Sussex & Surrey Associations of Local Councils

January 2017 Newsletter

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Changes to SSALC Contact Details

Please note that as from 3rd January 2017 Anna Abrahams (Events, Training & Communications Manager) can be contacted on anna.beams@ssalc.co.uk and Lois Crouch (Administrative Apprentice) - can be contacted on lois.crouch@ssalc.co.uk.

We would like to take this opportunity to wish you all a very happy New Year!

Update from Trevor Leggo, CEO of SSALC

Congratulations to Isabelle Mouland

Many of you will know Isabelle Mouland [Izzy] SSALC's Member Support Officer gave birth to a daughter - Holly earlier this year. During her absence Izzy has clearly been able to multi task and has now been awarded a Foundation Degree in Community Governance with Distinction by the University of Gloucester. This is a remarkable achievement as it represents one of the highest award standards for those working in the Sector. We look forward to Izzy returning to the office in April.

Congratulations to Anna & Andy

Anna Abrahams our Events, Training & Communications Manager marries Andy Beams, Town Clerk of Crowborough on 30th December and we wish them good fortune in the years ahead.

We look forward to Mrs Beams returning from honeymoon in mid January to run with a busy year of events and a new email address: anna.beams@ssalc.co.uk

Congratulations to Burstow Parish Council

Congratulations to Burstow Parish Council for its tenacity over the past 10 years to secure an affordable housing scheme on an underused allotment site.

Working with Tandridge District Council and English Rural Housing Association, the Parish Council withstood adversity and opposition from residents in an adjoining parish and ended up in the Court of Appeal.

The resilience paid off and on 2nd December, Liz Cutter, former Chairman of Burstow PC officially opened the development of well designed, much needed affordable houses on the Surrey / West Sussex border. An example of how a resolute parish council can deliver benefits to its community.

Local councils to play key role in emergency winter planning

Local (parish and town) councils are being asked by the Government to play a role in alleviating the adverse effects of winter emergency situations.

NALC is supporting this call for local councils to be at the heart of the Get Ready for Winter Campaign, which aims to help raise awareness of the dangers posed by winter weather and provide tips and advice on how to minimise its impact. The campaign is run and implemented by the Met Office working with a number of Government Departments with support from charities and other community based organisations.

Andrew Percy MP, Minister for Local Growth and Northern Powerhouse, said: “Town and parish councils are an important and highly visible part of the fabric of so many of our communities and I have been reflecting on my personal experience as a parish councillor and a local volunteer working to make sure my own community is resilient to severe winter weather.

“In the parish where I live, the parish council has developed an emergency plan so that the community can come together to support itself in times of emergency, such as flooding. I was interested to hear on my visit to Boroughbridge in North Yorkshire last week about the work of the local flood action committee.

They told me that the process of writing their own emergency plan had improved the links between the local community and the key agencies which makes them better prepared for all weather related emergencies.”

Cllr Ken Browse, chair of NALC responded: “It is important that all local councils get involved with this campaign as so many of you are already doing so. Local councils have a very important role in helping prepare and embed community resilience, and we are committed to working with all our partners to ensure that best use is made of the resources available. Our shared knowledge and experience can help us become better prepared for the future, both in terms of responding to flooding events, but also in maximising the impact of flood defence funding and working with different partners across boundaries.”

Read here for a checklist for local councils on winter preparation

Get prepared for winter with Met Office's Get Ready for Winter

Read checklist for local councils

Read Andrew Percy MP letter

NALC backed commission reports early findings

The De Montfort University Local Governance Research Unit and The MJ Councillor Commission has recently published its interim findings. The commission is supported by NALC.

The commission has been travelling the country to explore with councillors (including parish and town councillors) their role, work, motivations and frustrations and what they need to be able to strengthen their office and what it can achieve.

So far, 22 roundtable discussions have been held – involving 240 councillors – and the commission has received more than 150 written submissions of evidence. Councillors have also been engaging with a Twitter chat using #CllrCommission.

The commission is aiming to provide policy makers with a better understanding of the office of councillor and the contribution councillors make to their communities, as well as seeking to further public and policy debate and understanding about local government and local democracy.

A brief flavour of the commission's initial findings shows, among other things:

- The need for councillors to engage with bodies outside and the need to hold these to account and shape their policies and decisions is a growing strategic and day-to-day aspect of councillors' focus.
- Greater access to information from both their councils and other organisations and better access to research and administrative support would also enable councillors to have an enhanced role in policy making.
- Devolution should mean just that and councillors argue central government should interfere less in local political and policy decisions.
- The public, media and government just do not understand what councillors can and cannot do.
- And, while councillors themselves see the need for more young people to stand for office, the demands and time constraints of the work make it unlikely younger people will be attracted to becoming councillors in any great numbers.

A final report will be produced early in 2017.

