



Serving Parish & Town
Councils in Kent

KENT ASSOCIATION OF LOCAL COUNCILS

CLERKS' **CONFERENCE 2018:** *Key Themes for Officers in 2018!*



(Including Foundation Training Modules for new Officers & Advanced Training Modules for established Officers)

***Ditton Community Centre, Ditton: Kiln Barn Road, Aylesford ME20
6AH***

Thursday 13^h September 2018

INTRODUCTION

The **KALC Clerks' Conference 2018** as part of our established conference programme will include a series of papers of interest to all Local Council Clerks and supporting officers and will include an update on recent legislative and administrative developments in our tier at a time of change, uncertainty but hopefully also opportunity. There will be formal papers on key issues for officers like insurance and IT data security along with a review of the likely impact of new government legislation and legal issues. In addition, we are delighted to welcome back two of our regular consultants who will update delegates on developments in their respective fields.

One innovation of the event is that some 25 delegates will be able to attend a formal training session consisting of an outline of the basic legal and procedural knowledge required; which will then be consolidated with a practical workshop. The modules **O101 & O111** are aimed at new Clerks or those officers requiring a refresher course. The modules will focus thematically on the key areas of law and procedure and related knowledge that a new clerk/officer or one that requires a refresher course, needs to acquire, the emphasis will be on skills rather than just knowledge which will allow delegates to engage with the key areas of Local Council law and procedure. These will include: Roles and Responsibilities including employment issues. A further 25 delegates will be able to benefit from a new advanced level course **O201 & O222**. This course is the first of our second level courses for more experienced Clerks or those seeking a challenging new approach to their continuing professional development. With a strong emphasis on practical ways to develop your professional development and effectiveness as a Proper Officer and RFO. In addition, a senior representative will also advise members of latest developments in CPD and outline the benefits of the SLCC. There will be additional surgeries and trade stands available.

The day is limited to 75 delegates with the opportunity for 25 of these delegates to attend the morning session training instead of the morning conference session and 25 other delegates attending the afternoon session training having attended the morning's papers. **If you wish to attend the training modules, please ensure that you select the correct options below after having noted the guidance above!**

CONTRIBUTORS AND TUTORS

Chairman Cllr John Rivers President of KALC

Speakers:

Paul Lulham: *DHA Transport*

Ian Davison: *Surrey Hills Solicitors*

Vicky Jacomb et al: *Came & Co LC Insurance*

Carl Adams: *Rural Kent (ACRK)*

Roger Taylor *PT Consulting*

Cllr Irene Bowie: *Clerk of Stelling Minnis PC*

Matt Morrison: *KALC Green Energy & Rural Consultant*

Jim Ratchford: *KALC Crime and Licensing Consultant*

Tutors: Allison Burton Clerk of *Dover Town Council* & Clive Powell: *LCA KALC*

PROGRAMME: KALC CLERKS' CONFERENCE 2018

- 9.00 *Arrival: Registration and Coffee & Networking*
- 9.30 **Chairman: Cllr John Rivers KALC President welcomes delegates!**
- 9.40. **IT Security in your Stride: Cllr John Rivers** explains and reassures!
- [Delegates to AM module at 10.20 am]*
- 10.05 **Introduction to Highways & Transportation for LCs: Paul Lulham** of *DHA Transport* explores this key but demanding area for officers of LCs.
- 10.50 *Comfort Break [NO REFRESHMENTS PROVIDED]*
- 11.00 **Legal updates for Local Councils: Ian Davison** of *Surrey Hills Law* updates delegates on key legal developments and potential issues.
- 12.05 **Ensuring your Insurance! Vicky Jacomb** of *Came & Co* offers advice
- 12.35 **LUNCH [ALL DELGATES PROCEED TO REFECTORY]**
Trade stands (Including the SLCC) & supporting surgeries
- [Delegates to PM module at 13.30 pm]*
- 13.30 **The Rural Agenda: Carl Adams ACRK** provides an overview from asset listing to community development: tools and funding.
- 14.00 **Funding Bids & Business Case Development: Roger Taylor** of *PT Consulting* highlights the challenges and opportunities for LCs.
- 14.30 *Comfort Break [NO REFRESHMENTS PROVIDED]*
- 14.35 **Being Green and being Seen! Matt Morrison** the *KALC Rural & Green Energy Consultant* advises on maximizing green opportunities for LCs.
- 15.05 **Two hats! Cllr Irene Bowie** Clerk of *Stelling Minnis PC* and *Chairman of Detling PC* reflects on her first year as a clerk: what can we learn?
- 15.45 **It's a Crime! Jim Ratchford** the *KALC Crime and Licensing Consultant* makes a welcome return: what's new on the crime licensing front for LCs?
- 16.30 Departure**

**PROGRAMME: OFFICER L & D MODULE
[Training Room]**

Optional Modules from the KALC L & D Programme for Officers:

**MORNING PRESENTATION: O101 & O111: Clive Powel: LCA KALC:
The Clerk in Action: Foundation Modules**

10-20 -11.20 O101: The Clerk in Action: A foundation MODULE

[Blocks will explore Roles and Responsibilities; Powers and Duties and Meetings]

11.20-11.25 Comfort Break

11.25-12.45 O111: The Clerk in Action: WORKSHOP

12.45 LUNCH [ALL DELGATES PROCEED TO REFECTORY]

**AFTERNOON PRESENTATION: O201 & O222: Allison Burton: Clerk of Dover
Town Council: The Local Council Clerk: Developing Professionalism**

13.35 -3.00: O201: The Local Council Clerk: Developing Professionalism: a second level MODULE

[Blocks will explore: key challenges for experienced Clerks, problem solving, leadership, employment issues, management best practice and concepts of professionalism]

3.00 -3.05 Comfort Break

3.05- 4.25 O202: The Local Council Clerk: Developing Professionalism: WORKSHOP

16.30 Departure

