

# Grantham Parish Council

Dear Councillor,

## **ANNUAL GRANTHAM PARISH COUNCIL – NOTICE OF MEETING**

You are summoned to attend the Annual Meeting of Grantham Parish Council at The Ball Room, Grantham Arts Centre, St Peter's Hill, Grantham, NG31 6PY on Tuesday 14 May 2024 at 7.00pm. Herewith is attached the agenda for the purpose of transacting the following business.

# Agenda

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office**
3. **Apologies for absence**
4. **To receive any declarations of interest from Members**
5. **To consider the designation of Town Council status and designation of the Chairman and Vice-Chairman as Mayor and Deputy Mayor** (Pages 3 - 6)  
*(Advice note from the National Association of Local Councils attached)*
6. **To consider use of a logo or emblem for the Council**
7. **To appoint a Clerk to the Council**
8. **To approve the Council's Standing Orders**
9. **To approve the Council's Financial Regulations**
10. **To adopt the Local Government Association Model Councillor Code of Conduct**  
*Further information below:*  
  
[Local Government Association Model Councillor Code of Conduct 2020](#)  
[| Local Government Association](#)
11. **To establish a Personnel Committee and any other Committees and confirm respective appointments** (Pages 7 - 22)  
*(Two advice notes from the National Association of Local Councils attached)*

12. **To consider membership of the National Association of Local Councils and Lincolnshire Association of Local Councils** (Pages 23 - 53)  
*(Three documents from the Lincolnshire Association of Local Councils attached)*
13. **To confirm the date of the next meeting**
14. **Any other business**

## **Alternative names and styles for parish councils**

### **Background**

1. Pursuant to the Local Government Act 1972 (“the 1972 Act”), parishes with a separate council, are known as parish councils. Pursuant to s. 245 of the 1972 Act, any parish council of a parish which is not grouped with any other parish may resolve that the parish shall have the status of a town. If such resolution is passed, that council of the parish bears the name of the council of the town, the chairman and vice-chairman of the council shall be entitled to the style of town mayor and deputy town mayor, and the parish meeting shall have the style of town meeting.
2. Very few parish councils have, by the royal prerogative, the status of a city and they are entitled by such grant of the royal prerogative, to be called and styled a royal town. Please see [Legal Topic Note 12 entitled “Titles of Dignity”](#) for more information.

### **Changes introduced by the Local Government and Public Involvement in Health Act 2007**

3. Section 75 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), which came into force on 13 February 2008, inserted a new section 12A into the 1972 Act, and also amended sections 14, 15 and 16 of the 1972 Act to offer flexibility in the name of a parish council and a further choice of alternative styles available to a parish council. These alternative styles are **community, neighbourhood and village**. Parish councils, particularly in rural areas, may wish to retain the existing style of their parish council, although other councils in perhaps more urban areas (especially newly created parish councils in London) or where there is desire to make a distinction from an ecclesiastical parish, may prefer the alternative styles introduced by the 2007 Act.

4. Pursuant to section 12 (A) of the amended 1972 Act, a parish council may resolve to have an alternative style of community, neighbourhood or village. A single resolution may provide for a parish council to cease to have an alternative style, and to have another of the alternative styles instead. As soon as practicable after passing a resolution under this section, the parish council must give notice of the change of style to all of the following–
- (a) the Secretary of State;
  - (b) the Electoral Commission;
  - (c) the Office of National Statistics;
  - (d) the Director General of the Ordnance Survey;
  - (e) any district council, county council (or London borough council) within whose area the parish lies
5. Where, as permitted by the 2007 Act, a parish council has resolved to change its **style to that of a community, neighbourhood or village** the following shall apply:-

If the parish has the style of community, the council shall be known by the name “The Community Council” with the addition of the name of the community. The chairman and vice-chairman shall (respectively) have the style “chairman of the community council” and “vice-chairman of the community council” and the councillors shall have the style of “councillors of the community council”.

If the parish has the style of neighbourhood, the council shall be known by the name “The Neighbourhood Council” with the addition of the name of the neighbourhood. The chairman and vice- chairman shall (respectively) have the style “chairman of the neighbourhood council” and “vice-chairman of the neighbourhood council” and the councillors shall have the style of “councillors of the neighbourhood council”.

