RFOs, chairmen & councillors of all experiences.

*You will receive presentations on updates and changes on financial and procedural topics and have the opportunity to network with others.*

## Councillors & Chairmanship Training

### Councillors Briefing & Awareness Training

*Designed to give councillors at all levels of experience training and guidance on procedural and legal matters, delivered by experienced and knowledgeable presenters.*

Tuesday 14<sup>th</sup> May 2019 (1745 registration, 1800 start, finishing at 2100) **Wilfrid Noyce Community Centre, Crown Court Carpark, Godalming GU7 1DY**

Thursday 16<sup>th</sup> May 2019 (1915 registration, 0930 start, finishing at 1230) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

Thursday 16<sup>th</sup> May 2019 (1245 registration, 1300 start, finishing at 1600) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

Tuesday 21<sup>st</sup> May 2019 (1745 registration, 1800 start, finishing at 2100) **Billingshurst Community Centre, Roman way, Billingshurst, RH14 9EW**

Thursday 23<sup>th</sup> May 2019 (1245 registration, 1300 start, finishing at 1600) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

Tuesday 4<sup>th</sup> June 2019 (0915 registration, 0930 start, finishing at 1230) **Wellshurst Golf Club, North Street, Hailsham, BN27 4EE** (*can be combined with Chairmanship - £100 + VAT per delegate*)

Thursday 6<sup>th</sup> June 2019 (1745 registration, 1800 start, finishing at 2100) **Uckfield Civic Centre, Uckfield, TN22 1AE**

Tuesday 11<sup>th</sup> June 2019 (1945 registration, 1000 start, finishing at 1300) **Dale Hill Hotel, Wadhurst, TN5 7DQ**

Thursday 13<sup>th</sup> June 2019 (0915 registration, 0930 start, finishing at 1230) **Lythe Hill Hotel, Petworth Rd, Chiddingfold, Haslemere GU27 3BQ** (*can be combined with Chairmanship - £100 + VAT per delegate*)

Tuesday 18<sup>th</sup> June 2019 (0915 registration, 0930 start, finishing at 1230) **Chichester Park Hotel, Madgwick Lane, Westhampnett Road, Chichester PO19 7QL** (*can be combined with Chairmanship - £100 + VAT per delegate*)

Thursday 20<sup>th</sup> June 2019 (1745 registration, 1800 start, finishing at 2100) **South of England Events Centre, Selsfield Road, Ardingly, Haywards Heath RH17 6TH**

Tuesday 25<sup>th</sup> June 2019 (0915 registration, 0930 start, finishing at 1230) **Crowne Plaza Hotel, London Road, East Grinstead, West Sussex RH19 2BH** (*can be combined with Chairmanship - £100 + VAT per delegate*)

Thursday 27<sup>th</sup> June 2019 (0945 registration, 1000 start, finishing at 1300) **Avisford Park Hotel, Yapton Lane, Walberton, Arundel BN18 0LS**

Tuesday 2<sup>nd</sup> July 2019 (1745 registration, 1800 start, finishing at 2100) **Crowne Plaza Hotel, London Road, East Grinstead, West Sussex RH19 2BH**

**Thursday 4<sup>th</sup> July 2019** (0915 registration, 0930 start, finishing at 1230) **Mercure Hotel, At the Foot of Box Hill, Dorking RH5 6BX** (*can be combined with Chairmanship - £100 + VAT per delegate*)

**Tuesday 9<sup>th</sup> July 2019** (1245 registration, 1300 start, finishing at 1600) **Emmanuel Centre, Harrier Lane, Battle TN33 0FL**

**Tuesday 16<sup>th</sup> July 2019** (1745 registration, 1800 start, finishing at 2100) **Uckfield Civic Centre, Uckfield, TN22 1AE**

**Tuesday 3<sup>rd</sup> September 2019** (1745 registration, 1800 start, finishing at 2100) **West End Pavilion, Benner Lane, West End, Woking GU24 9JP**

**Tuesday 17<sup>th</sup> September 2019** (0915 registration, 0930 start, finishing at 1230) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

**Tuesday 17<sup>th</sup> September 2019** (1245 registration, 1300 start, finishing at 1600) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

