

**Local Council People & Development**



**Professional Support • Expert Advice • Flexible Service • Pragmatic Approach**

**People & Development Solutions Designed for the Local Council Sector**

# **Training & Events Directory**



**NATIONAL IMPROVEMENT  
STRATEGY FOR PARISH  
& TOWN COUNCILS**

## **Welcome!**

Local Council People & Development (LCPD) is the people and development arm of the Hampshire Association of Local Councils. In addition to our HR Services, through our training and events programme we provide a variety of information, networking, and development opportunities to suit a wide range of councillor and officer needs.

With over 40 planned sessions, courses, and events throughout the year there is something relevant and enjoyable for everyone, so why not browse through this document to find out more. If you find what you are looking for, why not check our Training & Events Calendar on our website for when the training or event is happening next.

## **Key reasons to use our training services**

We have a long-standing reputation for work in the sector, and our programme of training and events is tried and tested based on practical experience.

- We are a non-profit making, and our sole aim is to encourage better performance and capacity building in local councils.
- We follow the National Improvement Strategy for Parish and Town Councils in England.
- Our trainers come from a background of dealing with local councils, and bring to you a wealth of practical experience, in-depth knowledge, and ability to facilitate training.
- We provide high quality services that are cost-effective and value for money.
- We run multiple scheduled sessions, courses, and event dates throughout the year in various venues and online for both councillors and officers.
- Our services are flexible and can be tailored to your needs.
- Our training and events focus on being practical and relevant to your work to enable you to apply your learning straight away. You will have plenty of time to explore your own needs and issues as well as share experiences and insights with other participants.
- We constantly review and improve our programme to ensure it is up to date with your changing needs and preparing you for the issues facing your profession.

All our training and events are subsidised as a benefit of membership. We are pleased to welcome delegates from outside of Hampshire, and from Hampshire councils that are not members of the Association to all our training and events.

## **Disclaimer**

The Hampshire ALC carefully selects external speakers at its conferences, meetings and learning events in the belief that they will present accurate, reliable, and appropriate information and views. Unless specifically stated, the ALC does not necessarily endorse, approve, guarantee, or certify the accuracy, reliability, appropriateness or other aspects of the information and views of speakers. Any opinions provided by the speaker do not necessarily represent the views of the ALC or its members. Reference to any specific commercial product, process or service by trade name, trademark or otherwise does not imply or constitute an endorsement, recommendation, or other support from the ALC or its members.

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# Information & Networking Events

**These sessions are designed for information sharing and networking for councillors and officers from local councils and indeed anyone with an interest in Hampshire ALC or the sector.**

# Annual Conference

## Suitable Audience

Councillors and officers from local councils. Anyone with an interest in Hampshire ALC or the sector.

The conference may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Event Overview

This is usually a daylong event held in March. Attendees will have the opportunity to network with us and each other, be provided with updates from Hampshire ALC and attend workshops of interest. Each year a conference programme is designed to cover the topics that are most relevant to the sector at that time. Details will be advertised prior to the event.

## Event Benefits

By the end of the 'Annual Conference' you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** The Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Councillor Update**
- **Information & Network Event: Officer Update**

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# Clerk and Officer Update

## **Suitable Audience**

Local Council employees

These sessions will be held at a venue.

## **Event Overview**

These sessions are relatively informal and are designed for information sharing and networking. Topical subjects are introduced, usually by external expert speakers. Attendees also have time to bring up their own issues and problems and give a forum for discussion, problem-solving and support. A programme is produced for each Clerk and Officer Update designed to cover the topics that are most relevant to officers in the sector at that time. Details will be advertised prior to the event.

## **Event Benefits**

By the end of the Clerk and Officer Update you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** Members of the Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Annual Conference**

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# Chair Update

## Suitable Audience

Chair of Parish and Town Councils

These sessions will be held at a venue.