If the parish has the style of village, the council shall be known by the name “The Village Council” with the addition of the name of the village. If the parish has the style of village, the chairman and vice-chairman shall (respectively) have the style of “chairman of the village council” and “vice-chairman of the village council” and the councillors shall have the style of “councillors of the village council”.

For as long as the parish has an alternative style, it will not also be able to have the status of a town and vice versa.

## **Community Governance Reviews**

6. Pursuant to Part 4 of the 2007 Act, a district council, unitary county council or a London borough council (the principal council) may undertake a community governance review of the whole or part of the principal council's area, which could include making one of the following recommendations in relation to :

### **The constitution of a new parish ( s.87 of the 2007 Act).**

The principal council must also make recommendations as to the **name** of the new parish (s.87(5)), whether or not the new parish should have a parish council (s.87(6)) and make recommendations as to whether or not the new parish should have one of the alternative styles (s.87(7)).

Under s. 100 of the 2007 Act, the Secretary of State and the Electoral Commission issued guidance ("statutory guidance") to principal councils in respect of undertaking, and giving effect to recommendations made in community governance reviews and on making recommendations about electoral arrangements respectively. The statutory guidance is available from the Communities and Local Government's website at

<http://www.communities.gov.uk/publications/localgovernment/communitygovernancereviews>

Paragraphs 109 and 110 of the statutory guidance state: "Following a community governance review, in areas previously unparished where a new parish is being created, people living there may wish for the style of their parish council to reflect the local community in a different way and may prefer one of the alternative styles. This may well be the case for those living in urban areas. Local authorities will wish to take account of these preferences in deciding the name of the parish and the chosen style."

"Where the review relates to a new parish, it is for the principal council, in the first instance, to make recommendations as to the geographical name of the new parish, and as to whether or not it should have one of the alternative styles."

### **Existing parishes under review (s.88 of the 2007 Act).**

This may involve recommendations by the principal council that an existing parish should not be abolished and that its area should not be altered, or that the area of the existing parish should be altered or that the existing parish should be abolished.

The review must make recommendations as to whether or not the name of the existing parish should be changed (s.88(3)).

If the parish does not have a council, the review must make recommendations as to whether or not the parish should have a council. If the parish has a council, the review must make recommendations as to whether or not the parish should continue to have a council (s.88(4)).

However the review may not make any recommendations for the parish to begin to have an alternative style (if it does not already have one or to cease to have an alternative style, or to have a different alternative style, (if it already has one) (s.88(5)).

Paragraphs 109 of the statutory guidance confirms the provisions of s.88 by saying: “So far as existing parishes under review by principal councils are concerned, the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.”

**Summary**

The introduction of the 2007 Act means that a parish council may have the name and style of a parish council or a town council, or a city council (this will be uncommon) or a community council, a neighbourhood council or a village council.

**Other Legal Topic Notes (LTNs) relevant to this subject:**

<b>LTN</b>	<b>Title</b>	<b>Relevance</b>
12	<a href="#">Titles of Dignity</a>	Details the origin of the few parish councils who enjoy city status.
73	<a href="#">Community Governance Reviews</a>	Details the process whereby a new parish council may be created

APRIL 2018

## **LTN 1 | COUNCILS' POWERS TO DISCHARGE THEIR FUNCTIONS**

### **Introduction**

1. When statutory functions are conferred on a local council, they are given to the full council. This means that formal decisions (known as resolutions) about the discharge of the council's statutory functions and the related responsibilities must be made at meetings of the full council. It is often impractical for the full council to meet every time decisions need to be made. Therefore legislation permits a council to delegate the performance of its statutory and legal responsibilities to:
  - a committee; or
  - a sub-committee; or
  - an officer of the authority; or
  - another local authority.
2. When a council delegates its responsibilities to committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972 ('the 1972 Act'). The different delegations options are explained later in this Note.
3. A council cannot delegate responsibility for the performance of all its statutory functions. A council should be alert to the existence of statutory prohibitions to the delegation of particular statutory functions of a council. For example, a council's functions with respect to levying or issuing a precept can only be discharged by the full council (s.101 (6) of the 1972 Act). In practice, it is common for a committee to consider the level of precept and to make recommendations to the full council who can then make a final decision. Using another example, only full council can decide to borrow money (paragraph 2(4)) of schedule 1 to Local Government Act 2003 or can adopt or revise the code of conduct applicable to its members (s.28(13) of the Localism Act 2011 and, in Wales, s.51(9) of the Local Government Act 2000).