**Tuesday 24<sup>th</sup> September 2019** (1745 registration, 1800 start, finishing at 2100) **Uckfield Civic Centre, Uckfield, TN22 1AE**

**Tuesday 1<sup>st</sup> October 2019** (1745 registration, 1800 start, finishing at 2100) **Bletchingley Golf Club, Church Lane, Redhill, RH1 4LP**

*The cost per delegate for each event is £70 + VAT*

### **Chairmanship, Meeting & Employment Training**

*For chairmen/vice chairs both new and experienced of a council or its committees and any other members interested in chairmanship.*

*You will receive guidance by very knowledgeable presenters on good practice at meetings, managing the press & public, the roles & responsibilities of the council, the council's responsibilities as an employer and much more.*

**Tuesday 4<sup>th</sup> June 2019** (1315 registration, 1330 start, finishing at 1630) **Wellshurst Golf Club, North Street, Hailsham, BN27 4EE**

**Thursday 13<sup>th</sup> June 2019** (1315 registration, 1330 start, finishing at 1630) **Lythe Hill Hotel, Petworth Rd, Chiddingfold, Haslemere GU27 3BQ**

**Tuesday 18<sup>th</sup> June 2019** (1315 registration, 1330 start, finishing at 1630) **Chichester Park Hotel, Madgwick Lane, Westhampnett Road, Chichester PO19 7QL**

**Tuesday 25<sup>th</sup> June 2019** (1315 registration, 1330 start, finishing at 1630) **Crowne Plaza Hotel, London Road, East Grinstead, West Sussex RH19 2BH**

**Thursday 4<sup>th</sup> July 2019** (1315 registration, 1330 start, finishing at 1630) **Mercure Hotel, At the Foot of Box Hill, Dorking RH5 6BX**

*The cost per delegate for this event is £70 + VAT*

## Clerks, RFOs & Officers Training

### New Clerks Training Days

Run by Alison Stevens, a highly qualified clerk with many years of experience, this training day is designed for clerks & deputy/assistant clerks new to their post.

*You will receive useful documents and details of your role including hints, tips & networking to help you get stuck into your new role with confidence.*

Wednesday 6<sup>th</sup> February 2019 (0930 registration, 1000 start, finishing at 1530)

Wednesday 22<sup>nd</sup> May 2019 (0930 registration, 1000 start, finishing at 1530)

Wednesday 17<sup>th</sup> July 2019 (0930 registration, 1000 start, finishing at 1530)

Wednesday 16<sup>th</sup> October 2019 (0930 registration, 1000 start, finishing at 1530)

**All to be held at: Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

***The cost per delegate for this event is £110 (zero VAT)***



### New Clerks Follow Up Training Days

For clerks & deputy/assistant clerks who have previously attended a New Clerks Training Day.

*You will receive training on finances as well as have the opportunity to ask any questions regarding the role of clerk, you will also have the chance to catch up with your fellow new clerks!*

Wednesday 13<sup>th</sup> March 2019 (0930 registration, 1000 start, finishing at 1530)

Wednesday 18<sup>th</sup> September 2019 (0930 registration, 1000 start, finishing at 1530)

**All to be held at: Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

***There is no charge for Clerks Follow Up Training Days if you have previously attended a New Clerks Training Day within the previous 12 months, otherwise the cost is £50 (zero VAT)***

## The Practical Clerk – how to manage your council effectively

Following on from New Clerks Training, this is the ideal next stage of your professional development and is run by James Corrigan who has over 27 years of experience working in Local Government.

*This one day course will cover the basics of being a clerk, how to manage your council in harmony with councillors and the public and motivation at your council.*

Wednesday 12<sup>th</sup> June 2019 (registration 0945, starting at 1000, finishing at 1600)

Wednesday 23<sup>rd</sup> October 2019 (registration 0945, starting at 1000, finishing at 1600)

**All to be held at: Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

*The cost per delegate for this event is £120 (+ VAT)*

## Elections & Co-option Briefing

With 2019 elections creeping up on us, Clerks may benefit from either a refresher session or an introduction if you were not in post in 2015. In February we will be offering a briefing in each of the 3 counties where the following will be covered.

