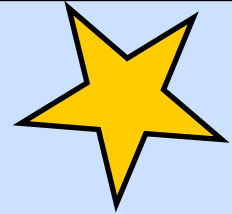


Welcome to our monthly training bulletin.
Please share this with your councillors and other staff.

What's New this Month?



Finance Workbook demo—10th October. See page 3.
JADU Basics—20th October. See page 3.
Councillor Induction & Refresher—24th October & 7th November. See page 2.
Councillor all day Workshop—1st November & 29th November. See page 3.
Clerk's Networking Day/SLCC AGM—22nd November. See page 11.
JADU Advanced—24th November. See page 3.
Chairs Workshop—5th December. See page 3.

Events Sold Out:

Planning—25th September
Chair & Clerk—4th October

Expressions of Interest

We are still logging expressions of interest for further Play Area Inspection and Cemetery Management & Compliance training. If we receive sufficient interest we will try and arrange this training. Please log your interest via enquiries@lalc.co.uk.

Mentoring

Although we offer New Clerk training, LALC may also be able to offer one to one mentoring for new clerks. This usually consists of a number of phone or video conference sessions providing support and guidance as required. Sessions are charged at £20 plus VAT per hour. Contact us for enquiries.

Internal Audit

LALC can offer an Internal Audit service for its councils. This will consist of a mid-year audit to go through your governance in depth, and a light-touch audit at year-end enabling you to confidently sign off the AGAR. When you request an audit, we'll contact you to discuss what you need, agree the terms of service with you and then put you in touch with your internal auditor. All our internal auditors are experienced clerks who will follow the guidance and process as per the JPAG Practitioners' Guide (Section 4—Best practice guidance for internal audit).

Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC

Course	Description	Date(s)	Location
New Clerk's Induction (Two-part)	This session builds on the basics for anyone who has become a clerk within the last two years. Topics covered will include: <ul style="list-style-type: none"> • Powers • Duties • Meeting procedures • Finance 	Part two: 20th September 2023 10:00—16:00	LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR
Councillor Induction & Refresher	Aimed at councillors with or without any experience covering topics such as: <ul style="list-style-type: none"> • The role of the council and councillors • Legal obligations and the employer role • Finance • Risk management • Code of conduct • Declarations of interest • Community engagement • Transparency code obligations 	26th September 2023 18:00—21:00 24th October 2023 18:00—21:00 7th November 2023 18:00—21:00	Mareham Le Fen Community Centre, Horncastle Road, Mareham Le Fen, PE22 7QL Zoom Zoom
Finance Workbook demo This demo is free for ATS and non-ATS members	This Excel workbook has been designed for smaller councils who perhaps don't use one of the proprietary packages such as Scribe or Rialtas. It brings all key financial information together in one place, including assets, payments, receipts and budget. Simple but effective reports can be generated for councillors at the push of a button and the annual return (AGAR) is automatically calculated.	10th October 2023 10:30—12:00	Zoom
Council Procedures & Meetings	Covers: <ul style="list-style-type: none"> • Agendas • Minutes • Meetings • Powers • Duties • Policies 	17th October 2023 10:00—16:00	Washingborough Community Centre (The Sports Pavilion), Fen Road, Washingborough, LN4 1AB


LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
JADU Basics	For clerks without any previous JADU experience who would like to manage their own Lincolnshire County Council Website.	20th October 2023 10:00—16:00	Skype
Precept & Budget Setting Workshop	This event will provide a chance to hear from a District Council officer about the budget-setting assumptions that are being applied for the next financial year. Useful for clerks, RFOs and councillors involved in budget and precept setting. The session is interactive and questions will be answered if possible.	30th October 2023 14:00—15:30 31st October 2023 18:30—20:00	Zoom
Councillor Workshop	An all-day in depth course covering topics including: <ul style="list-style-type: none"> • Powers and duties • Policy and procedure • Employment • Meetings • Planning • Financial management. 	1st November 2023 10:00—16:00 29th November 2023 10:00—16:00	LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR
JADU Advanced	For clerks who have already received JADU training and who are already managing their Lincolnshire County Council website.	24th November 2023 10:00—12:30	Skype
Chair's Workshop	This training session will suit Chairs of parish and town councils, Chairs of Committees and Vice Chairs. Topics covered will include: <ul style="list-style-type: none"> • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement 	5th December 2023 18:00—21:00	Zoom