## **Individual councillors**

4. A council cannot delegate the performance of its statutory and legal responsibilities to an individual councillor. This rule does not impinge on the statutory authority of a councillor to make decisions that do not relate to the performance of the council's responsibilities. For example, a councillor who is chairman of the council has additional voting powers in the election of a new chairman of the council (see Legal Topic Note 2 - the Chairman of Local Councils). Using another example, individual councillors may call an extraordinary meeting of the council if, having requested to do so, the Chairman of Council does not call one. As a further example, the councillor chairing a meeting of the full council, a committee or a sub-committee has additional voting powers and can take decisions relation to the running of a meeting (see Legal Topic Note 5 -Parish and Community Council Meetings).
5. The procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors. Resolutions made at a meeting or occasionally the standing orders of a council may authorise a councillor to act on matters which the council, or as the case may be, a committee or sub-committee is ultimately responsible for. For example, a meeting may resolve a particular councillor to be the council's representative at an external meeting. A council's standing orders based on model standing order 19c authorises a councillor to review the work of an individual member of staff and to conduct his appraisal on behalf of the staffing committee or sub-committee that he is a member of. The procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors.

## **Leaders**

6. A local council has no statutory authority to elect a leader. However some politically divided or larger local councils do so. The leader of the council is often chosen by the group of councillors that has the political majority on the council. The role of a leader of a local council is not intended to undermine the role of the Chairman of the council or the chairman of a meeting. However a leader may be instrumental in raising business for consideration at a meeting or lobbying other councillors on an issue. The leader has the same formal standing as any other councillor. Like other councillors, the leader has no authority to discharge a council's statutory functions.

## **The Discharge of Functions by a Committee or a Sub-Committee**

7. The appointment of a committee by full council or the appointment of a sub-committee by a committee must be confirmed by resolution. A committee may appoint a sub-committee unless otherwise directed by full council (s.101(2) of the 1972 Act). The appointing body for a committee or sub-committee must also decide, by resolution, the nature and scope of the responsibilities that it is delegating. In other words such resolution will confirm the terms of reference for the committee or, as the case may be, the sub-committee.
8. In respect of the appointment of a committee by full council or the appointment of a sub-committee by a committee, s.102 of the 1972 Act requires them to determine:
  - the number of members;
  - the terms of office of those members; and
  - the area within which the committee is to exercise its authority (if restricted);

S.106 of the 1972 Act provides that subject to any standing orders that the council has made in respect of quorum, proceedings and the place of meeting of a committee or sub-committee, the committee or sub-committee can determine the standing orders for their quorum, proceedings and place of meeting.

9. The collective decision-making responsibilities of the members of a committee or a sub-committee are limited by their terms of reference, Functions may be discharged by a committee or a sub-committee but not, as confirmed in paragraphs 4 and 5 above, by individual members of the committee (who may include the Chairman of a council or a chairman of a committee). Such practice was ruled by the High Court to be unlawful, in the case of *R v Secretary of State for the Environment ex parte London Borough of Hillingdon* [The Times 20 November 1985 also reported at greater length in the 'Local Government Review' on 4 January 1986].
10. The 1972 Act does not prescribe the minimum number of members for a committee or a sub-committee. In the Hillingdon case, the court confirmed that the minimum number of members should be more than one. If there were only two members, the person presiding could (but is not required to)

exercise his casting vote (by virtue of paragraph 39(2) of Schedule 12 to the 1972 Act). If he did exercise his casting vote, he could always secure a decision to his liking. In practice, the chairman of a committee comprised of only two members would have the sole power to take a decision which would conflict with the ruling in the Hillingdon case. It is NALC's position that the minimum number of members of a committee or sub-committee is three. Further commentary in support of NALC's position can be found on page 6 of the book 'Knowles on Local Authority Meetings - A Manual of Law and Practice, 8th Edition.'