View interim report

Collective effort saves smaller authorities millions of pounds

The local council sector together with local drainage authorities has successfully taken charge of procuring their external audit saving millions of pounds for some 10,000 councils and drainage boards

After the abolition of the Audit Commission, smaller local authority representatives successfully persuaded government to allow them to collectively procure external audit services for smaller authorities (under £6.5 million) from 2017-18. All but a handful of the 10,000 local councils in England signed up for the collective procurement and appointment of external auditors; this is the first example of such an initiative, which is being replicated for principal authorities.

The company established by a consortium of smaller authorities sector bodies (National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities) and authorised by the Department of Communities and Local Government (DCLG) to undertake this role.

SAAA (Smaller Authorities Audit Appointments) Ltd – has today (30 November) issued the following statement on its website (www.saaa.co.uk).

SAAA Ltd is pleased to announce that it has successfully concluded the procurement process and has awarded contracts for the supply of limited assurance audit reviews for smaller authorities. Three audit firms have been appointed as suppliers for the five-year period commencing 1 April 2017: PKF Littlejohn, Mazars and Moore Stephens. Contracts have been signed ahead of schedule on terms that will enable SAAA to undertake its various tasks including the quality control and monitoring of suppliers without making any further call on public funds. Further details of the audit appointment areas to be covered by the three firms will be communicated in due course.

Speaking on behalf of the consortium, Jonathan Owen, chief executive of National Association of Local Councils (NALC), said: "This is a brilliant example of smaller authorities working together saving local authorities and councils many millions of pounds with the scale of fees set for the next 5 years substantially the same that has applied to the sector for the last 10 years."

Prime Minister Theresa May Supports National Civic Day 2017

Prime Minister Theresa May MP gave her support for Civic Day 2017 after it was launched at an event in Parliament. NALC is also supporting this initiative.

The Prime Minister said "I am pleased to lend my support to Civic Day, the national celebration of civic pride. It is fantastic to see communities coming together and celebrating where they live."

Civic Day is part of the Civic Voice vision to create a society where everyone can say 'I care about where I live', it is an annual celebration which gives communities the chance to celebrate their local area and promote civic pride. Civic societies and community groups host a variety of events, ranging from guided walks, to street parties, to sports events, all in the name of celebrating their local area.

Transparency Code Funding

Parish councils with annual turnover of under £25,000 are now required to comply with the Smaller Authorities' Transparency Code.

Transparency Code for Smaller Authorities

The Government, through the National and County Associations of Local Councils, is providing funding (covering laptop purchase, website creation or training) to enable such parishes to comply with the Code. Funding is confirmed until 31/3/17 and applications can be made through the SSALC office.

Click here to find out who is eligible: http://www.nalc.gov.uk/our-work/the-transparency-fund

Co-op Local Community Fund

The next round of the Co-op Local Community Fund is underway. Community groups can now apply to be included in the next round of funding which will run from March to September 2017. Applications must be in by the 16th December - to find out more click here: causes.coop.co.uk

Sussex Police – Local Policing Model

Sussex Police have unveiled their vision for policing in the future.

They will make significant changes over the next four years to ensure local police services are directed to where they are most needed.

- Read the Local Policing Model FAQs
- Read the Sussex Police in 2020 document
- View the Local Policing Model journey map
- View the Investing for the Future document

The Local Policing Model, directed by the Sussex Police and Crime Commissioner's Police and Crime Plan sets out local policing in terms of prevention, response and investigation, operating seamlessly across Sussex.

Find out more at: https://sussex.police.uk/about-us/priorities-and-direction/local-policing-model/

Updated NALC Legal Topic Notes (since the last newsletter)

LTN 13 Policing Your Area is reissued to expand the information about the use of CCTV for crime prevention LTN 13 Policing Your Area

LTN 40 Local Councils' Documents and Records includes further information about the need to deposit non-print (digital) publications together with a link to the website for the British Library Depository LTN 40 Documents and Records

Please ensure that you are logged in to view the documents on our website.

Update on the 3SC Digital Proposition

Representatives of the 3SC have met officials from the Department for Culture, Media and Sport to discuss the 3SC digital proposition.

The 3SC welcomed the announcement in the Autumn Statement that Government will be allocating extra funds to develop fibre infrastructure. This is essential to improving connectivity for residents and businesses, whilst also ensuring that the UK is ready to embrace emerging 5G technologies.

Across Surrey, East and West Sussex there are pockets with little or no broadband connection which can be challenging for residents and businesses. The 3SC will work with Government and commercial companies to remove the barriers that have previously stood in the way of wider network rollout.

The 3SC is also working with the 5G Innovation Centre at the University of Surrey to develop applications that use 5G to address some of the problems faced locally. For example, the 3SC will pilot the use of digital technologies and data to inform the way that health and social care are provided, enabling the pressures caused by rising demand to be managed more efficiently.

Officials at the meeting on 28 November welcomed the proposals and were impressed with the work already underway in the area. They strongly encouraged the 3SC to continue developing an area-wide digital vision, recognising the benefits this would have for residents and businesses.

The 3SC will work on its digital proposition before further conversations with Government in the New Year.

3SC Devolution Website

Subscribe to news about the 3SC devolution bid on their new website.

