



Serving Parish & Town
Councils in Kent

KENT ASSOCIATION OF LOCAL COUNCILS

CLERKS' CONFERENCE 2017



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

***The Spitfire Ground, St Lawrence, Old Dover Road,
Canterbury, Kent, CT1 3NZ***

14th September 2017

INTRODUCTION

The **KALC Clerks' Conference 2017** 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 financial reforms along with a review of the likely impact of new government legislation. In addition, we are delighted to welcome back the KCC legal team who will be looking at employment issues for Local Councils.

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, an experienced Clerk 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 & Speaker: Cllr Geraldine Brown KALC Executive Committee

Speakers:

Angela Gent, Clerk Yalding PC
David Buckett: *KALC Financial Consultant*
John Rivers: President KALC & First Responder
Vicky Jacomb et al: *Came & Co LC Insurance*
Pauline Bowdery, Clerk Boxley PC
SLCC: A senior Member of the Kent Branch
Roxanna Brammer: *Clerk Stansted PC*
Sean Bone-Knell : Kent Fire and Rescue Service
Richard Styles: Clerk *Ramsgate TC*

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

PROGRAMME: KALC CLERKS' CONFERENCE 2017

- 9.00 *Arrival: Registration and Coffee*
- 9.30 **The Chairman Cllr Geraldine Brown: *KALC Executive Committee***
Welcomes delegates and **has a conversation** with her Clerk Angela!
- 9.50. **Financial Updates: Audit issues & best Practice: David Buckett**
KALC Finance Consultant [David will be offering a surgery over lunch]
- [Delegates to AM module at 10.20 am]*
- 10.30 **Defibrillation: Saving life; John Rivers** the *President of KALC*
and a first responder explores a major success for Local Councils!
- 11.05 *Comfort Break [NO REFRESHMENTS PROVIDED]*
- 11.10 **The importance of land law for Local Councils: Matthew Wentworth**
Invicta Law (KCC) highlights a key area for Local Councils
- 12.05 **Ensuring your Insurance! Vicky Jacomb** of *Came & Co* offers advice
- 12.35 **LUNCH [ALL DELGATES PROCEED TO REFECTORY]**
Trade stands & supporting surgeries
- [Delegates to PM module at 13.35 pm]*
- 13.35 **The Council in action: Pauline Bowdery** the *Clerk of Boxley PC* offers
Some reflections on the demands around managing a project.
- 14.15 **The SLCC zone: The SLCC** updates members and potential members
- 14.30 *Comfort Break [NO REFRESHMENTS PROVIDED]*
- 14.35 **Small Council: Big Heart!** Roxanna Brammer *Clerk of Stanstead PC*
explains how a small council can punch above its weight!
- 15.05 **Investing in Dementia Care:** Sean Bone-Knell, *KFRS* briefs delegates
- 15.45 **Hot issues for Local Councils! Richard Styles** the *Clerk of Ramsgate TC* casts his eye over the issues to watch for Local Councils!

**PROGRAMME: OFFICER L & D MODULE
[Break Out 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