11. Committee and sub-committee meetings can be held frequently and, arguably, these are easier to schedule than full council meetings because fewer councillors are involved. Such arrangements would, for example, enable local councils to respond to planning applications affecting their area within the timeframe allowed and, as another example, would enable councils to progress staffing matters without delay. This is further considered in Legal Topic Note 22 (Disciplinary and Grievance Arrangements).
12. Legal Topic Note 5 (Parish and Community Council Meetings) explains the statutory and other requirements relevant to committee and sub-committee meetings.

### **The Discharge of Functions by an Officer of the Authority**

13. Functions may be delegated to an officer of the council by three bodies:
  - the full council;
  - a committee; or
  - a sub-committee.

It is open to the full council or a committee that it has appointed to decide when functions should be further delegated. A committee may delegate some of its responsibilities to a sub-committee or to an officer unless otherwise directed by full council. A sub-committee may delegate the discharge of functions to an officer unless otherwise directed by full council or its parent committee (s.101(2) of the 1972 Act). Further, it is always open to the council or a committee to undertake the work that it has delegated to a sub-committee or officer (s.101(4) of the 1972 Act).

14. It is prudent to ensure that the delegation of a council's statutory functions and related responsibilities is evidenced by a resolution. This rule does not apply to many of the routine administrative tasks such as raising invoices or sending correspondence or updating the council's website that staff are expected to undertake on a daily basis. A council's standing orders can usefully confirm specific or notable administrative responsibilities that particular officers are responsible for. Councils are referred to model standing orders s 15b and 18dv for England and 15b and 18cv for Wales and other relevant model standing orders.
15. If a council delegates the performance of statutory functions to its officers in the course of their normal duties or from time to time, their job descriptions should reflect this.
16. Councils should also take care to ensure that any statutory functions delegated to officers are not, in fact, performed by individual councillors. This is particularly important if officers and councillors work together closely. As set out in paragraphs 4 and 5 above, the performance of a council's statutory responsibilities cannot be delegated to individual councillors. They cannot make decisions in relation to the performance of a council's statutory powers and functions outside meetings.
17. In the Hillingdon case (see paragraphs 9 and 10 above), the Judge stated that it would be difficult to fault a procedure where decisions by a council are taken by a duly authorised officer pursuant to s.101 of the 1972 Act in consultation with the elected chairman as it would be a simple way of dealing with urgent matters which could not be decided at a meeting, but for which it was undesirable for a single officer to take sole responsibility. In some instances, it may be appropriate for consultation to be wider than solely with the Chairman of the council or the chairman of a relevant committee or sub-committee. Councils may incorporate such arrangements in their standing orders or other internal procedures and policies that require a course of action to be taken without delay e.g. responses to media queries, progressing some personnel matters, reporting incident(s) to the police, or to the auditor, arranging for the execution of urgent repair works on council premises.

## **The Discharge of Functions by Other Authorities**

18. Unless prohibited by legislation, the 1972 Act allows an authority to arrange for any of its functions to be discharged by another authority. Two or more local authorities can also arrange that their functions are to be exercised jointly (s.101(5) of the 1972 Act) and can ensure that any such joint functions are delegated to a joint committee or to an officer of one of the authorities. If a joint committee is appointed, the appointing authorities decide its members and terms of reference (see paragraph 7 above). The local authorities that appoint a joint committee must share the expenses incurred by it in such proportions as they think fit (s.103 of the 1972 Act). Additionally, s.136 of the 1972 Act allows two or more local authorities to make arrangements for defraying any expenditure incurred by one of them in exercising any functions exercisable by both or all of them. This means that if two or more authorities have the power to exercise a function, they can arrange for one of the authorities to carry out that function on behalf of them both (or all) and both (or all) authorities can contribute towards the costs incurred by the authority actually carrying out that function. S.113 of the 1972 Act enables local authorities to place their staff 'at the disposal' of other authorities for the purpose of their functions but cannot do so without consulting the member of staff concerned.

## **Can a Local Council appoint itself as a Committee?**

19. Prior to the introduction of the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 (2) of the 1972 Act which confirmed the right of the public and the press to attend committee meetings, it was the practice of many councils to appoint itself as a committee to exclude the press and the public. The practice is not common in recent years but NALC is sometimes asked if it is lawful. There is no lawful reason why a local council should not appoint itself as a committee but in NALC's view, there is no cogent argument for this. NALC's view is supported in 'Knowles on Local Authority Meetings - A Manual of Law and Practice, 8th Edition.' Paragraph 9.68 on page 227 states that "a committee of the whole council cannot by definition be a committee of the parent body".