## Event Overview

These sessions are relatively informal and are designed for information sharing and networking. Topical subjects are introduced, usually by external expert speakers. Attendees also have time to bring up their own issues and problems and give a forum for discussion, problem-solving and support. A programme is produced for each Chair Update designed to cover the topics that are most relevant to you as Chair within your Council in the sector at that time. Details will be advertised prior to the event.

## Event Benefits

By the end of the Chair Update you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** Members of the Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Annual Conference**

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# Councillor Update

## Suitable Audience

Councillors or aspiring councillors.

These sessions will be held at a venue, and we welcome up to two councillors from each council.

## Event Overview

These sessions are relatively informal and are designed for information sharing and networking. Topical subjects are introduced, usually by external expert speakers. Attendees also have time to bring up their own issues and problems and give a forum for discussion, problem-solving and support. A programme is produced for each Councillor Update designed to cover the topics that are most relevant to councillors in the sector at that time. Details will be advertised prior to the event.

## Event Benefits

By the end of the 'Councillor Update' you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** Members of the Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Annual Conference**

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# Training Events

**These training sessions and courses are designed for both councillors and officers from local councils.**

# Skills Development

**These training sessions and courses are specifically designed to assist councillors and officers of local councils to develop their skills to carry out their roles effectively.**

# Chairing Skills

## Suitable Audience

Chairmen, committee chairmen or those who might aspire to these roles. This training is held at a venue.

## Session Overview

In this 3-hour session Chairing Skills introduces the knowledge, skills, and attributes (the tools) needed to become an effective chairman. Topics include the role and responsibilities of the chairman, the framework in which the chairman operates and relationships with stakeholders. The session will also help you to be a more successful chairman by improving awareness of yourself and others and understanding the role of a leader. This skills development session will assist you as a chairman with running effective meetings, upholding professional conduct, dealing with difficult situations, engaging with stakeholders, maintaining good relationships with the clerk and other employees and effective communications.

## Session Benefits

By the end of 'Chairing Skills' you will:

- Understand the role of chairman including responsibilities and limitations
- Know that preparation before a meeting is key for an effective meeting
- Understand chairing styles and the link with professional conduct
- Have tools to manage the public and the media
- Understand how through effective leadership, a chairman can build effective partnership and engage with the community

You will have considered:

- The skills required to chair a challenging meeting – stimulating debate, maintaining focus, and managing conflict
- How to assess your members skills
- Tools for effective influencing, facilitation, and control of meetings
- Questioning and listening skills

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

You might also be interested in

- **Councillor Development: The Knowledge & Core Skills for Councillors**

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## CiLCA Qualification – An Introduction

### Suitable Audience

Officers considering taking the **Certificate in Local Council Administration (CiLCA)** qualification, who have not completed the **Introduction to Local Council Administration (ILCA)** qualification.

If you would like to enrol on the **Hampshire ALC Training & Mentoring Programme** to support you in completing your CiLCA Portfolio, you must attend this session first, unless you have completed the ILCA.

The CiLCA qualification is administered by the **Society of Local Council Clerks (SLCC)** as part of the **framework of qualifications** it offers for local council officers. SLCC recommends that officers have gained some experience of working in the sector, for example 6 months prior to registering to complete this qualification. However, we welcome officers to this introductory session who have been in post less than this but think that they may have previous relevant experience. Please let us know this at the time of booking and we will discuss further with you during the session to help you decide if the CiLCA is right for you at this time.

Hampshire ALC recommends that you **do not register**, including payment of the £410 (non-vatable) registration fee, with the SLCC to take the qualification until you have attended this session and have all that you need to make an informed decision.

This training may be held face to face or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

### Session Overview

This is offered as a 2.5-hour stand-alone session for attendees to gather information to make a decision on whether they would like to take the CiLCA qualification and whether they would like to enrol on the Hampshire ALC Training & Mentoring programme to support them in completing their CiLCA Portfolio.

