

Advanced Committee Administration Programme

Everything you need to help you develop in the role of Committee Administrator

Aim of the programme

To provide participants with the skills and knowledge to carry out their role effectively. To enable participants to share good practice with each other and learn from experienced practitioners.

Style

The programme will consist of some facilitator input, plenty of practical exercises and group discussions. Delegates will receive a comprehensive course handbook.

The content will support those working towards the new qualification in Democratic Services.

Duration: 2 days

Dates: 18 and 19 October 2011

Venue: SEE Offices, Winchester

Cost: £350 plus VAT (ADSO members)
£375 plus VAT (Non ADSO members)

Content will include

- Working effectively with elected members
- The legislative framework
- Managing meetings including agenda preparation, decision making and minute writing.
- Ethics and standards
- Decision making (including bias and pre-determination)
- The neighbourhood agenda and partnership working
- Overview and scrutiny.

Who should attend?

Perfect for those working in Committee Administration, including member service and democratic service officers. The programme is designed for those with 18 months—5 years experience in the role.

Facilitators

A range of experienced practitioners currently working in democratic services led by Sue Keogh, Development Consultant, South East Employers.

For further information please contact Sue Keogh (sue@seemp.co.uk). Please contact Bev Jackson (bev@seemp.co.uk) for a booking form.

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