## **Non-Councillor Members of Committees**

20. Legal Topic Note 7 (Non-Councillor Members of Committees) sets out the powers of local councils to appoint non-councillors to committees.

## Advisory Committees

21. S.102(4) of the 1972 Act is in the following terms:

‘A local authority may appoint a committee, and two or more local authorities may join in appointing a committee, to advise the appointing authority or authorities... on any matter relating to the discharge of their functions, and any such committee—

- a) may consist of such persons (whether members of the appointing authority or authorities or not) appointed for such term as may be determined by the appointing authority or authorities; and
- b) may appoint one or more sub-committees to advise the committee with respect to any such matter.’

22. A person wishing to become a councillor has to satisfy the qualification requirements of s.79 of the 1972 Act but a non-councillor appointed to an advisory committee pursuant to s.102(4) does not. However, any person disqualified from being a councillor pursuant to s.80 of the 1972 Act is unable to be a member of any committee (including an advisory committee under s.102(4)) by virtue of s.104 of the 1972 Act. Further information in respect of the qualification and disqualification provisions is available in in Legal Topic Note 7 (Non-Councillor Members of Committees).

23. The wording of 102(4) is broad but it makes it clear that the role of committees and sub-committees appointed under s.102 (4) is restricted to advising the council (or committee) on ‘any matter relating to the discharge of their functions’. The key word is ‘advise’. Importantly, committees (or subcommittees) appointed under s.102(4) have no power to discharge the functions of a council,

24. Many councils make good use of the power contained in s.102(4) and often refer to committees (or sub-committees) appointed under it as ‘working parties’ or ‘working groups’ or ‘panels’ rather than advisory committees (or sub-committees). However councils should be aware that such parties/groups/panels are, in fact, committees or sub-committees within the meaning of the 1972 Act and are, accordingly, subject to the same legal provisions in the 1972 Act as other committees described in paragraph 2 above.

25. Sometimes councillors wish to attend meetings of committees (or sub-committees) to which they have not been appointed. This is a perfectly legitimate practice as councillors have the same rights to attend committee (or sub-committee) meetings as members of the public. However, where councillors attend meetings of committees (or sub-committees) to which they have not been appointed, they will not enjoy all the rights they enjoy as councillors. They will not have a right to participate in the meeting unless the meeting includes a public participation session. In England, a councillor (or non-councillor) member of a committee is not, without a dispensation, permitted to speak during a public participation session if he holds a disclosable pecuniary interest or another interest stipulated by his council's code of conduct in a matter that is being discussed during the public participation session of a meeting. In Wales, the code of conduct adopted by a council means that a councillor (or non-councillor) member of a committee with a prejudicial interest in a matter being considered at the committee meeting (without a dispensation) may make representations, answer questions or give evidence if the public have the same rights. He must leave the meeting room immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration.

### **The 'Need to Know'**

26. Councillors do not have a 'need to know' all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors, The following may prove helpful in establishing whether a councillor has a 'need to know':
- If a councillor is a member of a committee, he has the right to inspect documents or to obtain information relating to the business of that committee;
  - If a councillor is not a member of a particular committee, he has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him to perform his duties as a councillor;

- If the councillor's motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.

### **Written records of officers' decisions (England only)**

27. The minutes of a meeting of the council, its committees, sub-committees or joint committees must record the decisions made at them and be made available to the public. The Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"), issued under s.43 (2) of the Local Audit and Accountability Act 2014 require (i) certain decisions made by officers to be recorded in writing (ii) records of such decisions and any background papers to be made available for public inspection and (iii) such papers to be retained by the council for prescribed periods. Part 4 of the Government's guide to the 2014 Regulations considers the requirement to record and inspect decisions by officers and can be accessed via <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>
28. Regulation 7 (2) of the 2014 Regulations requires a decision to be recorded if it would otherwise have been taken by a council, committee, sub-committee, or a joint committee but has been delegated to an officer under:
- (a) a specific express authorisation or
  - (b) under a general authorisation to officers to take decisions and the effect of the decision is to:
    - (i) grant a permission or licence (e.g. a permission to use a playing field for a school fete);
    - (ii) affect the legal rights of an individual (e.g. the termination of an allotment garden tenancy);
    - (iii) award a contract or incur expenditure which, in either case, materially affects the council's financial position (e.g. the award of a grounds maintenance contract or the payment of a grant). The Government's guide suggests that the "material threshold" is a judgement that would be made by individual councils).
29. Administrative and some operational decisions will not be caught by the 2014 Regulations and do not need to be recorded or made available for public inspection. The Government's guide gives other examples such as:

