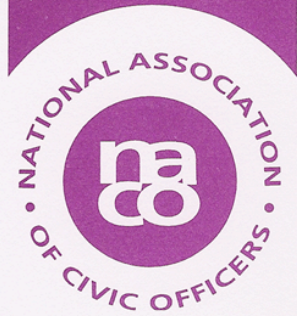


NATIONAL ASSOCIATION OF CIVIC OFFICERS



naco.uk.com

TRAINING EVENT & ANNUAL GENERAL MEETING

Thursday 17th March 2016

Southwark Council

160 Tooley St

London SE1

20H

What you can expect

The emphasis of the day will be on learning and networking and aimed at all types of Civic staff and will include a variety of presentations and workshops. The day will include the Annual General Meeting of NACO, when the 2015 Civic Office of the Year Award will be presented.

Who should attend this event?

- Civic Secretaries/Civic Officers
- Civic Administrative/Supervisory staff
- Democratic Services staff
- Managers of Civic Sections
- Chauffeurs/Attendants/Mace Bearers

The event is not aimed at Civic Dignitaries or Provosts/Chairs of Council but for those who support the work of the civic office.

Keynote Speaker

Bruno Peek, one of Britain's leading event organisers, has masterminded some of this country's most memorable celebrations, including spectacular events for The Queen's Golden and Diamond Jubilees. Many Civic offices will have participated in some of his national initiatives.

Training Workshops

There will 4 full-length interactive workshops, designed to be of interest to a wide variety of civic practitioners, and delegates will be able to attend 3 of the workshops. Details of the workshops follow and a selection form for them will be sent out when you register. All workshops will be interactive with plenty of opportunities to share best practice or simply to learn what your peers are doing and then pass their ideas off as your own...

The workshops are:

A: SOCIAL MEDIA – ARE YOU MAKING THE MOST OF IT?

Whether you are already using social media (Twitter, Facebook, You Tube, and Instagram) or about to start this workshop is for you! After a brief presentation from Michelle Davies, Mayor's Support Officer at the London Borough of Richmond upon Thames, on how she uses Twitter to raise the profile of the Mayor, promote civic and fundraising events and build relationships with local schools, business, organisations and residents, delegates will have the opportunity to share their social media experiences and discuss how the modern Civic Office can use these platforms to their advantage.

B: SUFFRAGETTE CENTENARY

How can we inspire the women of today to play a role in civic life by learning more about the women who made it all possible? The Women's Local Government Society, working with partners, including NACO, wants to identify 100 women across the country who not only fought for the right to vote, but then went on to use their new roles. Our Civic Heads are well placed to promote this new way of exploring our local civic history. Come and find out how we can build up local projects ready for 2018, the Centenary of the Representation of the People Act.

C: A MOVING EXPERIENCE

An issue, which will impact on every civic office, perhaps with increasing frequency, is the provision of transport to the civic head. There are many models and questions to debate –

- to buy or lease a car?
- to employ directly a chauffeur or contract out?
- to use taxis or even self-drive?

There is no 'one size fits all' solution, but being fully aware of the options, with an idea of the pros and cons of each, will better equip us to respond, when the matter is next raised. Marsha Whiteway, from Canterbury City Council, has recently been through the review process and will lead this workshop, to set out her findings, but also to encourage delegates to share their thoughts and tease out innovative ideas.

D: SPEED NETWORKING

Delegates always state that one of the key benefits of attending NACO events is the facility to network with colleagues. When we work in isolation it is great to have an opportunity to discuss issues, with peers, to seek a solution. It is probable that a problem has been experienced and solved elsewhere and this workshop will seek to give structure to these exchanges of ideas.

A number of very experienced civic officers, some of them with specific areas of expertise, will be available in the workshop room and will rotate around groups of delegates for ten minute Q&A sessions. Delegates will get to speak to at least five specialists within a small group to cover the maximum number of subjects.

Programme

- 09.00 Registration and refreshments
- 10.00 Official Opening of Training Day & AGM
- 10.10 Keynote Address – Bruno Peek, LVO OBE OPR
Pageantmaster
- 11.10 Break
- 11.25 Workshop 1
- 12.35 Lunch
- 13.30 Annual General Meeting of the National Association of
Civic Officers, including presentation of the Civic Office of
the Year 2015 Awards
- 14.00 Workshop 2
- 15.10 Break
- 15.20 Workshop 3
- 16.30 Finish
(Programme subject to change)

Training Event Fee

The fee for the training event is **£110 inclusive** of attendance at your choice of 3 workshops and all refreshments.

N.A.C.O.

The National Association of Civic Officers was launched in 1999. One of the aims of the Association is to provide training for all types of staff working in civic offices throughout the U.K. It also wishes to act as a networking forum for staff.

Venue

This year's training event and AGM will be held at the offices of the London Borough of Southwark, 160 Tooley St, SE1 2QH
Southwark is easily accessible from London Bridge station and from all the mainline stations via the Tube.

Suggested Hotel Accommodation

Premier Inn – www.premierinn.com

- London Tower Bridge
- London Borough Market
- London Tate Modern

Travelodge – www.travelodge.co.uk

- London Central Southwark
- London Waterloo

All of the above hotels are within easy reach of Tooley Street but most hotels in central London that have easy access to London Bridge station would be suitable.

Events Office

Should you have any queries regarding the hotels or travel to Tooley Street then please contact:

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