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Employment —delivered by:		 (Chris Moses)
All sessions are held via Zoom 2 hours duration		
Course	Description	Date(s)
Appraisals	Covers the benefit of appraisals, potential pitfalls, preparation, the appraisal process.	6th November 2023 10:00—12:00
Managing performance	How to overcome common Employee performance problems such as poor standard of work, attendance and absenteeism, misconduct and misuse of social media. Includes informal counselling approaches, as well as how to conduct Formal Disciplinary action in accordance with current legal obligations.	17th January 2024 18:00—20:00

Check out the Chris Moses podcasts produced as part of the Civility & Respect project



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Podcast #1 — Building an effective personnel committee: Chris explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the critical issues.

<https://www.youtube.com/watch?v=QXhfwMoVJ1g>

Podcast #2 — Recruitment: Chris covers the critical considerations for councils about recruitment.

https://www.youtube.com/watch?v=DOMDep_nWJU

Podcast #3 — Handling grievances: Chris covers the critical considerations for councils about handling grievances. This is an introduction to the subject and should be viewed alongside current grievance policies.

<https://www.youtube.com/watch?v=QPj4d8t2T1o>

Podcast #4 — Handling disciplinary situations: Chris covers some of the critical considerations for councils about handling disciplinary situations. This is an introduction to the subject and should be viewed alongside current grievance policies.

<https://www.youtube.com/watch?v=m64iq42W2Xo>

Podcast #5 — Appraisals: Chris covers some of the critical considerations for councils about appraisals. This is an introduction to the subject.

<https://www.youtube.com/watch?v=1XEUWe1YZgM>

Podcast #6 — Sickness and absence: Chris covers some of the critical considerations for councils concerning sickness and absence management. This is an introduction to the subject.

<https://www.youtube.com/watch?v=l6PVM0W1dmE>

LALC Core training: Included within our Annual Training Scheme

Finance—delivered by:

All sessions held via Zoom

10:00—11:30am **unless otherwise specified***



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
VAT for VAT registered councils	For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge. This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.	3rd October 2023 7th December 2023
Finance for Councillors	This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances. Topics include: Roles and responsibilities; setting a budget and precept ; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils	26th September 2023 5th October 2023 10th October 2023, 18:30* 17th October 2023 2nd November 2023 7th November 2023 14th November 2023, 18:30* 30th November 2023
New clerk's finance	This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	19th September 2023 FULL 16th November 2023
VAT—Partial exemption	For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.	Awaiting new dates
VAT for unregistered councils (VAT126)	For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT using Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects. Topics include: how VAT law applies to local councils; where to find the law and guidance; business and non-business activities; understanding whether sales are taxable or exempt from VAT; when a council must register for VAT; when VAT can be reclaimed; Partial exemption; Reclaiming VAT when using grants and donations.	28th September 2023 31st October 2023 12th December 2023

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

LALC Core training: Included within our Annual Training Scheme

Finance—delivered by:

All sessions held via Zoom
10:00—11:30am **unless otherwise specified***




PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Procurement	<p>For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils.</p> <p>This session is an introduction to the basics of procurement for local councils:</p> <ul style="list-style-type: none"> • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts. 	12th October 2023 28th November 2023
Budgeting for clerks and finance staff	<p>This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Setting a budget and precept • Contingencies and reserves • How the council tax base affects the budget • Inflation • Budget monitoring 	10th October 2023 FULL 19th October 2023 9th November 2023 14th November 2023 23rd November 2023
Internal controls	<p>This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Roles and responsibilities • Financial risks • Purpose of internal controls • Case studies • Examples of controls • Review of internal controls 	27th September 2023 8th November 2023 13th December 2023 17th January 2024

