

Certificate in Local Council Administration

This is the qualification for local council clerks. The course is suitable for clerks and councillors. The course runs over a period of 8 months. Course times and dates will be agreed with delegates. The cost of the course is £495. Bursaries may be available though. So please contact Kate Houlihan on training@northantscalc.gov.uk for more details.

New Clerks Training

This course has been expanded and now covers two days. The course gives new clerks the key knowledge to get started in their role. Day One covers: Roles and responsibilities, Meeting Procedures, Powers and Duties, Agendas and minutes. Day two covers: Finance, code of conduct, planning, community engagement. The training is also suitable for councillors and more experienced clerks. The cost is £125 for the 2 days. Bursaries may be available.

Councillor Professional Development

This new program covers all aspects of a councillor's work.

Session 1: Code of conduct and meeting procedures
Session 2: Law and Finance
Session 3: Employment Law and Community engagement.
 The training is aimed at councillors but clerks are welcome to attend. The cost of each session is £29. For councillors who book to attend all three sessions the cost is £75.

Train the Council / Bespoke Training

If the training your council needs isn't listed here we are happy to offer a bespoke session to meet your needs. Train the council sessions can be offered on the Power of Wellbeing, or any aspect of council work. Sessions can be built to cover your training needs including project management, time management, developing partnerships. Price on application.



NCALC Training Calendar 2010

	Date	Time	Title	Venue	Description
January	Thurs 21st	18.30-20.30	East Northamptonshire Parishes Update	RAUNDS	
February	Wed 10th Wed 10th Sat 27th	18.30-20.45 09.45-14.30 10.00-13.00	Responding to Planning Applications New Clerks Day 1 Councillor Professional Development	MOULTON LITCHBOROUGH LITCHBOROUGH	with planning aid With representatives from SLCC
March	Wed 10th Wed 10th Sat 27th Tues 30th	09.45-14.30 18.30-20.45 10.00-13.00 18.30-20.45	New Clerks Day 2 S106 and the Community Infrastructure Levy Councillor Professional Development Crash Course on the Planning System	LITCHBOROUGH RAUNDS LITCHBOROUGH RAUNDS	with planning aid with planning aid
April	Thurs 15th Sat 17th Tues 20th Thurs 22nd	19.00-21.00 10.00-13.00 19.00-21.00 TBC	Managing Allotments Councillors Professional Development Power Of Wellbeing Certificate in Local Council Administration (CiLCA)	RAUNDS LITCHBOROUGH MOULTON PARK LITCHBOROUGH	Geoff Stokes, National Secretary National Society of Allotment and Leisure Gardeners Ltd
May	Tues 11th Sat 15th Thurs 20th Thurs 27th	19.00-21.00 10.00-16.00 TBC 18.00-21.00	Engaging with Communities Employment Day Certificate in Local Council Administration (CiLCA) Playground Safety	LITCHBOROUGH TBC GREAT HOUGHTON	Chris Moses PPD solutions and other external speakers Roger Davis, OPFA Community Development Officer Editor 'The Playing Field'
June	Wed 9th Thurs 24th	19.00-21.00 TBC	GOING GREEN: Managing open space Certificate in Local Council Administration (CiLCA)	CAROLINE CHISHOLM LITCHBOROUGH	With Rose Little Pocket Parks officer NCC, Playbuilder
July	Sat 17th Thurs 22nd	10.00-13.00 TBC	Chairmanship Training Certificate in Local Council Administration (CiLCA)	LITCHBOROUGH LITCHBOROUGH	
August	TBC	TBC	Intensive Cilca Course	TBC	
September	Sat 18th Tues 21st Thurs 23rd	10.00-13.00 19.00-21.00 TBC	Archiving Negotiation skills Certificate in Local Council Administration (CiLCA)	LITCHBOROUGH TBC LITCHBOROUGH	Jonathan Nunn will facilitate this session
October	Sat 16th Weds 20th Thurs 21st	09.45-14.30 TBC TBC	New Clerks Day 1 NCALC AGM Certificate in Local Council Administration (CiLCA)	LITCHBOROUGH TBC LITCHBOROUGH	
November	Sat 13th Thurs 25th Sat 27th	10.00-13.00 TBC 09.45-14.30	GRANT FUNDING DAY Certificate in Local Council Administration (CiLCA) New Clerks Day 2	GREAT HOUGHTON LITCHBOROUGH LITCHBOROUGH	With presentations from a variety of grant funders.
December	Tues 7th	19.00-21.00	ELECTION WORKSHOP	RAUNDS	



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VENUES

Moulton Park: King's Park Sports and Conference Centre, Kings Park Road, Northampton NN3 6LL

Moulton: Moulton Village Hall Pound Lane, Moulton, Northampton NN3 7SD Tel: 01604 492318

Raunds: Saxon Hall Thorpe Street, Raunds NN9 6LT

Great Houghton: Parsons Memorial Hall, Leys Lane, Great Houghton, Northamptonshire NN4 7AL

Litchborough: NCALC offices, 6, Litchborough Business Park, Northampton Road, Litchborough, Northamptonshire NN12 8JB

Northamptonshire County Association of Local Councils
 6, Litchborough Business Park
 Northampton Road,
 Litchborough,
 Northamptonshire. NN12 8JB

For more information on any of the courses detailed here go to www.northantscalc.gov.uk



or contact training@northantscalc.gov.uk

or call **Kate Houlihan on 01327 831482**

All course bookings must be accompanied by a course booking form, which can be downloaded from www.northantscalc.gov.uk or photocopy the form on the reverse. Cancellation charges apply.

All evening and Saturday morning courses are charged at a rate of £29 per delegate. Charges for other courses vary and are displayed.

Courses run in association with Planning Aid are subsidised and are charged at £11 per delegate.