### Session Benefits

By the end of 'Hampshire ALC Introduction to CiLCA' you will have been:

- Introduced to the CiLCA qualification and the Portfolio Guide, including the administrative process
- Given an understanding of the principles of CiLCA and assessment, including what 'occupational standards', 'units' and 'learning outcomes' are
- Provided with details of the Hampshire ALC Training & Mentoring programme
- Provided with information, hints and tips for learning and compiling the portfolio

Before the session participants will be expected to have:

- Looked at the information about CiLCA on the **SLCC website**.
- Download the **CiLCA Portfolio Guide**, read it and bring a copy to the session

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Skills Development: CiLCA Qualification – Training and Mentoring Programme**

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## **CiLCA Qualification - Training & Mentoring Programme (4 session course)**

### **Suitable Audience**

This course is for anyone who wants to be supported whilst completing the **Certificate in Local Council administration (CiLCA)** qualification.

If you would like to enrol on to this course, you must have attended the **Hampshire ALC Introduction to the CiLCA Qualification** first, unless you have completed the **Introduction to Local Council Administration (ILCA)** qualification.

The CiLCA qualification is administered by the **Society of Local Council Clerks (SLCC)** as part of the **framework of qualifications** it offers for local council officers.

Hampshire ALC recommends that you do not register, including payment of the £410 (non-vatable) registration fee, with the SLCC to take the qualification until you have attended the **Hampshire ALC Introduction to the CiLCA Qualification** first and have all that you need to make an informed decision.

This training is delivered online; therefore, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

### **Course Overview**

The CiLCA qualification is a Level 3 foundation qualification that provides officers with a broad knowledge of all the aspects of their work including roles and responsibilities, the law, procedures, finance planning and community involvement. This qualification will take approximately 12 months to complete.

This course has 4 sessions, each lasting 3.5 hours. The sessions are held throughout the 12 months that you are registered to take the CiLCA and supports you with the completion of your portfolio and the requirement to upload evidence and work to an online portfolio system. Please look at the **SLCC website** to find out more.

All current prices for these courses can be found on the Hampshire ALC website.

In addition to the price of the Hampshire ALC CiLCA Training & Mentoring Programme, you must register directly with the SLCC for the administration and awarding of your qualification through the **SLCC website**, advising them that you have a training programme in place with Hampshire ALC. The cost of this registration is £410 (non-vatable) and payable to SLCC directly after your first training session.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

### **You might also be interested in**

- **Skills Development: CiLCA Qualification – An Introduction**

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# The Knowledge & Core Skills for Councillors

## (2 session course or full day)

### Suitable Audience

New councillors or those that would like a refresher in the key aspects of being a parish or town councillor.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

### Course Overview

The 2 hour '**Knowledge**' session is designed to be an introduction to being a councillor. It will give you the knowledge and signposts to further information to enable you to be more effective in your role. Topics include the context and role of parish or town councils and that of its councillors, the legal and regulatory framework, meetings and procedures, council services and assets, community engagement/action and tools for you to use, including a jargon buster and sources of further information.

The 2.5-hour '**Core Skills**' session is designed to build upon the information learned in 'The Knowledge' session, by developing the skills needed to be an effective parish or town councillor. This session is designed to provide a thought-provoking look at parish and town councils and the roles and responsibilities of being a councillor. The session is fun and interactive. It aims to give councillors improved confidence in engaging in local democracy and highlight areas in which they might wish to learn more. Topics covered include meeting structure and protocol, allocating resources, local council powers and duties, jargon, planning and code of conduct.

### Course Benefits

By the end of 'The Knowledge', you will:

- Have a good understanding of your role as a councillor and the context in which you operate
- Know the rules of what you must, or must not do, as a council, councillor, employer, and financial manager
- Understand the legislative and regulatory framework for councils, which will help you stick to the rules
- understand more about the structure of meetings and the protocols observed by councils
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents
- Have a toolkit to help you with being an effective councillor

By the end of 'Core Skills' session, you will:

- Understand more about the structure of meetings and the protocols observed by councils
- Understand the role of councillor as 'guardian of the public purse'
- Know the importance of, and the difference between, local council powers and duties
- Understand the implications of the council's role as an employer
- Be confident in identifying when the council is best placed to make a decision, and when further research or support from another organisation is needed
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Skills Development: Chairing Skills**