- A decision to sign an allotment tenancy agreement;
  - Decisions to allocate burial plots;
  - Decisions to book rooms or sports grounds.
30. The officer who makes a decision of the type described in paragraph 28 must produce a written record of his decision as soon as reasonably practicable after the decision has been made. The written record must include:
- the date the decision was taken;
  - a record of the decision taken with reasons for the decision;
  - details of alternative options, if any, considered and rejected and
  - if the decision was delegated to an officer under a specific express authorisation, the names of any councillor who had declared a conflict of interest in relation to the decision. The Government's guide does not provide information about what constitutes a conflict of interest. It is possible that this is a reference to an interest (meaning a disclosable pecuniary interest or an interest set out in the code of conduct adopted by the council) that a councillor is required to register with the monitoring officer.
31. Where there is a separate statutory requirement to produce a written record of a decision described in paragraph 28, a record of the decision (along with reasons for it) and the date the decision was taken will satisfy the requirement in the 2014 Regulations to record such a decision (Regulation 7(4) of the 2014 Regulations). For example, it is often the responsibility of an officer of a council to decide the council's response to requests for information under the Freedom of Information Act 2000 ("the 2000 Act") which must be communicated to the requester in writing.
32. The written record of an officer decision described in paragraph 28 together with any background papers must be made available for public inspection as soon as reasonably practicable after the record is made. It must be available for inspection at all reasonable hours at the council's offices, on the council's website if it has one and by such other means that the council considers appropriate (Regulation 8(1) of the 2014 Regulations). If requested and upon receipt of payment of postage, copying or other necessary charges for the

transmission of information requested, a council must provide a copy of the written record and any background papers (Regulation 8 (2) of the 2014 Regulations).

33. The written record of an officer decision must be made available for public inspection and retained by the council for a period of six years from the date the decision was made. In the case of background papers relating to the decision, these must be made available for public inspection and retained by the council for a period of four years from the date the decision was made.
34. A council is not authorised or required to disclose or make available for inspection document(s) or part of documents that contain or may contain confidential information (Regulation 9 of the 2014 Regulations). “Confidential information” is defined as (i) information provided to the council by a government department where public disclosure is forbidden or (ii) information which cannot be disclosed to the public because disclosure is prohibited by a court order or legislation (Regulation 6 of the 2014 Regulations). For example, the 2000 Act does not require a council to disclose personal data about an individual or communications between the council and its professional legal advisors.
35. A person with custody of a document which is required to be available for public inspection commits an offence if he, without reasonable excuse, (i) intentionally obstructs a person exercising a right to inspect written records and background papers or (ii) refuses a request to provide written records or background papers. A person convicted of one of these offences is liable to a fine not exceeding level 1 on the standard scale (currently £200). (Regulation 10 of the 2014 Regulations).

**Other Legal Topic Notes (LTNs) relevant to this subject:**

LTN	Title	Relevance
5	Parish and Community Council Meetings	Sets out the procedures and requirements of committees in further detail.
7	Non-Councillor Members of Committees	Sets out (i) the powers of councils to appoint non-councillors to sit on committees and (ii) qualification and disqualification provisions in respect of non-councillors.
8	Elections	Details the qualification and disqualification provisions for councillors.

LTN	Title	Relevance
9E	Handling Complaints	The 2014 Regulations apply if officers are authorised to make decisions about an individual's complaint against a council.
22	Disciplinary & Grievance Arrangements	Explains the role of committees and sub-committees in handling disciplinary and disciplinary matters.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains councillors' obligations upon taking office.

