



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

COUNCILLOR SKILLS is a Training & Development partnership, which was formed over twenty years ago. We provide seminars designed and delivered by a former Council Leader and a Local Government Training and Development Officer.

THE FACILITATORS

RONNIE FARLEY is a former Leader of Bradford Metropolitan District Council. He was a Councillor for fifteen 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 and Environment and Equal Opportunities Committees at various times and served on West Yorkshire Police and Fire Committees. He was also a Member of the Association of Metropolitan Authority's Policy and Equal Opportunities Committees for five years.

MARILYN BOX is a Training and Development Officer and Teacher and worked in various sectors of Local Government for nineteen years including Corporate Services, Housing, Education, Social Services, Legal and Finance. She has also been employed as a Researcher, Publicity Officer and Education Programmer.

In addition to **THE ROLE OF THE CIVIC HEAD AND TEAM** seminar (see Quick Links on Home Page) which is provided annually on a regional basis **COUNCLLOR SKILLS** also provide seminars directly to local authorities.

These include:

THE ROLE OF A COUNCILLOR

This seminar will explore the role of a Councillor as a Community Leader, all possible roles in the formal Council proceedings and will focus on the ward representational role.

The seminar is designed to be used in conjunction with Induction for new or relatively inexperienced Councillors.

WARDWORK, CASEWORK AND SURGERIES

This seminar will identify the role of the Ward Councillor in building relationships with individuals, groups, partners and other relevant contacts and creating communication and information networks within their ward.

It includes dealing with individual constituency casework in an effective, time efficient manner and explores the merits of different types of surgeries.

SPEAKING IN PUBLIC

This seminar includes discussion of speaking objectives, assessing the audience, opening the speech, sound bites, body language, voice pitch, pace, volume and projection, using notes, dealing with hecklers and taking questions.

The session will provide delegates with the opportunity to plan, write, structure and deliver a short speech to a supportive audience and receive feedback if required.

THE MEMBER AND THE MEDIA

This seminar will include information on how the press operates, the function and types of press releases, writing a press release, your target audience, distribution, maximum coverage, radio and television interviews, studio techniques, practical hints, phone-ins, audience programmes, taking questions and putting your point across.

OVERVIEW & SCRUTINY REVIEW

This seminar will review the remit, power and scope of Overview & Scrutiny, partnership working with the Executive/Cabinet, the role and responsibilities of the Chairperson and Deputy Chairperson, differing forms of Scrutiny, setting the agenda, devising a work plan, processes, meetings, planned participation, potential involvement, Officer Support and practical implications.

EFFECTIVE MEETINGS AND CHAIRING SKILLS

This seminar is designed to explore the chairing skills required before, during, after and between meetings and is aimed not only at existing or prospective Chairs/Deputies but anyone who would like to contribute to making meetings more effective.

MEMBER/OFFICER RELATIONSHIPS

This seminar is aimed at both Members and Officers and is designed to explore their respective roles and responsibilities, examine their relationships, identify any potential conflicts and tensions and determine any suggestions for improvement.

A SEMINAR FOR POTENTIAL COUNCILLORS

A COUNCILLOR? WHO, ME?

This seminar is aimed at prospective Councillors from, say, the voluntary sector, community organisations, business or any member of the public who is interested in investigating the role and remit of the Council and a Councillor.

It will identify the barriers to a wider variety of applicants and what steps The Council could take to make the role of a Councillor more “user-friendly”.

OFFICER SEMINAR

POLITICAL AWARENESS FOR OFFICERS

This one-day seminar for Officers is designed to raise awareness of Member/Officer roles and relationships within the context of the political arena and Council framework within which they operate.

The Role of a Councillor from both an Officer and a Councillor perspective will be outlined and their responsibilities and relationship defined.

For further information, please contact:

**Ronnie Farley/Marilyn Box, telephone 07714 326724 or E-mail:
councillorskills@msn.com**

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