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## What You Need to Know Officer Training (2 session course)

### Suitable Audience

Officers. We recommend that senior officers attend this course as soon as possible after appointment; however, it is useful to anyone who has been in post for less than a year.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

### Course Overview

This informal two part (2 hours each) small-group course gives new and inexperienced officers an introduction to some of the key aspects of the role and highlights many support mechanisms and signposts for further information. Just bring yourself and any questions you may already have! Topics include introduction to legislation, things to do before, during and after meetings, sharing initial experiences, problem-solving and troubleshooting, signposts and support and recommended publications.

### Course Benefits

This session is informal, and we welcome delegates to bring their own questions to be answered, in addition to this some of the key topics that will be covered are:

- Setting the context of local councils, both nationally and locally
- The ALC, and where it fits in for councils and officers
- Powers and duties of a local council (defining duties and powers and looking at some of the specific powers in more detail, for example, The Local Government Act 1972, s.137 and the General Power of Competence)
- Meetings and decision-making (thinking about the cycle of meetings, managing their administration with councillors, and considering the agenda, meeting, and minutes)

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

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# People Management

**These training sessions and courses are specifically designed to develop people management skills.**

# Appraisals

## Suitable Audience

Officers and councillors responsible for managing people and performance, or those who wish to develop their knowledge in this area.

This training will be held at a venue.

## Session Overview

This 3-hour session will enable attendees to use best practice when preparing for and conducting appraisal meetings with employees and understand where these meetings sit within the wider context of performance management systems. Councils can achieve the best results from their employees by managing performance within an agreed framework of planned goals, objectives, and standards. Councils which have a simple performance management system also have employees who understand the standards required of them, who are able to prioritise their work and know how it fits into the overall aims of the council. Good performance management includes the identification of training needs, ensuring that people have the knowledge and skills needed to make the council successful. Topics include how to manage performance through objectives and standard setting and understand how appraisal meetings fit within a performance management system. Learning is contextualised through the opportunity to practice the skills learned through role play in a safe environment.

## Session Benefits

By the end of 'An Introduction to Appraisals' you will:

- Understand where the appraisal interview fits in the context of performance management and the local council framework
- Understand the background knowledge behind the appraisal interview
- Be able to plan an employee's performance
- Understand the performance appraisal process
- Have tools to help you conduct an appraisal interview and manage under performance

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **People Management: Managing Employees in Local Councils**
- **People Management: Managing Absence**
- **People Management: Handling Challenging Individuals**

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# Handling Challenging Individuals

## Suitable Audience

Officers and councillors responsible for managing people and performance, or those who wish to develop their knowledge in this area.

This training will be held at a venue.

## Session Overview

The aim of this course is to give participants the tools and confidence to deal with difficult and or challenging behaviour in their council.

We will look at ways of trying to understand why the other person (or people) may be being challenging, ways of assessing the issues and considering techniques to resolve these situations. There will also be an opportunity to share ideas with other course participants through applying the skills of real-life scenarios.

## Session Benefits

By the end of Handling Challenging Individuals, you will:

- Understand why some people may be 'difficult'
- Be able to identify types of 'difficult' behaviour
- Understand their own communication style and how that might contribute to challenging situations
- Be able to identify ways to defuse or deal with situations where people are being difficult
- Be able to state your own position in an assertive, non-confrontational way
- Have identified coping mechanisms for yourself

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **People Management: Managing Employees in Local Councils**
- **People Management: Managing Absence**
- **People Management: Appraisals**

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# Managing Absence

## Suitable Audience

Councillors and staff responsible for managing people, or those who wish to develop their knowledge in this area.

This training will be held at a venue.

## Session Overview

This 2.5-hour session is designed to give you an overview of dealing with staff absence.

