

Committee Administration

17 & 18 January and 8 & 9 February 2012

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

Aim

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.

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



4 days
£650

What will it cover?

- ◆ Working effectively with Elected Members
- ◆ Legislative Framework
- ◆ Managing meetings including agenda preparation, decision making and minute writing
- ◆ Ethics and standards
- ◆ Understanding different types of meetings
- ◆ The neighbourhood agenda and partnership working
- ◆ Overview and scrutiny

Should I attend?

Perfect for newly appointed or inexperienced Committee Administrators, including Member Services and Democratic Services Officers in local authorities.



To book,
or for further information
please email
bev@seemp.co.uk

Facilitators

A range of experienced practitioners currently working in Democratic Services led by Sue Keogh, Development Consultant, SEE.