If 2019 follows the pattern of 2015 the likelihood of having a contested election in rural parishes is quite remote with most contests taking place in the towns where political parties put forward candidates to become councillors. Overall in 2015 only 10% of our 300 member councils had contested elections, but we must not be complacent and be ready for all eventualities!

Tuesday 12<sup>th</sup> February 2019 (registration 0945, starting at 1000, finishing at 1200)

**Wellshurst Golf Club, North Street, Hailsham, BN27 4EE**

Thursday 14<sup>th</sup> February 2019 (registration 0945, starting at 1000, finishing at 1200)

**Wilfrid Noyce Community Centre, Crown Court Carpark, Godalming GU7 1DY**

Tuesday 26<sup>th</sup> February 2019 (registration 0945, starting at 1000, finishing at 1200)

**Chichester Park Hotel, Madgwick Lane, Westhampnett Road, Chichester PO19 7QL**

*The cost per delegate for this event is £40 (+ VAT)*

## Clerks Leadership Day

Run by David Carden (former Clerk to Burgess Hill with a wealth of experience) & [Chris Watt](#) of the London School of Economics.

*Chris Watt is the Head of Organisational Learning at the London School of Economics and Political Science, Chris is an innovative, learning and development professional who is passionate about the development of people and organisations, with a proven record of achievement.*

*An accomplished, facilitator, coach, trainer and presenter, he has extensive experience in learning and development forged in both public and private sectors. A qualified psychometric practitioner and member of the Chartered Institute of Personnel and Development.*

The Leadership Day will include an overview of the following aspects of Leadership:

- Why Leadership?
- Introduction to Leadership
- Exploring Leadership styles
- Understanding Emotional Intelligence
- Developing self-awareness
- Influencing others
- Communications

It also comprises of some practical exercises to illustrate some of the key learning points.

The day finishes with an outline of the full Leadership programme for those wishing to develop their training further.

***The cost per delegate for this event is £100 (+ VAT)***

Date & venue to be confirmed, please contact Anna Beams at [anna.beams@ssalc.co.uk](mailto:anna.beams@ssalc.co.uk) to register your interest.

## Clerks Leadership Full Course

Continuing from the Leadership Day, the full Clerks Leadership course expands on the topics above and gives you all the tools you need to lead effectively.

***(Please note that the full Leadership Programme will be charged at £400 + VAT and dates and venues will be confirmed following the Taster Day)***

*(please note that the Leadership Programme & Day is **not** open to councillors, Deputy/Assistant Clerks and other staff may attend)*

## An Introduction to Project Management

Presented by Chris Watt (details as above)

*This course is an introduction to the fundamentals of Project Management. The course is designed for Clerks to understand the fundamental principles of best practice in Project Management and analyse progress on their project against these principles and agreed action for moving things forwards.*

**Date TBC (0945 registration, 1000 start, finishing at 1600) Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

***The cost per delegate for this event is £100 + VAT***



## Operational Management

Presented by James Corrigan, Town Clerk to Seaford Town Council who has over 27 years of experience working in Local Government.

*The course will explore all aspect of operational management including pre-planned maintenance, performance and contractor management and legal responsibilities. It will also demonstrate the use of Parish online to assist in asset management.*

**Date TBC (0945 registration, 1000 start, finishing at 1600) Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

***The cost per delegate for this event is £100 + VAT***

## Year End Finance

*Presented by Mark Mulberry of Mulberry & Co Accountants and Andy Beams, Lead SSALC finance trainer this half day training session is designed for clerks and RFOs who are beginners to year end procedure and also those who require a refresher.*

Thursday 28<sup>th</sup> February 2019 (0945 registration, 1000 start, finishing at 1300)

Thursday 28<sup>th</sup> February 2019 (1315 registration, 1330 start, finishing at 1630)

**Both at: Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

*The cost per delegate for this event is £65 + VAT*

## VAT – the essentials

*Presented by Mark Mulberry of Mulberry & Co Accountants and Andy Beams, Lead SSALC finance trainer this half day training session is designed for clerks and RFOs who are beginners to the VAT procedure and also those who require a refresher.*

Thursday 7<sup>th</sup> February 2019 (0945 registration, 1000 start, finishing at 1300)

**Billingshurst Community Centre, Roman way, Billingshurst, RH14 9EW**

*The cost per delegate for this event is £65 + VAT*

## Budget Planning & Precept Setting Workshop

Presented by Andy Beams, lead SSALC finance trainer with over 20 years of management experience in the finance sector.

