



in conjunction with



**NORTH EAST REGIONAL EMPLOYERS'
ORGANISATION**

**NATIONAL ASSOCIATION OF
CIVIC OFFICERS**

HALF-DAY EVENT

THE ROLE OF THE CIVIC HEAD AND TEAM

MONDAY 5 JUNE 2023 (9.15 am to 1.45 pm including lunch)

COUNTY HALL, DURHAM, DH1 5UQ

What is the session about and what is the target audience?

It is a half-day course for elected members who anticipate election to the office of Mayor or Chair of Council at Annual Meetings in May 2023. Attendance by civic office support staff has also proved useful and beneficial. The event is also suitable for Town and Parish Council staff.

The interactive session will explore:

- Expectations from a range of perspectives, including
 - yours as incoming Mayor/Chair
 - the public's and
 - the Council's
- Measures of success for your term of office
- Skills and Qualities of a great civic head

Short introductory sessions on:

- Chairing Full Council – delegates should bring their own council's Constitution
- Public Speaking
- Social Media

There will also be an opportunity for questions from delegates – those submitted in advance of the session and arising during the workshop.

Facilitators

Philip and Jackie O'Brien, of EXPERIENCE2INSPIRE LIMITED – a training consultancy, which specialises in local government work.

Phil has 39 years experience of supporting civic heads.

A former Head of Democratic Services at Derby City Council, his first local government role was as Assistant Mayor's Officer and he served 32 consecutive Mayors of Derby.

Phil is a founder member and sits on the Executive Committee of the National Association of Civic Officers (NACO) and is author of 'Surviving Scrutiny - a 21st Century Civic Office.'

He also helped develop the ADSO Diploma Civic Pathway.

Jackie has over 35 years experience in designing and delivering training and coaching across many different sectors. She is a Learning & Development professional and an Associate of the Institute of Personnel Development.

For the last four years Jackie has concentrated on consultancy work with a specialism in Equality & Diversity and Leadership Development. She has a career background building positive initiatives to support the entry of women into under-represented roles.

Phil and Jackie are both Affiliate Consultants with Link Support Services (UK) Ltd, a specialist Member Development service led by David McGrath.

Course content is endorsed by NACO and EXPERIENCE2INSPIRE is a NACO training partner.

Programme

- 9.15 am **Refreshments and registration**
- 9.30 am Event starts
- 11.15 am **Refreshments**
- 1 pm Event finishes, followed by a **light lunch**

Event Fee

The cost of the event is £125 + VAT per delegate. This will include payment for refreshments and seminar notes. **Please do not send payment with your booking form as invoices will be issued after the event.**

Booking Arrangements

Email reservation form to Maureen O'Keefe - mokeefe@nereo.gov.uk

Closing Date: Friday 19 May 2023

Members are reminded that they should follow their authority's internal application process before submitting applications.

PLEASE NOTE THAT ALL BOOKINGS WILL BE CONFIRMED IN WRITING BY NEREO AND JOINING INSTRUCTIONS FOR DELEGATES WILL BE ISSUED APPROXIMATELY 10 WORKING DAYS PRIOR TO THE EVENT.

FURTHER DETAILS

For further details please contact Maureen O'Keefe on 0191 2495874.