## Session Benefits

By the end of Managing Absence you will:

- Understand the council's role in attendance management policy and processes and the importance of absence record keeping
- Understand how fit notes operate and how to act upon any advice given by a Doctor
- Be aware of the role of occupational health services and how to support staff health and wellbeing

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **People Management: Managing Employees in Local Councils**
- **People Management: Handling Challenging Individuals**

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# Managing Employees in Local Councils

## Suitable Audience

Officers and councillors responsible for managing people, or those who wish to develop their knowledge in this area.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

This 3-hour session is designed to give attendees an overview of employment within the local council sector and how employees should be managed.

## Session Benefits

By the end of 'Managing People in Local Councils' you will:

- Know the different ways of employing people
- Have an overview of employment within the local council sector and how employees should be managed
- Have a greater understanding of key employment issues:
  1. Employment status
  2. Terms & Conditions
  3. Employment policies
  4. Appraisals
- Thought about the use of Volunteers
- Know some of the upcoming changes to employment law

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **People Management: Appraisals**
- **People Management: Managing Absence**
- **People Management: Handling Challenging Individuals**

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# Finance

**These training sessions and courses are specifically designed to improve knowledge and skills when handling the financial business of a local council.**

# Budgeting for Clerk and Finance Officers

## Suitable Audience

This session is aimed at officers, who are involved in preparing and monitoring budgets.

This training may be delivered online; therefore, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

This is a 90-minute interactive session. Topics include setting a budget and precept, contingencies, and reserves, how the council tax base affects the budget, inflation, and budget monitoring.

## Session Benefits

By the end of 'Budgeting for Clerk and Finance Officers' you will:

- Understand how and when to prepare a budget
- Know how to approve and issue a precept
- Be aware of the factors that affect a budget
- Understand how to manage a budget

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Finance: Internal Controls**
- **Finance: Local Council Finance for New Clerks – An Introduction**
- **Finance: VAT**
- **Officer Development: Year-end Accounts & Audit**

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# Budgeting and Precept Setting for Councillors – An Introduction

## Suitable Audience

This session is aimed at councillors who want to make sense of the budget process.

## Session Overview

An overview of the current guidance and ideas about the key principles and strategies about setting a budget in uncertain times.

## Session Benefits

By the end of 'Budgeting and Precept Setting for Councillors session, you will:

- Understand the legal framework around parish council budgets
- Understand the difference between parish budgets and those of companies
- Know how to get the message across to electors about what the council does with the money
- Know hints, tips and ideas from other council who got it right (and wrong)
- Know how best to use the propriety software packages if used

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Finance: Internal Controls**
- **Finance: Local Council Finance for Councillors – An Introduction**
- **Finance: VAT**
- **Officer Development: Year-end Accounts & Audit**

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# Internal Controls

## Suitable Audience

This session gives councillors and officers an understanding of the need for internal controls and how they work, with practical examples and case studies.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

This is a 90 minute interactive session. Topics include roles and responsibilities, financial risks, purpose of internal controls, case studies, examples of controls, review of internal controls.

## Session Benefits

By the end of 'Internal Controls' you will:

- Understand the council's and RFO's duties regarding internal control
- Be aware of the purpose of internal controls
- Be able to identify examples of internal controls
- Know when to review internal controls

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Finance: Budgeting for Clerk and Finance Officers**
- **Finance: Budget and Precept Setting for Councillors**
- **Local Council Finance for Councillors**
- **Finance: VAT**
- **Finance: Year-end Accounts & Audit**

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# Local Council Finance for Councillors – An Introduction

## Suitable Audience

This session is for councillors only.

This training is delivered both face to face and online. When being delivered online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

This session is designed to give councillors an introduction to 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, and internal and external audit.

## Session Benefits

By the end of 'Local Council Finance for Councillors' you will:

- Understand the council's and the RFO's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Understand how the council's accounts are prepared and audited
- Recognise the importance of internal controls

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Finance: Budget and Precept Setting for Councillors**
- **Finance: Internal Controls**
- **Finance: VAT**
- **Finance: Year-End Accounts and Audit**

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# Local Council Finance for New Clerks – An Introduction

## Suitable Audience

This session is aimed at Clerks and Officers new to their role.

