

Report on	Conferences, Seminars & Training
Date of Meeting	27 October 2022
Reporting Officer	Philip Moffett, AD: ODSP
Contact Officer	Eileen Forde, Member Support Officer

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

1.0	Purpose of Report
1.1	Provide an update on seminars and conferences received. To seek approval for (i) elected member attendance and the payment of registration/ attendance fees and associated costs, as incurred and, (ii) council officer approvals.
2.0	Background
2.1	Costs associated will be set against 2022-23 member Conference, Seminar and Training allocations.
3.0	Main Report
3.1	Approval for Consideration of Attendance by Elected Members There are occasions when it is beneficial to Members to attend training, conferences and seminars to better equip them in their role as elected representatives. Approval for attendance as detailed in Appendix 1 to this report is sought.
3.2	Officer Approvals There are occasions when it is beneficial to the council for Officers to attend conferences and seminars. Approval for attendance as detailed in Appendix 2 to this report is sought.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications

	Financial: Costs to be set against Members 2022/2023 conference/seminar/training allocation. Any costs incurred above annual allocation to be incurred by Member
	Human: not applicable
	Risk Management: not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	Approval for attendance at the conferences, seminars and training by members and council officers as required.
6.0	Documents Attached & References
	Appendix 1 Elected Member Conferences, Seminars & Training Appendix 2 Staff Conferences, Seminars & Training

Appendix 1

Member Training

Provider/Course	Date & Time	Location	Costs	Attendee Requests
National Association of Councillors	25 th -27 th November 2022	Station Hotel, Carlisle	£350 plus VAT together with Travel and subsistence	
Government Events - Win More Funding Bids – How to Prepare and Manage	23 January 2023	Online	£495+VAT (discounts may apply)	Cllr Colvin

NATIONAL ASSOCIATION OF COUNCILLORS

Conference & AGM

Financial Crisis

Station Hotel, Carlisle

25th-27th November 2022

Delegate Booking Form

Name of Delegate.....

.

Organisation.....

Delegate's Email.....

Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....
....

Position.....Organisation.....
.....

INVOICE, email address for invoice.....

To Register – Complete the delegate details above, and either: -Email a copy of this form to Generalsecretary@nationalassociationofcouncillors.org

or Post form to NAC Bookings, Council Offices, 6 Goatbeck Terrace, Langley Moor, Co. Durham DH7 6JJ

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £85 plus VAT per night. If you book the hotel direct the rate will be £135 inc VAT. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)

Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.

Nominations for Vice President

Voting on Nominations

Vice presidents address

National Secretary's Report

Cllr Brian Nelson

Papers to be available at the meeting

NAC Support Services

Annual accounts

Ald David Nicholson

Copies available at the meeting

Resolutions, to be given in writing 7 days before meeting.

Cllr Brian Nelson

Win More Funding Bids – How to Prepare and Manage a Grant Application

January 12, 2023

Online

AGENDA

9:20 Registration

9:30 Welcome and Overview

9:45 Part 1. What is the Grant Application Process?

- What rules and regulations govern grants?
- Overview of the process.
- Where to look to find grant opportunities
- How to select the best grant applications for your organisation.
- Understanding funders needs and how they score your bid.
- Exercise – Bid/No Bid process. How to win more by finding prime opportunities
- How to get your organisation application ready.
- Exercise – How to analyse the key eligibility requirements.

13:15

Part 3. Bid application management planning

- Best practice and project management tools for funding applications.
- How to manage tasks against time and budget restraints.
- Getting your subject matter experts onboard and productive.
- Exercise – Sharing bid management best practice.

14:30

Break

14:45

Part 4. Making it work for you and your organisation

- Building a long-term approach to bidding.
- Using feedback to drive continual improvement.
- A format for case studies – the ultimate evidence.
- What is capture planning and using it to prepare for upcoming opportunities.
- How to get the best from your wider team

11:00

Break

11:15

Part 2. Writing persuasive content

- The biggest mistakes and how to avoid them.
- Exercise – Engage your reader from the first line by planning answers/content and writing powerful headlines.
- Re-structuring application responses for clarity and power.
- Exercise – How to improve an application response.
- Funding writing tips and tricks.
- What does a robust budget look like?

12:30

Lunch

16:00

Questions and Answers

16:15

Trainers Summary and Close

https://www.governmentevents.co.uk/event/win-more-funding-bids-how-to-prepare-and-manage-a-grant-application-12th-january-2023/?utm_medium=email&utm_content=click%20here&utm_campaign=grants%2011%2F10%2F22&utm_source=Adestra&utm_term=Grants



National Association of Councillors, AGM

26th November 2022
9:45
Station Hotel, Carlisle

Meeting called by: Cllr Charlie Casey (Chairman)

Note taker: Cllr Susan Nelson

Attendees: Delegates to the NAC

Agenda topics

Chairman's Welcome Cllr Charlie Casey

Apologies for Absence

Minutes of the 2021 AGM Cllr Brian Nelson

Election of Chairman for 2 years Chairman

(Nominations from England Region)

Voting on Nominations

New Chairman to be presented with the Chairman's

Chain of Office

Chairman's Address New Chairman

Retiring Chairman's Address Cllr Charlie Casey

Election of Vice Chairman

(Nominations from the Scotland Region)

Voting on Nominations

The New Vice Chairman to be presented with

The Vice Chairman's Chain of Office

Appointment of the New President, (2 year term)

The Retiring President Shall invest the new President with the Chain of Office. Cllr Marie Garrity

Presidents Address Cllr Beth Adger

Retiring Presidents address Cllr Marie Garrity

Election of Vice president (2 year term)

Approval – Conferences – October/November 2022**Approval – Conferences - Retrospective**

Details of Conferences	Service/ Directorate	No. Attending	Cost	Date	Location
Conveyancing Conference	Corporate Services/Finance	1	£100+ vat	18 th October 2022	Online
AVEA Annual Conference	Tourism- Chief Executive's	1	E 307 Approx.	17&18 Oct 22	Wexford
CIEH Beauty Conference	Env Health Communities & Place	1	£70	18 th October 22	OnLine

Approval – Conferences -

Details of Course	Service/ Directorate	No. Attending	Cost	Date	Location
International Tourism Trade Show	Tourism	3 – Charmian Bell, Allison O'Keefe & Mary McKeown	£444 p/person (contribution made by Tourism NI £517.50)	6 th to 8 th November (Approval granted Council Feb 22)	London