The 3SC website is now up and running. You can take advantage of it by signing up to receive news about the 3SC devolution bid directly from the website.

1. **Please visit here and subscribe to updates in the box on the right hand side.**

Once you have done this, you will receive an email every time an update is posted.

If you have any problems subscribing to the website, please email Claire.vanheerden@surreycc.gov.uk

YOUR LONDON AIRPORT Gatwick

GATWICK FOUNDATION FUND

The Gatwick Foundation Fund is a collaboration between the Community Foundations in Sussex, Surrey and Kent, who will oversee £300,000 of annual grants to worthy causes across the region.

What does the Gatwick Foundation Fund do?

Funding from the Gatwick Foundation Fund is equally divided between Sussex, Surrey and Kent and money will be awarded to charities, social enterprises, community groups and voluntary organisations that play an important role in the local community.

Grants may be used to fund existing services and facilities or new initiatives. Examples of the type of projects and causes that grants will be awarded for, are:

- Employment, training and skills - helping people to gain confidence through training and development of new skills.
- Families - supporting families and children in need and projects which combat social isolation and disadvantage.
- Providing opportunities - supporting projects that enable young people to have opportunities that they would not otherwise have and to help them to widen their horizons and aspirations.
- Elderly people - improving access to facilities and reducing isolation for the older generation.

Gatwick employees also have the opportunity to support the Gatwick Foundation Fund by volunteering their time or skills to projects and causes that are close to their hearts.

Applications for grants are managed by the individual Community Foundations:

Surrey Community Foundation

Sussex Community Foundation

Community Foundation for Surrey
Local giving for local need

Sussex Community Foundation
INSPIRING LOCAL GIVING • MEETING LOCAL NEEDS

Bright Ideas Fund

Bright Ideas Fund is open.

The Community Business Bright Ideas Fund aims to give your community group the support and tools to start setting up your community business. It will also give your group the early stage finance that you need to carry out consultation with local people and feasibility studies to develop a community business idea the community wants and needs.

Amount available per grant

A programme of support and grants of up to £20,000 is available to develop your community business idea.

A case study can be found here: Bright Ideas Case Study

What the Bright Ideas Fund offers

- Online induction and ongoing support, either online, by phone or where possible through visits
- Community Business development plans, to help successful groups shape and develop strategies and plans for their community business
- Mentoring and visits, to inspire applicants and give them the opportunity to learn from peers
- Regional networking and events, to learn from social finance experts, successful community business leaders, funders and technical specialists.

Watch the Bright Ideas Fund FAQs webinar

Register to watch the recording of the Bright Ideas Fund FAQs webinar to find out more about the fund criteria, application process and FAQs here: Bright Ideas Webinar

Surrey Hills Solicitors LLP

Surrey Hills Solicitors LLP is a new name and new firm but features well-known faces **Ian Davison** and **Kate Jackson**.

We offer a full range of specialist legal advice and transactional work for parish councils: council governance, procedure and practice; common land and village green; footpaths and rights of way; village halls and charities; burial grounds and cemeteries; allotments; employment law; data protection and freedom of information; code of conduct and discipline; acquisitions, disposals, leases, easements and licenses of land; contracts and litigation.

We regularly provide training on legal and governance topics directly and through SSALC and other county associations.

For more information on our work and fee arrangements for parish councils please contact:

Ian Davison on 01306 735751 or email ian.davison@surreyhillssolicitors.co.uk

Visit our website at www.surreyhillssolicitors.co.uk

Alison Leitch – Munro Legal UK

www.munrolegaluk.com

I am a CEDR trained mediator, and able to offer independent mediation services alongside investigation services for parish and town councils in Surrey and Sussex. I am also a qualified solicitor specialising in employment, much of my career spent in local government, so bring that experience and understanding to these areas.

If you have any issues you think could benefit from a mediated approach, or have disciplinary or grievance proceedings which need an independent investigator, please do get in touch to discuss how I could help you.

I should be very happy to discuss any issue I may be able to help with, so please give me a call on 07736 004 083, or send me an e-mail alison@munrolegaluk.com.

East Sussex Community Information Service (ESCIS)

ESCIS is the community information website provided by East Sussex Libraries. It holds information on the following:

- Local services
- Groups and hobbies (including support groups)
- Family information, including childminders
- Advice and information
- Events calendar

ESCIS lists over 8,000 organisations and has over 7,000 unique visitors a week making it an excellent place for you to promote information and services related to your town and Parish. All listings are free.
The Events calendar was added in 2016 and is a popular way to both promote the events you are holding and see what else is taking place in your area. You can search through a postcode search as well as through categories.
For more information, to list your parish or town council (please check that you are not listed already) or promote an event email info@escis.org.uk, alternatively visit www.escis.org.uk.

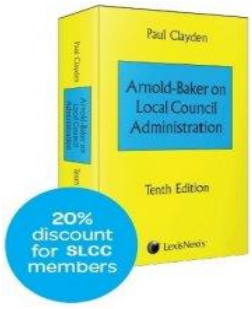
ESCIS advertising materials are also available, please let Vicki Holland know at vicki.holland@eastsussex.gov.uk or on 01273 481754 if you would like some for use within your area.

