

Civic Heads' Training Seminar
Distribution list

Department of Legal and Democratic Services

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Contact: Richard Lee-Van den Daele
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Your Ref:

Date: 17 January 2012

Dear colleague

RE: CIVIC HEADS' TRAINING SEMINAR – TUESDAY 6TH MARCH 2012

I am writing to advise you that once again we are arranging a one day training seminar for incoming Civic Heads and Civic support staff to be held here in the City Hall, Bradford from 1000 until approximately 1545 on Tuesday 6th March 2012.

As in the past, the facilitators for the course are Ronnie Farley and Marilyn Box who operate their own company called Councillor Skills specialising in training for Local Government Councillors and Officers. This course is to be provided nationally on behalf of the National Association of Civic Officers. The seminar is aimed at prospective ceremonial Lord Mayors, Mayors, Consorts, Deputies, Chairpersons and Civic Office support staff.

As you will appreciate, the rôle of the Civic Head is quite unique and some can find the prospect a daunting one. This course will help a prospective Mayor/Lord Mayor or Chairman prepare effectively for the year ahead and polish the skills which will ensure their term in office is as effective as it is enjoyable.

The day will include discussion on the rôle of all the above and will identify any concerns and further needs that the delegates may have in carrying out their duties.

A further aim of the day is to provide the opportunity to meet and network with Members and Officers from other authorities in similar prospective roles.

The enclosed information sheet sets out the aims of the day and some of the topics that will be discussed.

Morning refreshments and lunch will be provided for all participants.

Over.../...



INVESTORS
IN PEOPLE



2009-2010
Positive engagement
of older people
2006-2007
Improving Rural Services:
Empowering Communities



CITY OF
BRADFORD
METROPOLITAN DISTRICT COUNCIL

The seminar will be very participatory and the facilitation methods used will include direct input, group discussions and syndicate work.

A selection of previous delegates' comments:

"Essential"; "very interesting and informative for both incoming Civic Heads and Civic Office staff"; "I've learned a lot"; "very informative...important aspects of being a Civic head covered in depth"; "excellent"; "very useful – helped to allay all doubts"; "very worthwhile".

The cost for this full day seminar is held at last year's price of £120 per person.

Please complete and return the attached booking form, by 28th February at the latest, to reserve your place/s on this training course. Places are limited and will be issued on a first come, first served basis. You will be invoiced at a later date or send your Purchase Order when applying.

A full programme for the day will be sent to you on receipt of your booking.

Should there be anything else you wish to know about the day which I have not already covered, please contact me by telephone or email and I will be happy to help.

Yours sincerely



Richard Lee-Van den Daele, BA
Lord Mayor's Diary Secretary

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Civic Heads' Training Seminar

Tuesday 6th March 2012, 10.00am – 3.45pm

City Hall

Bradford

BD1 1HY

City of Bradford Metropolitan District Council

What are the objectives of the session?

The day will include discussion on the role of prospective ceremonial Lord Mayors, Consorts, Deputies and Chairpersons and will identify any concerns and further needs that the delegates may have in carrying out their duties.

A further aim of the day is to provide the opportunity to meet and network with Members and Officers from other authorities in similar prospective roles.

The seminar will be very participatory and the facilitation methods used will include direct input, group discussions and syndicate work.

What will the session cover?

The role of the Civic Head and Team:

- Individual roles
- Team working
- The Civic role within the Council
- Diary management

Your concerns and personal considerations

Charity appeals

Workshops:

- Civic Heads – Chaining Council meetings
- Officers – Working session
- Other delegates – hints and tips from a former Lady Mayoress

For further information, contact:

Richard Lee-Van den Daele

The Lord Mayor's Office

City Hall

Bradford

BD1 1HY

A hot/cold lunch and refreshments on registration and mid-morning are included.

This event will be of interest to prospective :

Ceremonial Lord Mayors

Mayors

Consorts

Deputies

Chairpersons

Civic Office support staff

The trainers are Ronnie Farley & Marilyn Box of Councillor Skills, an organisation which specialises in training for Local Government Councillors and Officers. This seminar is provided nationally on behalf of the National Association of Civic Officers.

To book your place at this event:

Please complete the booking form and return to:

Richard Lee-Van den Daele

Lord Mayor's Office

City Hall

Bradford

BD1 1HY

Email:

Richard.daele@bradford.gov.uk

Fax: 01274 395529

Or call: 01274 432283

Cost of the event:

£120 per person

Closing date for bookings:

28th February 2012

Venue details:

City Hall

Bradford

West Yorkshire

BD1 1HY