



ESSEX ASSOCIATION OF LOCAL
COUNCILS

Delivered at the EALC Offices

£90 + VAT

24th November 2021

10.00am—3.30pm

**Law & Procedures
Course**

Course Tutor—Abi Wood

Learning Objectives:

- ♦ Committees & Working Parties
- ♦ Local Council Award Scheme
- ♦ Code of Conduct
- ♦ Meeting Procedures

Learning Outcomes:

- ♦ The Powers & Duties that Councils have and when the power can be delegated.
- ♦ The Legal Requirements relating to the Agenda and calling meetings
- ♦ The importance of Minutes
- ♦ The importance of the Code of Conduct & declaring interests
- ♦ The casual vacancy
- ♦ The importance of the Local Council Award Scheme.

The course is suitable for Clerks, Councillors and other officers either if new to a Council or as a refresher.

All booking forms to be sent to pearl.willcox@ealc.gov.uk