Updated Neighbourhood Planning Regulations - A Summary

New regulations for Neighbourhood Planning came into force on 1 October 2016. Follow this link for a very useful summary of the changes:

http://mycommunity.org.uk/2016/10/24/updated-neighbourhood-planning-regulations-a-summary/

Also some useful Neighbourhood Planning factsheets can be found at:
https://www.gov.uk/government/publications/neighbourhood-planning-bill-policy-factsheets
https://www.gov.uk/government/publications/neighbourhood-planning-bill-overarching-documents



Arnold-Baker on Local Council Administration – Tenth Edition

May we remind you that you should now be referring to the tenth edition of Charles Arnold Baker.

Copies can be obtained through the SLCC website at a discounted rate for members:

http://www.slcc.co.uk/bookstore/category/essential-reference-guides/4/

SSALC Website – Council Details

Could we please remind you that it is the clerks responsibility to update Council contact details on our website and to inform the SSALC office of any changes.

If you are unsure of your login details for our website please contact Anna at anna.abrahams@ssalc.co.uk or 01273 830204.

First Aid Courses at Warnham Park

The half day courses take place at Warnham Park, the home of Jonathan and Caroline Lucas, organized by Caroline in her capacity as President of St John Ambulance, Sussex. Not only is the course informative but the afternoon tea is superb – I recommend it to anyone.

Trevor Leggo, CEO of SSALC

The popular Essential First Aid for Adults event is again being held at Warnham Park.
The date is Thursday February 9th 2017 and more dates will be announced soon!

Starting at 1.45pm
Break in the middle for tea and cake
Finished by 4.45pm.
Accredited Certificate issued on completion of the event valid for 3 years.

There is no charge for this event, however should you like to make a donation to St John Ambulance on the day it would be most welcome, gift aid envelopes are available. This event is open to any adults who may wish to attend.

Email Jacqui.simes@ssalc.co.uk to book and tell her the name/s of the person/people wishing to attend and their email address. Jacqui will pass your details to me and we will be in touch directly before the event date.

With very best wishes,
Caroline Lucas
County President, St John Ambulance (Sussex)

Please note that it costs £30 per head for St John Ambulance to provide these sessions and sadly some people we have put forward have let us down by not turning up on the day. These are very popular events and people are turned down for all sessions. Once you have booked on to attend you are making a commitment and need to ensure that you do attend or let Caroline know that you have become unable to attend in time for someone else to be given the opportunity to replace you.

Jacqui Simes, Finance & Office Manager SSALC

Community Foundation for Surrey

Local giving for local need

Surrey Flood Fund

The Community Foundation for Surrey has funding available to support local communities to develop future resilience to flood events.

The Surrey Flood Recovery Appeal Fund was established by the Community Foundation for Surrey in mid-February 2014 in response to the weeks of terrible weather and high rainfall which affected many areas of Surrey. £170,000 worth of grants have been awarded from the fund to support projects like these;

- **Surrey Search Rescue -** to train and equip flood personnel
- **Sunbury Flood Volunteers -** purchase of 11 Personal Protective Equipment Flood Suit Kits to enable the volunteers to carry out training and support local residents in the event of a flood
- **Friends Ashtead Rye Meadows Wetlands** for "Pond and Scrapes creation" to allow the Rye Brook to breach its banks to reconnect the floodplain and its processes back to the straightened river resulting in the re-creation of floodplain wetland mosaic
- **Brockham Emergency Response Team (BERT)** to purchase a high quality, robust CCTV system capable of working in culverts and drains for onwards transmission to the Highways Agency and an early warning system for the flood prone area of Brockham.

We are looking for applications for similar projects;

- Safety clothing and equipment for volunteer flood wardens
- Setting up a local Flood Forum to raise awareness and improve preparation for future flooding
- Community lunch/planning meeting for all those supporting people affected by the floods
- Good Neighbour Schemes
- Building work and improvements

Start the process by submitting an expression of interest on the foundation website http://cfsurrey.org.uk/apply-for-funding/ or call the grants team on 01483 478092

Three Counties Training

SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED

AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

East Sussex ALC Ltd. President - Lord Ampthill
West Sussex ALC Ltd. President - Michael Chater OBE
Surrey ALC Ltd. President – Michael More-Molyneux, HM Lord Lieutenant

CEO - Trevor Leggo
Assistant CEO - Anne Bott

New Programme for 2017!

Clerks Networking Day

Tuesday 21st March 2017 (0930 registration, 1000 start, finishing at 1530)
Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX
The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT)

Clerks Technical Networking Day

Thursday 2nd November 2017 (0930 registration, 1000 start, finishing at 1530)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH
The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT)

Chair's Networking Day

Thursday 28th September 2017 (0930 registration, 1000 start, finishing at 1530)

The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH

Bookings will open for Chairs Networking Day on 6th June 2017.