This training is delivered both face to face and online. When being delivered online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

An introductory session for new clerks and officers in their first few months of the role and is designed to give them an overview of a council's year, along with a basic understanding of the Responsible Financial Officer's role.

Topics include where to start, what's the Practitioners Guide and how to use it, roles and responsibilities, budget setting and precept, what is financial control and risk management, The Annual Governance and Accountability Return and who and what does Internal and External Audit do.

## Session Benefits

By the end of 'Local Council Finance for New Clerks' you will:

- Better understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Understand how the council's accounts are prepared
- Recognise the importance of internal controls and risk management
- Be aware of internal and external audit, how they fit with the completion of the AGAR process.
- Recognise the importance of using the County Association and its resources.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Finance: Budgeting for Clerk and Finance Officers**
- **Finance: Internal Controls**
- **Finance: VAT**
- **Finance: Year-End Accounts and Audit**

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# VAT

## **Suitable Audience**

This session, for officers involved with the council's finances staff and councillors who wish to develop their knowledge, explains how VAT affects local councils. Essential for any council contemplating major building projects.

This training is delivered online; therefore, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## **Session Overview**

This is a 90-minute interactive session. 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 and reclaiming VAT when using grants and donations.

## **Session Benefits**

By the end of 'Introduction to VAT for local councils' you will:

- Know where to find the relevant legislation and guidance
- Understand the key concepts of VAT
- Know when a council can or can't reclaim VAT
- Recognise when a council must register for VAT
- Be aware of activities that require special attention

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## **You might also be interested in**

- **Development for All: Internal Controls**
- **Councillor Development: Local Council Finance for Councillors**
- **Officer Development: Budgeting for Officers**
- **Officer Development: Year-end Accounts & Audit**

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# Year-End Accounts & Audit

## Suitable Audience

For officers who want to understand how to prepare their council's Annual Governance & Accountability Return and comply with the requirements of the audit process.

This training is delivered online; therefore, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

This is a 90-minute interactive session, which introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly. Topics include closing the accounts, debtors and creditors, assets and borrowing, internal audit, reviewing internal control, the Annual Return, electors' rights, and publication requirements.

## Session Benefits

By the end of 'Year-end Accounts & Audit' you will:

- Be able to identify the steps needed as part of the audit process
- Understand how to close the council's accounts
- Understand how to complete the Annual Return
- Be able to correctly allow the exercise of electors' rights
- Recognise the need to review internal controls

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Internal Controls**
- **Development for All: An Introduction to VAT for Local Councils**
- **Officer Development: Budgeting for Officers**

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# Planning

**These training sessions and courses are specifically designed to raise awareness of the planning process and policies.**

# Planning for Local Councils – An Introduction

## Suitable Audience

Councillors on the planning committee and anyone who will be engaging with planning matters for the first time, or anyone who wishes to update their knowledge of how the planning system operates. Also suitable for officers who need to advise on the role of their council in considering common planning issues.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

This 2.5-hour session will take attendees through the structure of the planning system and the role played by different layers of national and local government. It looks at the ways in which planning applications are made, the decision-making process and what issues can be taken into account when a decision is made. It covers the role of local plans and neighbourhood plans, what happens when there are disputes about development, and how parish/town councils can make the most effective contribution to good planning in their area.

## Session Benefits

By the end of 'An Introduction to Planning for Local Councils' you will:

1. Have a better understanding of the basic structure of the planning system which should improve your confidence in considering planning issues.
2. Be able to make more informed responses on planning matters through knowledge of what is relevant and what is not in decision making.
3. Have a greater understanding of the issues facing other participants in the planning system which should enable you to respond more effectively on behalf of your residents.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Planning: Planning Policy and Local Plans for Local Councils**

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# Planning Policy and Local Plans for Local Councils

## Suitable Audience

The course would be of benefit to all councillors who wish to deepen their knowledge of how planning policy is made, and in particular where a parish/town council is in an area for which a new local plan is being prepared. Also suitable for officers who need to advise on the role of their council in participating and consulting on planning policy issues.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully.