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

LALC Non-Core training: Not included within our Annual Training Scheme


Council Communications		
Course	Description	
All sessions held via Zoom. 1.5-2 hours. £25 plus VAT.		
Communicating with your community part 1: creating a communications strategy	It's important for councils of all shapes and sizes to create a public communications strategy that supports the delivery of your council's priorities, aims and objectives. We explore latest best practice for creating an effective, sustainable and resource-appropriate communications strategy that fits with the needs and aspirations of your council.	3rd October 2023, 11:00 9th November 2023, 9:30 7th December 2023, 9:30 11th January 2024, 9:30
Communicating with your community part 2: engaging with your community	Help you consider how to implement your communications strategy and engage with your community. Explore how councils can communicate and engage, as well as building sustainable conversations. Discover the tools, strategies and techniques needed to better promote your own messages but also to better respond to the voices within your local community.	4th October 2023, 11:00 14th November 2023, 9:30 13th December 2023, 9:30 16th January 2024, 9:30
Recruiting and retaining a more diverse pool of local councillors	How can you find and encourage a more diverse pool of people to stand or be co-opted as town or parish councillors? It is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. Explore effective ways councils and councillors can engage people over time, building up their awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.	5th October 2023, 11:00 5th December 2023, 9:30 9th January 2024, 9:30
How councils can more effectively engage with young people in their communities	Young people are often a hard-to-reach demographic for councils a engage with. We explore what we actually mean by the term 'young people', what issues matter to different people, how to effectively reach and engage with young people, both online and offline, and how to build partnerships with youth-focused organisations in your area.	10th October 2023, 11:00 30th November 2023, 9:30 15th January 2024, 9:30
Dealing with local and regional media	From local newspapers and magazines to regional TV and radio, traditional media provides councils a platform to communicate with residents, but engaging with journalists can be daunting. Explore how you can build effective two-way relationships with journalists, how to write effective press releases and how to get regular coverage in your local and regional media.	18th October 2023, 10:30 29th November 2023, 9:30 24th January 2024, 9:30
Crisis communications for local councils	We never know when a crisis could strike. From local flooding to a council meeting going viral there are many ways in which councils can find themselves in the eye of the media storm. This session takes participants through the detail of preparing for a crisis no matter what form it may take. Passing on expert tips and guidance on being as prepared as you can be should the worst happen.	22nd November 2023, 9:30 22nd January 2024, 9:30

Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-events/>

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

LALC Non-Core training: Not included within our Annual Training Scheme

Council Communications		
Course	Description	
All sessions held via Zoom. 1.5-2 hours. £25 plus VAT.		
Social media part 1: Getting started with social media for councils	Social media provides councils with an opportunity to significantly enhance their communications. Discover how to get started on social media and get the fundamentals right. How to create a social media strategy, get the most out of Facebook in particular, and make use of time-saving tools and techniques.	19th October 2023, 11:00 11th December 2023, 9:30 15th January 2024, 9:30
Social media part 2: Advanced social media strategies and tactics for local councils	We look at how different platforms can help councils take their social media presence to the next level. Explore how to get the most from each platform and ensure your social media content is delivering on your council's communications objectives.	19th September 2023, 10:30 24th October 2023, 11:00 12th December 2023, 9:20 18th January 2024, 9:30
Councillors training: Social media skills for parish and town councillors	Social media provides councillors an opportunity to engage and communicate with their residents. It can be tricky to get started and to know where to focus your time and effort. We walk you through the essential ways to get the most out of key social media platforms as a local councillor, what issues to be mindful of, and we provide top tips to engage with your residents.	20th September 2023, 18:30 25th October 2023, 19:00 7th December 2023, 18:30
Dealing with difficult people and conversations in our local councils	Managing our professional relationships is important, yet it can be a challenge to deal with difficult people and difficult conversations. In this session we explore practical techniques and ideas to manage difficult people and conversations in a council environment.	26th October 2023, 10:30 29th November 2023, 13:30 24th January 2024, 13:30
Councillors training: Chairing council and public meetings effectively	Designed for councillors, regardless of whether you are an experienced chairperson or whether you are new to the role. Explore how to effectively prepare for meetings, how to get the most out of the meetings you chair and from other councillors, and how to deal with tricky situations.	21st September 2023, 18:00 23rd November 2023, 18:30 29th January 2024, 18:30
Canva Part 1—Getting started	Designed to help councils get started with Canva. Discover how to use Canva to create content for a variety of community engagement purposes, including printed material, websites and social media. Covering how to create new designs, make use of templates, add text and images, and customise designs.	24th October 2023, 13:00 28th November 2023, 9:30 11th January 2024, 13:00
Canva Part 2—Advanced	Designed for councils already experienced with Canva and want to learn its more advanced features and techniques. Learn how to use advanced tools to create complex designs and layouts as well as how to set up your council's brand. Explore how to integrate Canva with your social media, how to make use of its scheduling features and using Canva to create and edit video content.	25th October 2023, 13:00 30th November 2023, 13:00 18th January 2024, 13:00



Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-events/>

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes


LALC Non-Core training: Not included within our Annual Training Scheme

Courses delivered directly by LALC or partners

CiLCA	 		
Description	Date(s)	Fee	Location
<p>Introductory session available for candidates to decide whether they are ready to pursue this qualification.</p> <p>To obtain CiLCA it is advisable that you have at least 12-months' experience of local government procedures.</p> <p>This is a Level 3 qualification equivalent to A' Level standard and you will need approximately 200 hours to complete your portfolio.</p>	<p>27th September 2023 13:00—16:00</p>	<p>Introductory session is free.</p>	<p>LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR</p>
<p>To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.</p>		<p>£275 plus VAT</p>	
<p>When you are ready to register for the CiLCA qualification, the SLCC fee will apply. (Payable direct to SLCC).</p>		<p>£450 (no VAT)</p>	
<p>CiLCA Unit Module 5 (LO25—LO30)</p>	<p>27th September 2023 9:00—12:30</p>		<p>Zoom</p>
<p>CiLCA Day 1:LO1—LO10</p>	<p>11th October 2023 10:00—16:00</p>		<p>LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR</p>
<p>CiLCA Day 2:LO11—LO20</p>	<p>15th November 2023 10:00—16:00</p>		<p>LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR</p>
<p>CiLCA Day 2:LO21—LO30</p>	<p>13th December 2023 10:00—16:00</p>		<p>LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR</p>


LALC Non-Core training: Not included within our Annual Training Scheme

Offerings from LALC partners

Dispute Resolution Programme		 (Chris Moses)
<p>Personnel Advice & Solutions Ltd has produced a Dispute Resolution Programme aimed at councils struggling with employment issues. The purpose of the programme is to help councillors understand their role as employers, the employment laws that affect how they carry out that role, and practical steps to address employment disputes. The programme consists of three separate 30 minute Zoom recordings that can be sent to the council, and then distributed to all councillors for them to watch in their own time.</p> <p>For further details contact p.d.solutions@zen.co.uk</p>		
Module	Description	Fee
1—Awareness	Helps councillors and employees understand their role as employers and managers and understand what they can and cannot do. It explains the unique working environment that makes town and parish Councils very different from other employers, and how that environment is prone to disputes.	£150 + VAT
2—Legal issues	Explains what a Council’s legal obligations are, the need to comply with statutory guidelines, and the current legal framework that determines how disputes can be addressed in town and parish councils. It addresses: The causes of conflict and disputes; What legal action can be taken against councils and councillors who mismanage employee disputes; Understanding the ACAS Guidelines and requirements of the Localism Act 2011 for resolving employee disputes and Code of Conduct complaints.	£150 + VAT
3—Practical issues	Helps Councils to work within the spirit of the ACAS Guidelines to resolve disputes between councillors and employees, as well as fully comply with all of their legal obligations. It discusses various informal options to resolve the problem. Plus if the matter has to be submitted to the Monitoring Officer, it helps Councils to effectively support employees through that process . Including: The importance of employment procedures that are fair and transparent, right for small organisations and understood by all parties, as required by the ACAS Guidelines; Understanding the difference between a Grievance and a Code of Conduct complaint; Steps to support an employee whose health is affected by a dispute; Supporting an employee to make a balanced, evidenced and professional complaint to the Monitoring Officer, if necessary and appropriate.	£150 + VAT
Ad-hoc Zoom session	We can also conduct a Zoom meeting (30 – 60 minutes), with Councils to discuss the points covered by these modules.	£250 + VAT