The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT)

Legal & Finance Day

Thursday 13th July 2017 (0930 registration, 1000 start, finishing at 1530)
Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX

The cost per delegate for this event is £90.00 Ex VAT (£108.00 Inc. VAT)

Three Counties Training

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Planning Update Events

Tuesday 24th October 2017 (1745 registration, 1800 start, finishing at 2100)
Councils Chambers, Uckfield Civic Centre, Bellfarm Lane, Uckfield, TN22 1AE

Wednesday 8th November 2017 (1745 registration, 1800 start, finishing at 2100)
Wilfrid Noyce Centre, Crown Court, High Street, Godalming, Surrey, GU7 1DY

Tuesday 21st November 2017 (registration 1745, 1800 start, finishing at 2100)
Councils Chambers, Billingshurst Community Centre, Roman Way, Billingshurst, West Sussex, RH14 9QW
The cost per delegate for this event is £55.00 ex VAT (£66.00 inc Vat)

HR Training Events

Thursday 6th April 2017 (0945 registration, 1000 start, finishing at 1300)
Wellshurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED
FOR CLERKS & COUNCILLORS

Tuesday 6th June 2017 (0945 registration, 1000 start, finishing at 1300)
East Horsley Village Hall, Kingston Avenue, East Horsley, Leatherhead, Surrey, KT24 6QT
FOR CLERKS & COUNCILLORS

Thursday 5th October 2017 (1745 registration, 1800 start, finishing at 2100)
Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ
FOR COUNCILLORS ONLY

Tuesday 14th November 2017 (1745 registration, 1800 start, finishing at 2100)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH
FOR CLERKS ONLY – Councils with 2 or more members of staff
The cost per delegate for this event is £55.00 ex VAT (£66.00 inc VAT

Three Counties Training

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Assistant CEO - Anne Bott

Chairmanship Training

Tuesday 21st February 2017 (1345 registration, 1400 start, finishing at 1700)
Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ

Tuesday 16th May 2017 (1745 registration, 1800 start, finishing at 2100)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH

Tuesday 4th July 2017 (1745 registration, 1800 start, finishing at 2100)
Wellshurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED

Tuesday 17th October 2017 (1345 registration, 1400 start, finishing at 1700)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH
The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)

Councillor Briefing & Awareness Updates

Thursday 9th March 2017 (1745 registration, 1800 start, finishing at 2100)
Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ

Thursday 22nd June 2017 (0945 registration, 1000 start, finishing at 1300)
Forest Room, The Sussex Exchange, Queensway, St Leonards on sea, East Sussex, TN38 9AG

Thursday 21st September 2017 (1345 registration, 1400 start, finishing at 1700)
Billingshurst Community Centre, Roman Way, Billingshurst, RH14 9EW
The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)

To see a complete list of our training events in 2017 and for links to booking forms please see our website at:
http://www.sussexalc.org.uk/events_training.asp

Bespoke Training

During 2017 we will be continuing to provide bespoke training for parishes across Sussex and Surrey. This training could range from Councillor Briefing and Awareness, Planning, Housing, Visioning, Chairmanship, HR, Social Media, plus more!

If you have a training need we would be delighted to hear from you!

http://www.sussexalc.org.uk/bespoke_training.asp

CiLCA Programme

Achieving CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is one of the first steps for a council to become eligible to use special powers bestowed by Government such as the General Power of Competence (GPC). Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do"* as long as they don't break other laws. CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognized qualification.

The portfolio required to achieve a CiLCA qualification builds on foundations that may already be in place as part of the day to day work in the council office. So whilst completing CiLCA can seem daunting at first, SSALC's CiLCA training & support programme gives practical advice for students to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

To find out costs, how to enrol and important dates please visit "CiLCA Programme" on the Events/Training page of our website: http://www.sussexalc.org.uk/cilca_fast_track.asp

CiLCA Fast Track

Pauline and I are pleased to release a couple of early 2017 CiLCA Programme dates for those wishing to start CiLCA in the New Year. You will find the dates and Programme information set out below.
Groups fill pretty quickly, so please get your competed registration forms back to me as soon as you can as I can't hold a space for you without it. When sending your forms please let me know what session date you wish to attend.
Our CiLCA programme costs £320 per student (please note that this does not include the CiLCA registration fee payable to SLCC*) **Your registration form needs to be completed and returned to izzyswan@sky.com to enrol.**
***IF YOU ARE PLANNING ON REGISTERING TO USE OUR PROGRAMME DO NOT REGISTER WITH SLCC UNTIL YOUR TRAINERS ADVISE YOU TO but please visit their website for details** www.slcc.co.uk
I have summarised our CiLCA Programme below –

· 1 group study day (available dates below) running through each Learning Outcome, the guide and how to submit the portfolio.
· Email forum support with your student group managed by the mentors. The forum is designed to discuss learning outcomes and share ideas/learning experience.
· An opportunity to send your learning outcomes to mentors for checking/comment.
· Support and advice from experienced trainers and mentors to help guide you through your independent learning experience.

