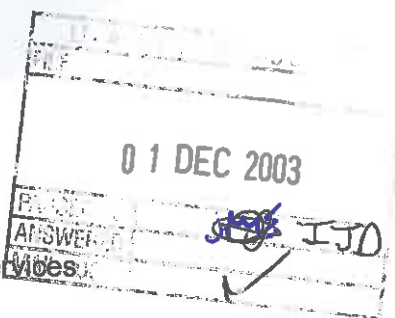


A2.



Mr J. Egan  
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Carlisle City Council  
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**Committee Manager**

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Our Ref: CMW

Contact: Mrs Woods

Ext: 7440

Your Ref:

Date: 27 November 2003

Dear Mr Egan

## **STANDARDS TRAINING – LOCAL DETERMINATION OF MISCONDUCT ALLEGATIONS**

I have finally been able to arrange a date and a venue for the Hearings' training! It will be held on Tuesday, 20 January 2004 at Newtonrigg, Penrith and will be run by Mr Keith-Lucas from Wragges' Solicitors. He has presented the course on a number of occasions and feedback which we have had about him has been very good. The training event will also count as 4 hours CPD for those attendees who are lawyers. There will be the opportunity to participate in a role-play situation in the afternoon.

The total cost for the day's training will depend on the number of participants. Roughly, at the moment, I estimate that there could be about 50 in total from all the Cumbrian Authorities and Lancaster City Council. Mr Keith-Lucas's fee is £4,000 + VAT and the venue cost is £12 per head (including refreshments and buffet lunch). This is based on South Lakeland re-producing and circulating the documentation to participants on behalf of Mr Keith-Lucas.

I would be grateful if you could let me know who your delegates will be **by 12 December 2003** and, approximately a week before the event, I will send you some documents setting the scene for the day. If there are any particular local issues which participants would wish to be covered during the training event, please let me know as soon as you can as it may be possible for Mr Keith-Lucas to 'weave' these points into the session.

It is anticipated that the day will start with registration and coffee at 9.30 a.m. and finish at about 4.00 p.m. with a short break for a buffet lunch at 1.00 p.m.

I understand that there is en-suite bed and breakfast accommodation on site at a cost of £23 for those who may wish to consider staying over-night. Anyone interested should contact Janet Rowbury on 01772 894061.

I look forward to hearing from you shortly.  
Yours sincerely

*Chris Woods*  
Administrative Officer