LALC Non-Core training: Not included within our Annual Training Scheme


Clerk's Networking Day/SLCC AGM		
Price: £20 plus VAT		
Description	Date	Venue
Topics for the day: <ul style="list-style-type: none"> • Workshop with LALC on the effects of mental health and stress in the workplace • Pam Flint from Lincolnshire Community & Voluntary Service presentation/workshop on mental health awareness/first aid and next steps • Further session TBC • LALC session on Clerk & Council Training Development • SLCC AGM (Non SLCC members can remain to network and raise any other issues they wish with LALC) 	22nd November 2023 10:00—15:30	Cranwell Village Hall, Old School Lane, Cranwell, NG34 8DF

Agricultural Lettings and Tenancies — delivered by:		
£25 plus VAT		
Description	Date(s)	Venue
Covers types of tenancy and lettings and the implications of each type of agreement., for land used for agricultural allotments. The course will also touch upon subletting, rent increases, agreeing rent levels, arbitration, assignments, succession rights and contract farming.	14th November 2023 18:30—20:00	Zoom

Neighbourhood Planning —delivered by:		
	David Kaiserman	
Description	Date(s)	Venue
This course provides answers to the following questions: What could the value of a neighbourhood plan be to a local community? What matters can be included in the plan, and what can't? What planning issues do most NPs typically cover? How are NPs intended to relate to your District's Local Plan? What kind of evidence is required to support the case for policies in an NP? What stages do the plans have to go through before they are "made" (i.e. adopted)? How much local consultation is involved? What are likely to be the resource implications of embarking on a plan? What are the "basic conditions" that NPs have to satisfy? Are there any other legal requirements? How is the examination process conducted? Once made, what role do NPs play in the determination of planning applications? Are there any "golden rules"? Where can I find out more, and is support available?	26th September 2023 10:00—14:30	Mulsanne Park Pavilion, 5 Field Close, Nettleham, LN2 2RX

LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
Anti-bribery essentials	Explores what is, and what is not, considered bribery under UK law and provides tips and advice on staying compliant with the Bribery Act 2010. By the end of the course you should be able to: <ul style="list-style-type: none"> • Define bribery and corruption • Understand the Bribery Act 2010 and the penalties for breaking the law • Recognise what constitutes a crime under the Bribery Act • Know the six principles organisations should follow when designing their bribery policies and procedures • Know what actions you should take should you suspect bribery 	
Anti-money laundering essentials	This aims to increase awareness of money laundering and offers tips on how to identify and prevent it within your organisation. By the end of the course you should be able to: <ul style="list-style-type: none"> • Describe what money laundering is and how it is done • Understand UK legislation and regulations regarding money laundering and what they cover • Explain how to prevent money laundering • Recognise the consequences of non-compliance with anti-money laundering legislation 	
Customer service essentials	This course showcases effective communication with customers, arms you with a 'customer service toolkit', and explores managing complaints using the customer complaint resolution cycle. By the end of this course you should be able to: <ul style="list-style-type: none"> • Understand the principles of customer loyalty and how to build it through your interactions • Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing • Provide a better level of customer service by using your customer service skills 'toolkit' • Understand the customer complaint resolution cycle and how to deal with common customer service challenges 	
Data Protection essentials	This course covers data protection regulations in the UK and provides essential training for anyone who is in the position of processing personal data. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise why fair and effective data management is important to individuals and society as a whole • Understand relevant data protections legislation and regulations, along with the penalties for breaching these • Work with information in a way that doesn't breach the date protection principles and individuals' rights • Respond to requests for information from individuals in a way that is legal and effective 	

Contact LALC to book Nimble eLearning—these cannot be booked via the LALC website

LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course</p>	
<p>Essential Skills</p>	
<p>Course</p>	<p>Description</p>
<p>Display Screen Equipment (DSE) workstation assessment essentials</p>	<p>This course addresses the health and safety requirements of DSE and advises on posture and safe working techniques. You will learn how to complete your own DSE risk assessment that you can provide to your employer. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand the importance of DSE workstation assessment • Identify whether you are a high, medium or low-risk user • Recognise the effects of poor posture • Adjust your posture so that you have a good posture while working • Adjust your workstation to suit you • Carry out a DSE risk assessment
<p>Environmental awareness essentials</p>	<p>This course addresses the environmental crisis and looks at what businesses can do to reduce their impact on climate change and other pressing environmental issues. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise the benefits of a greener approach to your working practices • Know how positive action in the workplace can make a difference to our environment • Take steps to reduce the negative impact your workplace can have on the environment • Make waste management choices that are better for the planet
<p>Equality, diversity and inclusion essentials</p>	<p>This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us • Identify who is protected by the Equality Act, and explain what happens if their rights are compromised • Recognise discrimination and other unfair practices in the workplace and know how to act on them • Understand what you can do yourself to promote equality, diversity and inclusion
<p>Fire safety essentials</p>	<p>This course highlights the essentials of fire safety awareness in the office environment and when working from home. It explores best practice fire safety procedures and provides an overview of the equipment required under fire safety regulations. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand employers' responsibilities under fire safety law • Prevent fires by using the fire triangle theory • Identify fire safety signs and appreciate the importance of knowing where they are in your workplace • Identify fire safety equipment and understand how it should be used • Recognise the need to periodically check fire safety procedures • Carry out the fire safety procedures in place for your organisation

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
Freedom of information essentials	This course addresses the essentials of the Freedom of Information Act, highlighting who it applies to and how to handle and respond to different types of requests for information. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise when and where the main provisions of the Freedom of Information Act apply • Understand the types of information that will be shared in an organisation’s publication scheme • Make or handle requests for information in an appropriate way • Understand the rights of individuals under the Act and the consequences of not complying with the legislation 	
Health and safety essentials	This course provides an understanding of potential health and safety issues at work, the legislation surrounding it , and how to improve safety in your workplace. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise what health and safety is important for individuals, employers and society as a whole • Understand the frameworks of health and safety legislation • Recognise the responsibilities your employer has for your health and safety • Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond) 	
Home working essentials	This course offers guidance on effective home working, and covers workspace set-up, safety at home, communicating remotely, and maintaining productivity. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise the characteristics of an effective home working environment • Develop and maintain safe home working behaviours • Maintain effective information security and data protection practices • Understand the important of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing 	
Human factors essentials	This course explores the role and impact of human error in the workplace. You’ll learn how to manage common ‘error traps’ and understand which Human Performance (HuP) tools you can use to mitigate error traps that can’t be removed. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand the main types of errors that humans make • Identify key workplace error traps in order to remove or manage them • Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can’s be removed 	

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course</p>	
<p>Essential Skills</p>	
<p>Course</p>	<p>Description</p>
<p>Information security awareness essentials</p>	<p>This course addresses the different threats to an organisation’s information security and explores best practices for keeping data safe, whenever and wherever you work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise why information security is essential to organisations • Identify secure working practices to safeguard company data • Protect information when working remotely and on mobile device • Improve your awareness of online risks and how to stay safe on the internet • Respond to and report information security issues
<p>Manual handling essentials</p>	<p>This course outlines manual handling risks, advises on how to properly plan moving or lifting tasks, and looks at proper technique to be used when manual handling. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise the potential risks of injury from manual handling tasks • Appreciate the importance of keeping yourself and colleagues safe from risk • Assess a range of manual handling factors and take steps to reduce risks • Plan moving and lifting tasks more effectively • Use safer technique when handling loads—individually, as a team, and with common workplace aids
<p>Menopause essentials</p>	<p>This course helps you become more ‘menopause aware’ and overcomes the stigma. Menopause symptoms affect 75% of all women and yet there’s still a widespread lack of understanding and reluctance to talk about it. It will help you recognise symptoms and understand the impact menopause can have on you and your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause
<p>Modern slavery essentials</p>	<p>This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Appreciate the extent of modern slavery in the UK and the many forms it takes • Recognise the factors that can increase a person’s risk of exploitation • Spot signs of modern slavery and human trafficking that can help them identify potential victims • Understand the measures available to punish perpetrators and support potential victims • Report their suspicions or concerns to the appropriate organisation