Group A 2017	Group B 2017
30th January	13th March

Trainers and Mentors –
In some counties there are separate trainers and mentors for CiLCA support, in Sussex and Surrey's case your trainers and mentors are the same, they are –
Isabelle Mouland MILCM
Member Support Officer at SSALC,
Has CiLCA, CertHE Community Governance & in the second year of Level 5 of the SLCC Community Governance course.
Pauline Whitehead BA (Hons) FILCM
Parish Clerk & RFO to North Horsham Parish Council,
Has CiLCA, BA (Hons) Community Engagement and Governance & the mentor for the SLCC Community Governance course.
It would be advisable for a student to have worked with or had access to a council for a minimum of six months.
To ensure that you are supported whilst doing the training you will be asked to complete a learning agreement setting out the expectation of the trainer, student and employer – this learning agreement will be forwarded to registered students in due course.
Our training and support package "CiLCA Programme" is not compulsory and CiLCA students can register to take CiLCA with SLCC direct without our training or support.
If you have any questions about the programme please email me at izzyswan@sky.com
Please go to the CiLCA page of our website to complete and return your registration forms:
http://www.sussexalc.org.uk/cilca_fast_track.asp

Mrs Isabelle Mouland, ***CiLCA Programme Leader***

New SSALC Training Days!!

Year End Finances &

Meeting Procedures Training Day

Thursday 23rd February 2017

Year End Finance (registration 0945, start 1000, lunch at 1245, finishing at 1330) - A half day morning course covering year end finances. This course is suitable for both new Clerks/RFOs as a follow up to New Clerk Training and experienced Clerks/RFOs requiring a refresher. Councillors and Internal Auditors may also attend. The session will be run by Alison Stevens, Clerk to Westham Parish Council and New Clerk Trainer for SSALC.

Meeting Procedures (registration 1230, lunch at 1245, start 1330, finishing at 1600) - A half day afternoon course covering all meeting procedures including agendas, minute recording and code of conduct. This course is suitable for Clerks/RFOS and Councillors and will be presented by Anne Bott, Assistant CEO of SSALC.

*The cost per delegate for this event is £40.00 (ex VAT) for **either** half day course **or** £75.00 (ex VAT) for a full day to include both training courses. Lunch is included for all.*

For those wishing to take part in the full day, registration will be at 0945, lunch at 1245, finishing at 1600.

Book a place here: https://www.surveymonkey.co.uk/Finance & Meeting

Allotment & Cemeteries

Legal Compliance Training Day

28th March 2017

Allotments (registration 0945, start 1000, lunch at 1245, finishing at 1330) - A half day morning course covering allotments. This course is suitable for Clerks, office staff and councillors.

Cemeteries (registration 1230, lunch at 1245, start 1330, finishing at 1600) - A half day afternoon course covering cemetery legal compliance. This course is suitable for Clerks, office staff and councillors.
Both sessions will be presented by Roger Taylor of Wellers Hedley Solicitors.
For those wishing to take part in the full day, registration will be at 0945, lunch at 1245, finishing at 1600.

*The cost per delegate for this event is £40.00 (ex VAT) for **either** half day course **or** £75.00 (ex VAT) for a full day to include both training courses. Lunch is included for all.*

For those wishing to take part in the full day, registration will be at 0945, lunch at 1245, finishing at 1600.

Book a place here: https://www.surveymonkey.co.uk/Allotments & Cemeteries

Health & Safety Training Event & Risk Assessment Workshop

A full day of training for Clerks and Councillors who are tasked with managing health and safety within their council.

The morning session will cover **Health & Safety Management** and will examine general requirements for health and safety and how they apply to your council as well as providing an understanding of what you can expect from others, such as contractors.

By the end of the session you will be able to;

- describe the laws that relate to health and safety
- produce a list of health and safety documents for your council
- use health and safety to ensure contractors work safely

The **Risk Assessment Workshop** will focus on general risk assessment and show you how to develop a suitable and sufficient risk assessment document. Delegates can bring with them any completed risk assessments to the session as a review process to ensure that they are up to date. All organisations (voluntary, not for profit, public and commercial) have to undertake risk assessments, or ensure that other people have done them properly.

By the end of the session you will be able to;

- refer to the statutory requirements that require a risk assessment is done
- produce an inventory of risk assessments for your organisation
- act on the results of risk assessments and monitor any actions
- review other people's assessments and comment on their effectiveness

The programme will include relevant examples of where good risk assessments have saved both money and reputation as well as examples where a lack of risk assessment or insufficient attention to detail has resulted in attracting liability.

The training is designed specifically for SSALC by Steve Granger of The Granger Partnership (http://www.thegrangerpartnership.com/) Steve is a Chartered Fellow of the Institution of Occupational Safety and Health and a Past President of IOSH, the world's largest professional body for health and safety professionals.

