



# Sussex & Surrey Associations of Local Councils



## Three Counties Training Programme 2017



To book on to any of the events listed in this booklet please visit:  
[http://www.sussexalc.org.uk/events\\_training.asp](http://www.sussexalc.org.uk/events_training.asp)

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

## **New Clerks Training**

**Wednesday 25<sup>th</sup> January 2017** (0915 registration, 0930 start, finishing at 1530)

**Tuesday 25<sup>th</sup> April 2017** (0915 registration, 0930 start, finishing at 1530)

**Wednesday 19<sup>th</sup> July 2017** (0915 registration, 0930 start, finishing at 1530)

**Wednesday 18<sup>th</sup> October 2017** (0915 registration, 0930 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 £90 (Zero VAT Rated)***

**For clerks & deputy/assistant clerks new to their post.**

*You will receive useful documents & details of your role including hints, tips & networking getting you stuck in to your new role with confidence.*

## **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. So 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.**

### **Clerks Networking Day**

**Tuesday 21<sup>st</sup> March 2017** (0930 registration, 1000 start, finishing at 1530)  
Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX

### **Clerks Technical Networking Day**

**Thursday 2<sup>nd</sup> November 2017** (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 £65.00 Ex VAT (£78.00 Inc. 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.*



### **Chair's Networking Day**

**Thursday 28<sup>th</sup> September 2017** (0930 registration, 1000 start, finishing at 1530)

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

**Bookings will open for Chairs Networking Day on 6<sup>th</sup> June 2017.**

*The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. 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.*

## **Chairmanship Training**

**Tuesday 21<sup>st</sup> February 2017** (1345 registration, 1400 start, finishing at 1700)  
**Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ**

**Tuesday 16<sup>th</sup> May 2017** (1745 registration, 1800 start, finishing at 2100)  
**The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH**

**Tuesday 4<sup>th</sup> July 2017** (1745 registration, 1800 start, finishing at 2100)  
**Wellshurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED**

**Tuesday 17<sup>th</sup> October 2017** (1345 registration, 1400 start, finishing at 1700)  
**The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH**

***The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)***

**For Chairmen/Vice Chairmen both new & experienced of a Council or its committees and any other members interested in chairmanship.**

*You will receive guidance on good practice at meetings, managing press, public, roles & responsibilities in the council & much more.*

## **Legal & Finance Day**

**Thursday 13<sup>th</sup> July 2017** (0930 registration, 1000 start, finishing at 1530)  
**Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX**

***The cost per delegate for this event is £90.00 Ex VAT (£108.00 Inc. VAT)***

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

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



## **Planning Update Events**

**Tuesday 24<sup>th</sup> October 2017** (1745 registration, 1800 start, finishing at 2100)  
**Councils Chambers, Uckfield Civic Centre, Bellfarm Lane, Uckfield, TN22 1AE**

**Wednesday 8<sup>th</sup> November 2017** (1745 registration, 1800 start, finishing at 2100)

**Wilfrid Noyce Centre, Crown Court, High Street, Godalming, Surrey, GU7 1DY**

**Tuesday 21<sup>st</sup> November 2017** (1745 registration, 1800 start, finishing at 2100)

**Councils Chambers, Billingshurst Community Centre, Roman Way, Billingshurst, West Sussex, RH14 9QW**

***The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)***

For councillors/ clerks who wish to receive an update on Neighbourhood Plans, planning application process and material considerations.

## **Councillor Briefing & Awareness Updates**

**Thursday 9<sup>th</sup> March 2017** (1745 registration, 1800 start, finishing at 2100)

**Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ**

**Thursday 22<sup>nd</sup> June 2017** (0945 registration, 1000 start, finishing at 1300)

**Forest Room, The Sussex Exchange, Queensway, St Leonards on sea, East Sussex, TN38 9AG**

**Thursday 21<sup>st</sup> September 2017** (1345 registration, 1400 start, finishing at 1700)

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

***The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)***

This course is designed to give councillors training and updates on procedures and legal guidance from experienced presenters.



## **HR Training Events**

**Thursday 6<sup>th</sup> April 2017** (0945 registration, 1000 start, finishing at 1300)  
**Wellhurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED**  
**FOR CLERKS & COUNCILLORS**

**Tuesday 6<sup>th</sup> June 2017** (0945 registration, 1000 start, finishing at 1300)  
**East Horsley Village Hall, Kingston Avenue, East Horsley, Leatherhead, Surrey, KT24 6QT**  
**FOR CLERKS & COUNCILLORS**

**Thursday 5<sup>th</sup> October 2017** (1745 registration, 1800 start, finishing at 2100)  
**Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ**  
**FOR COUNCILLORS ONLY**

**Tuesday 14<sup>th</sup> November 2017** (1745 registration, 1800 start, finishing at 2100)  
**The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH**  
**FOR CLERKS ONLY – councils with 2 or more members of staff**

***The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT).***



*In association with HR Services Partnership we have set up 4 HR sessions giving councillors/clerks the opportunity to hear from experts in HR Training to gain an understanding on employment legislation required of councils when dealing with problems and what councils can do to prevent problems.*

## **Bespoke Training**

In 2016/17 we want to increase the amount of tailored/bespoke training for parishes across East/West Sussex and Surrey. This training could range from Councillor Briefing and Awareness, Planning, Housing, Visioning, Chairmanship, HR, Social Media, plus more!

**If you have a training need we would be delighted to hear from you!**

**The training can be for both new and experienced clerks, office staff, chairmen and councillors.**

Please complete the short form on the Bespoke Training page of our website ([http://www.sussexalc.org.uk/bespoke\\_training.asp](http://www.sussexalc.org.uk/bespoke_training.asp)) and we can organise a localised training event on specific subjects for your parish and or neighbouring parishes if appropriate.

**For all queries regarding training and events please contact Anna Beams, Events, Training & Communications Manager at [anna.beams@ssalc.co.uk](mailto:anna.beams@ssalc.co.uk)**