## Session Overview

The 2.5-hour Planning Framework session is designed to give attendees a deeper understanding of the structure and purpose of the planning system and its context within the national agenda, looking briefly at the way it has evolved over time and how it is shaped to meet changing priorities. It looks at how local plans are prepared, the topics which they must cover and the legal steps which they must go through, as well as issues around consultation, meeting local priorities and using the plan once it is adopted. A section on likely future changes in the planning system is also included. Topics include housing delivery, site allocations, localism, and how the tests the local plan must pass to be adopted.

## Session Benefits

By the end of 'Local Plans and Planning Policy for Local Councils' you will:

1. Understand more fully how the relationships between the different tiers of national and local government interact in the planning system.
2. Have a clearer understanding of the mechanics of making a Local Plan.
3. Be better equipped to respond to consultations and engagement on planning policy issues both with and on behalf of the communities you represent.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Planning: Planning for Local Councils – An Introduction**

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# Health and Safety

**These training sessions and courses help assess and implement appropriate safety measures within your local council.**

# Introduction to Personal Safety for Lone Workers

## Suitable Audience

An introductory session for local council clerks and officers that work alone either within a business premise or at home.

## Session Overview

This 45 minute\* interactive online session allows the delegate to work at their own pace. The course is broken down into modules consisting of short videos followed by multiple choice questions.

This course acts as an introduction to personal safety for lone workers and applies to those that work alone within business premises, mobile workers, and homeworkers. It covers the legal responsibilities of both employers and employees, some of the common security precautions that can be implemented, practical steps you can take to avoid conflict in lone worker situations and other elements that can contribute to lone worker safety.

*\*The duration of the course is based on the video content and does not allow for thinking time.*

## Course Modules

The modules for the Introduction to Personal Safety for Lone Workers are:

1. Lone Worker Personal Safety – The Basics
2. The Law – Responsibilities
3. Assessing the Risks
4. Personal Safety Solutions
5. Practical tips to Avoid Conflict
6. Reporting and Recording Incidents
7. Final Test

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Health and Safety: Introduction to Risk Assessment**
- **Health and Safety: Stress Management**

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# Introduction to Risk Assessment

## Suitable Audience

Members of staff and council members responsible for health and safety. This session will provide basic background information about the importance of risk assessments, and the legislation that applies. Providing practical advice on how to identify and analyse risk and explaining the responsibilities of both employer and employee.

## Session Overview

This interactive 90\* minutes interactive online session allows the delegate to work at their own pace. The course is broken down into modules consisting of short videos followed by multiple choice questions.

At the end of this course, you will have an understanding of what a risk assessment is and how to complete one. To achieve this the course will define important terms, provide some basic background information to explain how important risk assessments are and discuss some of the legislation that applies. It will then go on to provide practical advice on how to identify hazards and analyse risk before finishing off by explaining the responsibilities of both employers and employees with regards to risk assessment.

*\* The duration of the course is based on the duration of video content and does allow for time to consider any questions.*

## Course Modules

The modules for the Introduction to Risk Assessment are:

1. The Basics
2. Legislation, Regulation and Civil Law
3. Strategy – Options and Elements
4. Identifying Hazards
5. Who might be Harmed and Evaluating Risks
6. Evaluating Risk – The Practicalities
7. Recording and Reviewing
8. Management and Responsibilities

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Health and Safety: Manual Handling**
- **Health and Safety: Workplace Health and Safety**

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# Manual Handling

## Suitable Audience

Members of staff and council members likely to incur manual handling within their roles.

## Session Overview

This 75 minute\* interactive online session allows the delegate to work at their own pace. The course is broken down into modules consisting of short videos followed by multiple choice questions.

This course outlines exactly what constitutes manual handling and covers the regulations the regulations and legislation that apply to manual handling tasks. It then goes on to cover safe handling techniques and how to develop good habits in relation to manual handling. It finishes off by introducing some practical solutions and use of mechanical aids.