Thursday 4th May 2017 – Wellshurst Golf Club, North Street, Hailsham, East Sussex, BN27 4EE *(Registration 0930, start 1000, finishing at 1600)* Book here: https://www.surveymonkey.co.uk/r/RCFDQT2

Thursday 15th June 2017 - Chichester Park Hotel, Madgwick Lane, Westhampnett Road, Chichester, PO19 7QL *(Registration 0930, start 1000, finishing at 1600):* Book here:
https://www.surveymonkey.co.uk/r/RCBMCCT

The cost per delegate for this event is £80.00 (ex VAT) and booking is strictly limited to one delegate per council due to limited numbers.

Spring Conferences 2017

Surrey Spring Conference *2nd March 2017 at The Georgian House Hotel, Haslemere, start time 0930 for 1000, finishing at 1530 to be hosted by the Mayor of Haslemere*

Book here: https://www.surveymonkey.co.uk/r/ZSHVX6Q

East Sussex Spring Conference *14th March 2017 at Blackstock Farm, Hellingly, start time 0930 for 1000, finishing at 1530*

Book here: https://www.surveymonkey.co.uk/r/ZS5WQLK

West Sussex Spring Conference *30th March 2017 at The Lodge Hill Centre, Pulborough, start time 0930 for 1000, finishing at 1530*

Book here: https://www.surveymonkey.co.uk/r/ZRV6XSK

The cost per delegate for all conferences is £40.00 per head (ex VAT) to include refreshments and lunch

Programmes to be confirmed

Please visit our website for further details and booking forms:
http://www.sussexalc.org.uk/index.asp

Policies and Procedures

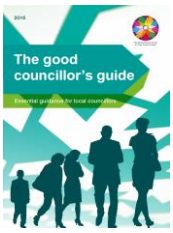
May we remind all councils, no matter how small that they should have adopted policies and procedures covering the following at the very least:

- Grievance
- Disciplinary
- Complaints
- Email, social media
- Data Protection
- Retention of documents

In addition, depending upon a council's responsibilities:

- Health & Safety
- Risk Assessment

Although we don't keep templates in the SSALC office, we will assist in sourcing template examples where we can.



Good Councillor's Guide

The Good Councillors Guide is available to download on our website (please ensure you are logged in): http://www.sussexalc.org.uk/publications_2016-01-01-GOOD-COUNCILLOR-GUIDE-2016-EDITION.asp

We are also selling hard copies of the guide at £2.00 per copy (plus postage and packaging for certain delivery requirements).

Please complete the online order form here: https://www.surveymonkey.co.uk/r/QTNVW88

External Auditor 2017

For information on the future external auditor provision through NALC you can now access information via: http://localaudits.co.uk/

Mark Mulberry, Mulberry & Co

SSALC is currently assisting with the following vacancies –

Battle Town Council - Deputy Town Clerk or Trainee Deputy Town Clerk

Hours 30 per week
Rate of Pay SCP 26 - 29 or Trainee Deputy Town Clerk SCP 18 - 25 depending on experience.
Closing Date 13/01/17

Alfriston Parish Council - Parish Clerk & Responsible Financial Officer

Hours 30 per week working from home
Rate of Pay LC2 SCP 24-28 (£11.30 - £12.84 per hour), subject to experience and qualifications of the successful candidate.
Closing Date 30/01/17

Shipley Parish Council – Parish Clerk & Responsible Financial Officer

Hours 13 per week working from home
Rate of Pay SCP 28-31, £24,717 - £27,394 pro-rata subject to experience and qualifications.
Closing Date 03/01/17

To be advertised shortly: Lancing Parish Council – Parish Clerk & Responsible Financial Officer

Contact *Lois Crouch on 01273 830203 / 07825 506649 or lois.crouch@ssalc.co.uk*

To download an information pack for these vacancies to see current vacancies visit: http://www.sussexalc.org.uk/vacancies.asp

SSALC would like to welcome the following clerks, assistant clerks & office staff to their new roles:

Ardingly Parish Council – *Stephanie Sparks (RFO)*
Battle Town Council – *Carol Harris (Town Clerk, previously Deputy Clerk)*
Betchworth Parish Council – *Marion Hallett (Parish Clerk)*
Crowborough Town Council – *Caroline Miles (Deputy Clerk)*
Crowborough Town Council – *Claire Campbell (Customer Service Assistant)*
Crowborough Town Council – *Amanda Negus (Committee Clerk/ General Office Assistant)*
Dormansland Parish Council – *Lisa Liggins (Parish Clerk)*
Harting Parish Council – *Patricia Walker (Parish Clerk)*
Leigh Parish Council – *Laura Mann (Parish Clerk)*
West Dean Parish Council – *Hannah-Louise O'Callaghan (Parish Clerk)*
Windlesham Parish Council – *Jo Whitfield (Assistant Clerk)*

If you are a new clerk or we need to change our contact details for your council please email anna.abrahams@ssalc.co.uk as soon as possible.

Mulberry & Co

Chartered Certified Accountants
Registered Auditors &
Chartered Tax Advisers
Lichfield House, 60 Abbots Ride, Farnham, Surrey, GU9 8HZ
Tel: 01252 820343 / 077 1041 0552
email: mark@mulberryandco.co.uk
www.mulberryandco.co.uk

Mulberry & Co are a small family run firm of accountants and tax advisers specializing in providing focused advice on accountancy, audit and taxation matters. As registered auditors and Treasurers to the Sussex & Surrey Associations of local councils we can provide an Internal Audit function suitable for Town & Parish Councils of all sizes.