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
Personal safety essentials	This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself at work, at home, in public places and while travelling. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise the importance of confidence and preparation in staying safe • Understand how reducing 'opportunity' for criminals increases safety • Avoid situations and environments that may place you at greater risk • Practice safe behaviours at work, home, in public, and while travelling • Know what to do if you feel unwell or become a victim of crime 	
Stress management essentials	This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress levels. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand and identify stress and why it can be detrimental for you • Identify stress and stressors in yourself and others • Reduce your exposure to stress • Develop your own Wellness Action Plan • Implement coping strategies in your work and personal life 	
Team leadership essentials	This course explores what it means to be an effective team leader by examining leadership styles and the essential skills required to get a team to thrive under your directions. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand your own leadership style • Apply your knowledge of leadership styles in different situations • Know how to build relationships and engage your team members • Identify and employ effective team leadership skills and techniques 	
Time management essentials	This course will help you claim back control of your time with easy-to-implement techniques that will help you better manager and organise your daily workload, making you more productive in your role and, by default, everyday life. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand why good time management is important • Recognise common challenges to effective time management • Apply techniques to improve your own time management skills 	
Working at height essentials	This course helps to identify activities that are classed as work at height under the law. It demonstrates how employers and employees need to work together under the Working at Heigh Regulations (2005) to implement safety measures, assess risks and follow best practice for any work performed at height. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recall which type of activities classify as 'work at height' (WaH) • Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH) • Identify risks most commonly associated with working at height • Plan a safe approach to performing work at height • Use stepladders and leaning ladders safely 	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
Course	Description	
Standards in public life 	This module is primarily designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors. Information is based upon national model code of conduct produced by The Local Government Association but recognises that councillors must abide by your own council's code of conduct, and so also provides some generic support for those wishing to better understand the behaviours expected of all councillors.	
Respectful and positive social media for councils and councillors 	This introductory module from Breakthrough Communications will consider the opportunities and risks associated with social media from a civility and respect perspective. It will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It will explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and what practical steps you can take,	
Leadership in challenging situations for councils and councillors 	This introductory module from Breakthrough Communications will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. It will also discover how to build, support and get the most from an effective and motivated team.	
An introduction to emotional intelligence and personal resilience 	This introductory module from Breakthrough Communications will develop a better understanding of where our behaviour comes from and will consider what emotional intelligence and resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focussed scenarios and consider how we might respond to them. It will also explore strategies to deal with and manage a range of situations.	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
Course	Description	
An introduction to changing behaviours 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freeing ourselves from pre-learnt behaviours to bring about positive change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Be aware of how habits and behaviours form • Understand the psychological habit loop • Identify and focus on what you want to change • Set yourself an action plan to make positive behavioural changes 	
An introduction to resilience 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positivity and the ability to successfully deal with change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand the fundamental principles of personal resilience • Be more aware of the benefits of being open and receptive to change • Think positively and view challenges more optimistically • Take personal responsibility and commit to positive action 	
An introduction to behavioural agility 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, shows us how to reduce unhealthy stress and lighten our loads by adopting a growth mindset and embracing change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Adopt a growth mindset and explore your potential • Understand how to positively embrace change as an essential evolution for personal success • Let go of unhelpful thinking and learn to manage uncertainty and complexity • Tap into your dynamic capability and be bolder 	
Mental health awareness 	This course has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health—which could include themselves.	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
IT and online skills course		
Course	Description	
Cyber security awareness training—basic	This course has been developed by cyber security specialist, Cyber Security Associates (CSA), and has been designed to give us a better insight into the day-to-day cyber challenges we face. It provides practical advice on how to better safeguard your company and personal information at work and at home, and offers techniques for identifying different types of potential or actual cyber attacks. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand that ‘cyber’ is more than just IT • Understand the concept of the Internet of Things • Have a better understanding of how Data Protection laws are changing • Explain the key differences between the outside and inside cyber threat and what constitutes these types of threats • Understand the importance of passwords and their security in defending your information against a cyber threat • Understand what makes up your digital footprint, and how it can be used as a means of attack • Remember ways to control and manage your digital footprint • Identify ways to stay cyber safe while at work, at home and working on the move • Know what to do if any of your personal accounts are compromised or hacked 	
Cyber security awareness—phishing	This course has been developed by cyber security specialist, Cyber Security Associates (CSA) and is designed to enhance the learner’s knowledge of one of the fastest growing cyber attack methods: phishing. This course is useful for anyone who works with digital devices, and provides learners with details of information security threats, attack methods, and tips and techniques on safeguarding. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand the definition and different types of phishing • Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and for social engineering purposes • Examine the risk of cyber crime and why phishing continues to be a key tool and techniques for attacks • Understand the different types of phishing attacks and how the complexity of each one can be completely different • Know the best way to respond to phishing attacks when at work and at home 	
Cyber security awareness—password management	This course has been developed by cyber security specialist, Cyber Security Associates (CSA) and is designed to provide clear and concise guidance on the use of passwords and other protection methods to keep your information and data safe and secure. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand the definition of a password and where it originated from • Be able to recognise what both common and vulnerable passwords would look like • Differentiate between a password and a passphrase • Understand how passwords can be attacked and breached • Identify that there are various other security measures in place to protect your password 	