*A training course designed to help Clerks and RFO's understand how to prepare a budget, Deficit / Balanced / Surplus budgeting strategies, the use of reserves, using the budget to determine the precept and 3 to 5 year budget plans.*

Wednesday 4<sup>th</sup> September 2019 (0945 registration, 1000 start, finishing at 1300) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

Tuesday 10<sup>th</sup> September 2019 (0945 registration, 1000 start, finishing at 1300) **Bletchingley Golf Club, Church Lane, Redhill RH1 4LP**

Wednesday 11<sup>th</sup> September 2019 (0945 registration, 1000 start, finishing at 1300) **Chichester Park Hotel, Madgwick Lane, Westhampnett Road, Chichester PO19 7QL**

*The cost per delegate for this event is £70 + VAT*



## CiLCA Programme

Achieving CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is one of the first steps for a council to become eligible to use special powers bestowed by Government such as the General Power of Competence (GPC). Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, ***“the power to do anything that individuals generally may do”*** as long as they don't break other laws. CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognised qualification.

The portfolio required to achieve a CiLCA qualification builds on foundations that may already be in place as part of the day to day work in the council office. Whilst completing CiLCA can seem daunting at first, the SSALC's CiLCA training & support programme gives practical advice for students to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

*To find out costs, how to enrol and important dates please visit [“CiLCA Programme” on the Events/Training page of our website.](#)*

## Higher Education – Community Governance

Community Governance is an advanced qualification for local council officers who work with local communities. At Level 4 in the national framework, it builds on CiLCA and leads to a Certificate of Higher Education in Community Governance. This award is recognised in law as a qualification for clerks. It is tailored specifically to the needs of local council officers and is therefore highly relevant to the work you do.

It is a distance learning course with residential study days that help you get to know fellow students and the teaching team and provide an opportunity to engage fully with your study with the support of workshops/presentations and seminars from your tutors.

*To find out more please visit the professional development page of the SLCC website at: [www.slcc.co.uk](http://www.slcc.co.uk)*

## Training Suitable for All

### An Introduction to Planning

Presented by Lindsay Frost, Planning Advisor to SSALC.

*For councillors/clerks who wish to receive updates and training on the planning application process and material considerations.*

**Thursday 12<sup>th</sup> September 2019** (registration 1745, start 1800, finishing at 2100) **The Lodge Hill Centre, Watersfield, West Sussex, RH20 1LZ**

**Thursday 19<sup>th</sup> September 2019** (registration 1745, start 1800, finishing at 2100) **Mercure Hotel, At the Foot of Box Hill, Dorking RH5 6BX**

***The cost per delegate for this event is £70 + VAT***



### An Introduction to Neighbourhood Planning

Presented by Lindsay Frost, Planning Advisor to SSALC.

*For councillors/clerks who wish to receive updates and training on the Neighbourhood Planning process, suitable for those considering starting a Neighbourhood Plan or who have started one and work has either stalled or run into some difficulty and are unsure how to get back on track.*

**Thursday 5<sup>th</sup> September 2019** (registration 1745, start 1800, finishing at 2100) **The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH**

***The cost per delegate for this event is £70.00 + VAT***

## Appraisals & HR Workshop

Run by James Corrigan, Clerk to Seaford Town Council with over 27 years of Local Government experience, James has also been a National Advisor for the Society of Local Council Clerks, a Local Government Lawyer and holds a qualification in Management and Human Resources.

*You will receive guidance on How to conduct a successful appraisal for both the employer and the employee, the purpose of the appraisal, Contracts of Employment and Job Description, The Green Book, Nationally agreed pay scales, the NALC/SLCC standard contract of employment and job evaluation scheme, HR policies essential to have in place, employee handbook and setting up an adequate Disciplinary and Grievance procedure.*

**Wednesday 10<sup>th</sup> July 2019** (0945 registration, 1000 start, finishing at 1300) **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

*The cost per delegate for this event is £70.00 + VAT*