Does your Council have a Planning problem?

I may be able to help

As a solicitor who is a Planning Inspector and a former Town Clerk in West Sussex, I have a unique blend of experience in Sussex and Surrey to offer advice and assistance to local councils when they encounter some planning issues.

If this is of interest, please contact me at the earliest possible stage

Sue Simpson

07758 741664

Chris Rolley Associates

Delivering quality services and added value throughout the local councils sector.

We are a small independent Sussex-based consultancy working solely within, and for, the local councils sector. Our specialist skills and extensive practitioner knowledge of this, the first tier of local government, means we are well placed to assist parish and town councils meet the challenges of

· The new localism agenda;

· Public sector cuts and the need to ensure efficiency and effectiveness throughout the organization;

· Societal change and the needs of the community;

· Ensuring quality is the imperative that drives service delivery;

· Providing value for money everywhere, and

· Achieving successful outcomes through people.

We provide a distinctive and value driven consultancy support service, which recognizes at all times the primacy of the client and guarantees added value in everything we do. Client confidentiality is assured as is the quality of the service we commit to provide.

Whether you need help with organizational or staffing reviews, recruitment, assistance with governance, help in enhancing performance and/or developing performance management systems, or project management expertise, we may be able to help and would welcome the opportunity to quote for your business.

For a no-obligation opportunity to discuss your needs please contact Chris Rolley on 01342 825643 or 07857 242983 or David Carden on 07969 272640. Alternatively email *chris@chrisrolley.co.uk*

How to contact us…

SSALC Switchboard no. 01273 830200
Suite C, Sackville House, Lewes, East Sussex, BN7 2FZ (Registered Office Address)
Company No. 8512101 (Registered in England)

Trevor Leggo *Chief Executive*	01273 830202 / 07825 506649	trevor.leggo@ssalc.co.uk
Jacqui Simes *Finance & Office Manager*	01273 830201	jacqui.simes@ssalc.co.uk
Isabelle Mouland *Member Support Officer* *(Currently on Maternity Leave)*	01273 830203	isabelle.mouland@ssalc.co.uk
Anna Beams *Events, Training & Communications Manager*	01273 830204	anna.abrahams@ssalc.co.uk
Lois Crouch *Administrative Apprentice*	01273 830203	lois.crouch@ssalc.co.uk
Anne Bott *Assistant Chief Executive*	07515 892443	anne.bott@ssalc.co.uk

Chairman East Sussex ALC: **Cllr Keith Stevens** (Wartling PC)
Vice Chairman: **Cllr Richard Jessop** (Battle TC)

Chairman West Sussex ALC: **Cllr Terry Oliver** (Broadbridge Heath PC)
Vice Chairman: **Cllr Mike Beal** (Selsey TC)

Chairman Surrey ALC: **Cllr Dr Richard Olliver** (Horley TC)
Vice Chairman: **Cllr Harry Fitzgerald** (Dormansland PC)

(All Chairmen's/Vice Chairmen's email address' can be found under the 'Contact Us' page of the SSALC website)
www.sussexalc.org.uk / www.surreyalc.org.uk

SSALC Officer Cover – Maternity Leave

Isabelle Mouland, Member Support Officer of SSALC leading on Surrey queries and the Recruitment Service is currently on maternity leave.
Continuing seamless service, Isabelle's role and duties will be covered by other SSALC Officers. The following list provides details of who you will need to contact:-

Surrey queries – *Anne Bott, Assistant CEO on anne.bott@ssalc.co.uk / annemareebott@hotmail.co.uk or 07515 892443*

Sussex queries – *Jacqui Simes, Finance & Office Manager on jacqui.simes@ssalc.co.uk or 01273 830201*

Recruitment – *Trevor Leggo CEO on trevor.leggo@ssalc.co.uk or 01273 830202*

Events/Training – *Anna Beams on anna.abrahams@ssalc.co.uk or 01273 830204*

Finance – *Jacqui Simes, Finance & Office Manager on jacqui.simes@ssalc.co.uk or 01273 830201*

CiLCA Programme – *Isabelle Mouland (from home), izzyswan@sky.com or Pauline Whitehead (from home), pauline.whitehead@twentyoneseven.co.uk*

Request to follow SSALC on Twitter!

Our profile is designed to give our members quick updates on recently released legislation, Finance updates, LTNs etc. For longer articles, we will direct you to our website.

Please note our profile is private and we will only accept/follow your councils profile and not individual councillors.

Follow us **@SussexSurreyALC**

If there is anything you would like to see in future editions of our newsletter or if you would like to write or include an article we would love to hear from you!

We are particularly interested in articles about completed projects or achievements by Councils or individuals.

Please contact Anna at anna.abrahams@ssalc.co.uk.

SALC

SURREY ASSOCIATION OF LOCAL COUNCILS