

The Kent Association of Local Councils Welcomes you to their

Learning and Development Programme

The Association has a long history of providing quality training to member Councils for both Officers and Members. In 2010 after a long consultation with its membership the Association launched its new programme which is based around Conferences and Modular training. The Conferences consist of both formal papers or presentations and supporting modular training with a maximum of 100 delegates in attendance. In all cases these events are scheduled for the centre of the county or at appropriate centres east and west in Kent and are also major opportunities for networking. The modular training is also available on rotation and by demand by area at flexible times. Members are alerted by the *Parish News* our E-format newsletter and by E-mail. The courses are designed to be progressive and coherent with the long term intention of more accredited courses being available. In addition we have a number of learning and development partners who we work with to highlight or “badge” courses that will be of much specialised interest. Please use the information below to plan your own Local Councils training programme for officers and members of your Local Council and to gauge the range of courses we presently offer. The *KALC Learning and Development Programme* is constantly being expanded and we welcome suggestions!

CONFERENCE PROGRAMME (all include optional L & D Modules)

4 Regular Annual Conferences:

Planning Conference: March

Clerks' Conference: May/June

Councillors' Conference: July

Finance: October

In addition we offer bi-annual Conference (with dates of last presentation):

Chairmanship Conference: (2013)

Larger Local Councils Conference: (TBC)

In addition we offer occasional thematic/topical Conferences (recent examples):

Introducing Localism for Local Councils (2012-13)

Resilience and Reassurance for Local Councils: Community Partners in an Emergency (2014)

MODULAR PROGRAMME

The *Learning and Development Programme* consists of free standing modules (usually 90 mins in duration) which can be grouped:

Foundation level (Introductory for Members and Officers (Clerks))

Specialised or Higher level (Themed courses for Members and Officers (Clerks))

Themed Modules (Generic Courses but focused on a theme)

Generic (Broadly based skills courses of various levels for Officers, Councillors and non Councillor members involved in Local Councils)

The following courses have been piloted and are available on demand by area as of now (minimum 12 delegates: maximum 25) The modules are often only available in combination as below and you should allow 3 hours for a typical two module (or double module) combination. Typically this will be a half day or evening event. In the case of the CILCA modules the parts are run in half day mode between 9.30am to 1.00pm. In all cases it will be important to visit our L & D pages on our WWW to ascertain the exact structure and logistics of the presentation. Although only a few of our courses are officially accredited by external bodies; certificates of attendance are invariably issued to individuals who attend.

Overview:

The modules can be taken singly to strengthen a perceived weakness in an individual's skills or knowledge base or a student can take them progressively over time. A Clerk who completed (O101) and (O111) followed by (F101) and (F111) and then (P101) and (P111) would have an impressive grounding in Local Council law and procedure and have a firm grasp of finance and planning law. This would then leave the officer well placed to proceed to the CILCA and professional recognition. If this was then consolidated with generic or more demanding courses on governance (CO301) or project management (F202) the officer will have a very impressive portfolio.

In the case of Councillors *professional development* will be less relevant; but it is clear that to be effective Local Councillors must maintain and enhance their skills base and our courses provide a firm foundation and a longer term path for personal development.

In all cases our courses are designed to be progressive and will be expanded on demand and in relation to our resources. It is our intention to invest in a booking system that will also allow us to ensure that we provide courses as efficiently and as reactively as possible.

CPD Points: It may be helpful to think of all foundation modules generating 30 CPD points with second level modules generating 60 points. Consequently a Local Council may develop a policy that recognises this in identifying continuous improvement and development: perhaps: setting points targets for officers and members across a year as part of their policy and budget in this vital area.

Foundation:

Foundation Level:

C101: *The Dynamic Councillor: Challenges and Opportunities*

C111: *The Dynamic Councillor: A Workshop Module*

O101: *The Clerk in Action: Power and Responsibilities*

O111: *The Clerk in Action: A Workshop Module*

Specialised:

Level 1:

F101: *Finance for Local Councils: An Introduction Module*

F111: Making Local Finance Work! A Workshop Module

P101: Planning for Local Councils: An Introduction Module

P111: Making Local Council Planning Work! A Workshop Module

P102: Introducing Neighbourhood Planning for Local Councils: (Double Mod)

CILCA 1: Achieving the CiLCA (part 1) Group Modules (accredited)

CILCA 2: Achieving the CiLCA (part 2) Group Modules (accredited)

CILCA 3: Achieving the CiLCA (part 3) Group Modules (accredited)

Level 2:

O201: The Local Council Clerk: Developing Professionalism

O202: The Local Council Clerk: Developing Professionalism: Workshop

F201: Business Planning for Local Councils: The Way Ahead

F202: Project Management

F203: Project Management: Workshop

F204: Grants and Raising Funds

P201: Working in the Planning Environment

C201: Chairing a Meeting

C202: Professional Conduct

C203: Contentious Issues

C204: Public and the Media

C205: Chairing a Challenging Meeting

C206: Visionary Leadership

Level 3:

CO301 Good Governance for Local Councils

Themed:

L201: Change Management and Communication Skills: Localism for Local Councils: (Theory)

L202: Change Management and Communication Skills: Localism for Local Councils: (Workshop)

L203: Project & Resource Management for Local Councils approaching Localism: (Theory)

L 204: Project & Resource Management for Local Councils approaching Localism: (Workshop)

Level 3:

L 301: Working with your Principal Authority: clustering and protocols for Local Councils (Theory)

L 302: Working with your Principal Authority: clustering and protocols for Local Councils (Workshop)

L303: The Community Rights: Challenging & Bidding for Local Councils: (Theory)

L304: The Community Rights: Challenging & Bidding for Local Councils: (Workshop)

L305: Asset Transfer and Management for Local Councils engaging with Localism (Theory)

L306: Asset Transfer and Management for Local Councils engaging with Localism (Workshop)

Generic:

G101: Freedom of Information: Access to Information and Local Councils

G102: Freedom of Information: A Workshop Module

G103: The Data Protection Act: Control of Data and Local Councils

G104: The Data Protection Act: A Workshop Module

G105: Minutes and Record Management for Local Councils*

G 106: Community Resilience and Emergency Planning for Local Councils*

G107: Reassurance & Safety for Local Councils*

G113: An Introduction to Health and Safety for Local Councils

G114: An Introduction to Health and Safety for Local Councils: Workshop

G117: Licensing for Local Councils: An Introduction

G118: Licensing for Local Councils: A Workshop Module

G119: Communication & PR Skills for Local Councils

G120: Communication & PR Skills for Local Councils: A Workshop

G121: Introducing Social Media for Local Councils

G122: Introducing Social Media for Local Councils: A Workshop

G123: Introducing Allotment Law and Management for Local Councils

G124: Allotment Law and Management for Local Councils: Workshop

G125: Time Management for Local Councils: Theory

G126: Time Management for Local Councils: Workshop

G127: Managing Change for Local Councils: Theory

G128: Managing Change for Local Councils: Workshop

G129: Team Building for Local Councils*

G130: Presentation Skills for Local Councils*

G131: Themes and Toolkits for Local Councils: Quality Parish Council Status and the GPC *

G132: Insurance for Local Councils*

G133: Community Development: Ideas and Themes * (ACRK)

G134: Equality Issues for Local Councils (Theory)

G135: Equality Issues for Local Councils (Workshop)

Level 2:

G213: Advanced Health and Safety for Local Councils (accredited)

G214: Advanced Health and Safety for Local Councils: Workshop (accredited)

***Denotes a Double Module**