



COUNCILLOR SKILLS



Councillor Skills runs one-day seminars, on a regional basis, on behalf of the National Association of Civic Officers. The seminars are aimed at prospective Civic Heads and their Consorts, their Deputies and all Civic Support Officers. It includes discussion on the role of all of the above and will identify any concerns and further needs required in carrying out the role.

Councillor Skills is a Local Government Training & Development partnership which provide seminars designed and delivered by a former Council Leader and a Local Government Training & Development Officer.

NACO members might wish to consider running one such seminar as profit is split between Councillor Skills and the hosting authority and NACO guarantees to cover any loss. The dates and venues of the 2017 seminars are set out below. Further information may be obtained from the NACO Training Officer, Christine Christensen, christine.christensen@ipswich.gov.uk, telephone 01473 432641 or from the contacts shown against each of the 2017 Seminars.

Date	Authority/Venue	Contact
<u>2017</u>		
16 March	City of Bradford Metropolitan District Council Bradford	Richard.daele@bradford.gov.uk 01274 432283
17 March	Blackburn with Darwen Borough Council Blackburn	mayorsparlour@blackburn.gov.uk 01254 585434
24 May	East Midlands Councils Melton Mowbray	lisa.bushell@emcouncils.gov.uk 01665 502640
2 June	Broadland District Council Thorpe St Andrew, Norwich	sara.utting@broadland.gov.uk 01603 430428
5 June	North East Regional Employers Organisation Newcastle upon Tyne	mokeefe@nereo.gov.uk 01912 613970
7 June	Warwickshire County Council Warwick	dawnmardle@warwickshire.gov.uk 01926 476878
14 June	Welwyn Hatfield Borough Council Welwyn Garden City	mayors.office@welhat.gov.uk 01707 357444

THE ROLE OF THE CIVIC HEAD AND TEAM

This one-day seminar is provided annually, on a regional basis, on behalf of the National Association of Civic Officers by Councillor Skills.

Councillor Skills is a Local Government Training & Development partnership who provide seminars designed and delivered by a former Council Leader and a Local Government Training & Development Officer

The seminar is aimed at prospective Civic Heads, Mayoress, Consorts/Escorts, their Deputies and all Civic Support Officers.

It includes discussion on the role of all of the above and will identify any concerns and further needs you may have in carrying out the role.

Another aim of the event is to provide the opportunity to meet and network with Members and Officers from other authorities in similar or prospective roles.

The event will include discussion of:

- * The role of The Civic Head, Mayoress/Consort/Escort, Deputies and Officers
- * Your concerns with regard to any of the above roles
- * Diary Management
- * Personal considerations
- * Charity Appeals
- * The Civic Role within the Council
- * Charing Council meetings / Officer Network session

Dates and venues set currently for 2017 are as follows:

BRADFORD – Thursday 16 March

Contact: Richard Lee-Van den Daele

The Lord Mayor's Diary Secretary

City of Bradford Metropolitan District Council, City Hall, Bradford BD1 1HY

Tel: 01274 432283, E-mail: richard.daele@bradford.gov.uk

BLACKBURN – Friday 17 March

Contact: Andrew Thomson, Mayoral and Civic Officer

Blackburn with Darwen Borough Council, Town Hall, Blackburn BB1 7DY

Tel: 01254 585276, E-mail: mayorsparlour@blackburn.gov.uk

EAST MIDLANDS COUNCILS - Wednesday 24 May

Contact: Lisa Bushell, Learning & Development Advisor

East Midlands Councils, First Floor Office, South Annexe

Pera Business Park, Nottingham Road, Melton Mowbray, Leics LE13 OPB

Tel: 01664 502640, E-mail: lisa.bushell@emcouncils.gov.uk

BROADLAND – Friday 2 June

Contact: Sara Utting, Senior Committee Officer

Broadland District Council, Thorpe Lodge, Yarmouth Road

Thorpe St Andrew, Norwich NR7 0DU

Tel: 01603 430428, E-mail: sara.utting@broadland.gov.uk

NORTH EAST REGIONAL EMPLOYERS ORGANISATION - Monday 5 June

Contact: Maureen O'Keefe, Secretary to Assistant Directors

North East Regional Employers Organization

The Guildhall, Quayside, Newcastle upon Tyne NE1 3AF

Tel: 01912 613970, E-mail: mokeefe@nereo.gov.uk

WARWICK – Wednesday 7 June

Contact: Dawn Mardle, Deputy Clerk to Lieutenancy & Chairman's PA

Warwickshire County Council, Shire Hall, Market Place, Warwick CV34 4RL

Tel: 01926 476878, E-mail: dawnmardle@warwickshire.gov.uk

WELWYN HATFIELD – Wednesday 14 June

Contact: Graham Seal, Governance Services Manager

Welwyn Hatfield District Council, Council Offices,

Welwyn Garden City AL8 6AE

Tel: 01707 357444, E-mail: mayors.office@welhat.gov.uk

If you would like further information or would like to reserve any places, please contact the organiser direct.

If your region is not represented or you have any other queries, contact the provider:

Councillor Skills, Tel: 07714 326724, E-mail: councillorskills@msn.com

COUNCILLOR SKILLS - THE FACILITATORS

Ronnie Farley is a former Leader of Bradford Metropolitan District Council. He was a councillor for 15 years during which time he was Leader or Deputy Leader of his group for eight years and Lead Member on the Finance, Social Services, Community, Environment and Equal Opportunities committees at various times. He also served on West Yorkshire Police and Fire committees, The Association of Metropolitan Authority's Policy and Equal Opportunities committees.

Marilyn Box is a Training & Development Officer and teacher and worked in various sectors of Local Government for 19 years including Corporate Services, housing, Education, Social Services, Legal and Finance. She has also been employed as a researcher, publicity officer and education programmed.

They have worked with the North East Region Employers organisation, East Midlands Councils, The Surrey Partnership, London Councils, Solace Enterprises, the National Association of Civic Officers and directly with over 150 local authorities.

For further information, please contact:

Ronnie Farley, telephone 07714 326724, e-mail: councillorskills@msn.com