*Please note that this is an awareness course only, if your duties include manual handling you will also need further practical training.*

*\*The duration of the course is based on video content and does not allow for thinking time.*

## Course Modules

The modules for the Manual Handling are:

1. What is Manual Handling
2. Manual Handling Regulations
3. Safe Handling
4. Learning Safe Handling Habits
5. Practical Manual Handling Solutions
6. Use of Mechanical Aids
7. Final Test

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Health and Safety: Introduction to Risk Assessment**
- **Health and Safety: Workplace Health and Safety**

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## Play Area Inspections – An Introduction

### Suitable Audience

Councillors and officers who are responsible for managing children's play areas, MUGA, wheeled sports & outdoor fitness Facility and carrying out inspections or those who wish to develop their knowledge of a council's duties in this area. An Introduction to Inspection & Maintenance with a Balanced Approach to Health & Safety

This training will be held at a venue.

### Session Overview

This 3-hour informal interactive session covers the basic background to inspections and what to look out for. Topics include photographs of problems identified, some faulty components removed from equipment for demonstration, routine (visual) and operational level inspection differences with an introduction to RPII Training & Registration levels, important elements of the relevant Standards including the recent amendments, risk assessment, some current problems of great concern with these facilities.

### Session Benefits

By the end of 'An Introduction to Children's Play Area Inspection & Maintenance' you will:

- Be aware of what managers of public unsupervised equipment installations should provide/arrange (including considerations under the Equality Act 2010), including awareness of ancillary items such as gates. This would include public parks and play ~~pk~~ schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc.
- Know the legal aspects, the hierarchy of inspections, recording, Risk Assessment, and subsequent prioritisation of maintenance & repair considerations.
- Know the legal standards all play equipment used or employed in publicly accessible areas should meet.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

### You might also be interested in

- **Development for All: An Introduction to Risk Assessments**
- **Officer Development: An Introduction to Health & Safety**

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# Stress Management

## Suitable Audience

Councillors and Council employees

## Session Overview

This 30 minute\* interactive online session allows the delegate to work at their own pace. The course is broken down into modules consisting of short videos followed by multiple choice questions.

Stress is a real problem for both organisations and their employees. It accounts for a significant proportion of work-related illness each year. Being aware of the signs of stress, some of the triggers and how to manage them can make a real difference to your wellbeing and that of people around you. This course will cover an introduction to stress and why it's a problem, some of the causes of stress and some ways to minimise the risk of stress.

*\*The duration of the course is based on the video content and does not allow for thinking time.*

## Course Modules

The modules for Stress Management are:

1. What is Stress and Why is it a Problem?
2. The Causes and Symptoms of Stress
3. The Law on Stress and its Contravention
4. Minimising the Risk of Stress

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Health and Safety: Introduction to Personal Safety for Lone Working**
- **Health and Safety: Workplace Health and Safety**

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# Workplace Health and Safety

## Suitable Audience

Councillors and Council employees responsible for health and safety.

## Session Overview

This 45 minute\* interactive online session allows delegates to work at their own pace. The course is broken down into modules consisting of short videos followed by multiple choice questions.

At the end of this course, you will have an understanding of health and safety legislation and you'll be able to list common causes of accidents. You'll also be able to understand good practice in relation to electricity and describe the use of safe manual handling techniques as well as be able to describe good practice associated with COSHH regulations, be able to describe your action in the event of a fire and also you know how to deal with an accident.

*\* The duration of the course is based on the duration of video content and does allow for time to consider any questions.*

## Course Modules

The modules for the Health and Safety are:

1. What is Health and Safety
2. Case Studies
3. Corporate Manslaughter
4. Accidents
5. Fire, Electricity, DSE and Manual Handling
6. Emergencies, CoSHH, PPE and Stress
7. Final Assessment

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Health and Safety: Introduction to Risk Assessment**
- **Health and Safety: Introduction to Personal Safety for Lone Workers**

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