

NATIONAL ASSOCIATION OF CIVIC OFFICERS

TRAINING EVENT & ANNUAL GENERAL MEETING

Tuesday 6th March 2018

Camden Town Hall

JUDD STREET

WC1H 9JE

CAMDEN



naco.uk.com

The National Association of Civic Officers' bi-annual Training Event will take place at the offices of the London Borough of Camden on Tuesday 6 March 2018. These offices are very conveniently located to main line and underground stations.

The proven format of keynote speakers and topical workshops will ensure that every minute spent at the event will add to your knowledge. Conscious of the financial constraints that affect all in local government, the event organisers have, as always, worked hard to minimize costs.

The Civic Office of the Year Award 2017 will be presented after the Annual General Meeting of the Association. The very competitive fee of £125 covers all documentation, workshops, lunch and refreshments.

This is **the** event for all who work in civic office, many of whom will be new in post following re-structures and re-organisations. The programme has been designed to ensure that there is something of interest and value at every level and experience, including the opportunity to network with colleagues from throughout the UK. The event is not aimed at Civic Dignitaries or Provosts/Chairs of Council but for those who support the work of the civic office.

Keynote Speakers

This year, in response to feedback received at the last Training Event, our Keynote Speakers are developing themes which have already been covered.

Jonathan Spencer, Staff Officer to The Earl Marshal, has kindly accepted an invitation to bring delegates up to date on London Bridge. Particular emphasis is now being attached to how local communities will participate.

Robert Lee, Assistant Director of Remembrance and National Events, Royal British Legion, spoke at last year's Training Event but was constrained from telling NACO much about the Government's and the RBL's proposals on how to mark Armistice 100. However, he is now in a position to share this information and also to talk about the involvement of local communities.

Training Event Fee

The fee for the training event is **£125 inclusive** of attendance at your choice of 2 workshops and all refreshments.

Booking

To reserve your place, send the booking form attached with this brochure or downloaded from the website (www.naco.uk.com) to info@naco.uk.com

Workshops

There will be 4 full-length workshops, designed to be of interest to a wide variety of civic practitioners, and delegates will be able to attend 2 of the workshops. Brief details of the workshops are attached and a more detailed synopsis of each, and a booking form for them, will be sent out when you register.

All workshops will be interactive with plenty of opportunities to share best practice or simply to learn what your peers are doing and then pass their ideas off as your own...

The workshops are:

A. A Civic Response to Tragedy

Sadly, all too often the civic office needs to act in response to national or local tragedies. Jacqui Brazil from Southwark has personal experience of this at a local level and will be sharing that and the Council's response with delegates. Jim Babbington, Vice Chair of NACO, will also outline the annual review of NACO's Guidance on the Death of a National Figure

B. A Beginner's Guide to Protocol

Increasingly with the cuts Local Authorities are having to make, the work of the civic office is being undertaken by those who have little or no experience in this field. Paul Millward, Chair of NACO, and the author of Civic Ceremonial, will guide you through what may well be a minefield to some.

C. Leaders have vision: how to transform your dignitary into a leader

Duncan Bhaskaran Brown spoke inspirationally at the last Training Event and received excellent feedback. As a result, the NACO Executive had no hesitation in inviting him to provide more food for thought for delegates.

D. The Modern Office

Although much Civic life is based on tradition, this does not mean that quill pens are still used. The use of technology makes links between the office, the office-holder and those who are in attendance and keeps everyone "on the same page". Alison Orde from St Albans, Marsha Whiteway from Canterbury, and Clare Richardson from North Kesteven, share good practices.

Timetable

0900	Registration and refreshments
1000	Official Opening of Training Day The Mayor of Camden, Councillor Richard Cotton,
1015	Keynote Address – Robert Lee, Royal British Legion
1050	Break
1110	Workshop 1
1220	Lunch
1320	Annual General Meeting of the National Association of Civic Officers, followed by The Presentation of the Civic Office of the Year 2017 Awards
1400	Keynote Speaker, Jonathan Spencer, Staff Officer to The Earl Marshal
1450	Workshop 2
1600	Finish

(Programme subject to change)

N.A.C.O.

The National Association of Civic Officers was launched in 1999. One of the aims of the Association is to provide training for all types of staff working in civic offices throughout the U.K. It also wishes to act as a networking forum for staff.

Venue

This year's training event and AGM will be held at the London Borough of Camden, Town Hall, Judd Street, London WC1H 9JE which is easily accessible from Kings Cross, Euston and St Pancras Mainline Stations.

Suggested Hotel Accommodation

Premier Inn – www.premierinn.com

- London Euston (Duke's Road)
- London Kings Cross, St Pancras (York Way)
- London St Pancras (Euston Road)
- Hub by Premier Inn (Wharfedale Road)

Travelodge – www.travelodge.co.uk

- London Kings Cross
- London Euston
- London Kings Cross Royal Scot
- London Farringdon

All the above hotels are within easy reach of the Town Hall (no more than 0.5 miles) – the London Farringdon is the furthest away but is less than 15 minutes to walk to the Town Hall

Events Office

Should you have any queries regarding the hotels or travel to the Town Hall then please contact:

Margaret Humphrey, Mayor's Officer, London Borough of Camden,

 margaret.humphrey@camden.gov.uk or  020 7974 2727