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LALC Non-Core training: Not included within our Annual Training Scheme

Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course</p>	
<p>Local (parish and town) council courses</p>	
<p>Course</p>	<p>Description</p>
<p>Introduction to local councils</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand the role of the local councillor • Identify the council's purpose • Appreciate how decisions are made • Identify the principles of public life • Recognise the council's legal context • Understand how the council manages its money
<p>Introduction to planning for local councils</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know:</p> <ul style="list-style-type: none"> • What is planning? • Role of the Parish Council • What is controlled by planning • Types of planning applications • Material & non-material considerations • The parish council recommendation • Planning conditions • Developer contributions
<p>Understanding precepts</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for councillors, clerks and other officers who may be new to the role or would like information on what the precept is and how it works for the council. By the end of this course, you should know:</p> <ul style="list-style-type: none"> • What a precept is and how a Parish Council receives it • What a Parish Council needs to do in preparation for setting it • How a Parish Council can justify the money it seeks • Who should be consulted

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After each training session you will be sent an email asking you to complete a short feedback form (CLICK ON THE WORDS 'FEEDBACK FORM'). Please take the time to complete this. Without your feedback, we cannot assess the effectiveness of the training we provide.

If you're looking for training not currently on our schedule, please let us know.

The LALC Annual Training Scheme (ATS): 1st April 2023—31st March 2024

CORE training is included in the ATS. This covers essential training that is common to all councils. Light refreshments e.g. tea/coffee are provided. Member councils will be invoiced £12.50 plus VAT per delegate to cover lunch for full day (in-person) events.

Councils who are not members of the ATS can still attend but additional charges apply (as per non-core training below).

NON-CORE training is not included in the ATS and an additional charge of £25 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £65 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £55 plus VAT.

Non-core charges apply to ATS and non-ATS members.

Please note that ATS charges are in addition to the LALC annual membership fees.

Bookings

Bookings should be made by the Clerk via the online portal, unless otherwise specified. When booking via the portal, please ensure that delegate email addresses are correct, otherwise they will not receive joining instructions. For those courses specifying 'contact LALC', email enquiries@lalc.co.uk.

*Please notify us if a delegate has specific dietary, learning or access requirements when booking.

Cancellations

- For part day courses – please ensure we receive cancellations at least 48 hours in advance
- For full day events – please ensure we receive cancellations at least 5 working days in advance, as we need to pre-order and pay for lunches

Due to persistent non-attendance at booked events, it is unfortunate that LALC have had to amend the way we impose our cancellation fees. All members are charged 50% of the training cost when insufficient notice is received (as above) for non-attendance at training events. No shows will be charged at 100% of the course fee. All charges are regardless of whether the council is a member of the ATS or not.

Contact us

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