



Association of  
Democratic Services  
Officers

# Working in a Political Environment

This course is aimed at those new to working in a political environment or for those who may be about to have more direct involvement with elected members and who wish to improve their understanding of the roles of Members and Officers and to develop their political awareness.

Topics:

- Members and Officers – differences and similarities
- Understanding the different roles of Members
- The Political context
- Skills and behaviours for working effectively in a political environment
- Protocols and codes of conduct
- Case studies
- Surgery – an opportunity for delegates to raise issues from their own Authorities
- Learning points and action planning

This course will run from 10am until 4pm with breaks for lunch as well as tea and coffee

<b>Friday 8 November 2019</b>		Camden – Crowndale Centre
<b>Cost of Attendance</b>	<b>First delegate</b>	AEA member – £275 (plus vat) With Member support fund discount <b>£200 (plus vat)</b>
	<b>Second Delegate from the same Authority</b>	AEA member – £138 (plus vat) With Member Support Fund Discount <b>£100 (plus vat)</b>
	<b>Subsequent delegates from the same Authority*</b>	AEA member - £138 (plus vat) With member support Fund Discount <b>£50 (plus vat)</b>
	<b>Non-member</b>	<b>£358 (plus vat)</b>
Non-members wishing to join the Association may download a membership application at <a href="http://www.aea-elections.co.uk/join">www.aea-elections.co.uk/join</a>		
*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.		
If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply: <ul style="list-style-type: none"> <li>• Less than two weeks before the event 100%.</li> <li>• Less than four weeks before the event 60%</li> <li>• More than four weeks before the event £20</li> </ul> If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.		