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21 JULY 2022

## **LTN 7 | NON-COUNCILLOR MEMBERS OF COMMITTEES**

### **Introduction**

1. This Legal Topic Note outlines the circumstances in which local councils may appoint non-councillors to council committees and sub-committees. Non-councillors may be appointed to different types of committees:
  - a. Committees and sub-committees are appointed to discharge the functions of a council. However, such committees and sub-committees must include at least one councillor (section 102 (3) of the Local Government Act 1972) (“the 1972 Act”); and
  - b. Advisory committees and sub-committees that are appointed advise a council in any matter relating to the discharge of their functions (pursuant to section 102 (4) of the 1972 Act). Advisory committees and sub-committees may be wholly comprised of persons who are not members of the council. In practice and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not members of the council. Councils often refer to advisory committees and sub-committees as working parties/groups/panels. The NALC view is that such groups still have the status of council committees or sub-committees.
2. There is additional guidance about advisory committees in Legal Topic Note 1 (Councils’ Powers to Discharge their Functions).

### **What is the power?**

3. Section 102 (3) of the 1972 Act provides that a local council can appoint persons who are not its members to committees and sub-committees, including joint committees and sub-committees.

### **Does the power apply to all committees?**

4. The power in section 102 (3) is drafted very broadly and applies to a council’s committees and sub-committees, including joint committees and sub-committees other than a committee for regulating and controlling the finance of the local authority or of their area.

### **Why appoint non-councillors?**

5. Non-councillor members may be appointed to a committee or sub-committee because they can offer specialist knowledge or expertise in the work of the committee or sub-committee or because they represent sections of the local community that are relevant to the work of the committee or sub-committee. For example, an open spaces or recreational facilities committee may include non-councillors representing local sports clubs or schools.

### **What disqualifies non-councillors from being appointed as committee members?**

6. Section 102 (3) of the 1972 Act provides that a person can be appointed as a non-councillor member of a committee or sub-committee unless they have been disqualified pursuant to section 104 of the 1972 Act. Section 104 confirms that a person is disqualified if he would be disqualified from being elected or being a member of a local authority pursuant to Part V of the 1972 Act. Section 80 of the 1972 Act sets out the circumstances in which a person is disqualified from being a council member in England. In summary, a non-councillor cannot sit on a committee if they:
  - a. hold any paid office or employment (other than the office of chair, vice-chair or deputy chair) to which they have been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or
  - b. are the subject of a bankruptcy restrictions order or interim bankruptcy order; or
  - c. have within five years before the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has had passed on him a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
  - d. have been found guilty of corrupt or illegal practices or were responsible for incurring unlawful expenditure and the court orders their disqualification.
  - e. Are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (section 81A of the 1972 Act, in England) – see Legal Topic Note 8 (Elections).
7. Further details in respect of the disqualification of persons who can be elected as councillors (and, by virtue of section 102 (3), non-members) are set out in Legal Topic Note 8.

### **What are the qualification requirements?**

8. Persons wishing to become councillors may only do so if they meet the qualification requirements set out in section 79 of the 1972 Act (also see Legal Topic Note 8. These qualification provisions, however, do not apply to non-councillor members of committees.

### **Do non-councillor committee members have voting rights?**

9. By virtue of section 13 (1) and (7) of the Local Government and Housing Act 1989 (“the 1989 Act”), non-councillor members of committees and sub-committees do not have voting rights. There are five important exceptions to this rule.
10. Sections 13 (3) and (4)(e) of the 1989 Act confirm that non-councillor members of advisory committees and sub-committees have voting rights.
11. Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 confirms that non-councillor members of committees and sub-committees have voting rights in respect of:
  - a. management of land owned or occupied by the council.
  - b. the functions of the council as a harbour authority (as defined in section 57(1) of the Harbours Act 1964).
  - c. function under section 144 of the 1972 Act relating to the promotion of tourism, and
  - d. any function under section 145 of the 1972 Act relating to the management of a festival.

The term “management” does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival.

### **Are non-councillors committee members subject to the council’s code of conduct?**

12. In England, a local council has a duty to adopt a code of conduct (section 27 (2) of the Localism Act 2011). In Wales, a council has the same duty (section 51 of the Local Government Act 2000). The non-councillor members of a committee or sub-committee are subject to the council’s code of conduct if they are entitled to vote on any question which falls to be decided at any committee meeting or sub-committee.
13. Legal Topic Note 80 (Members’ conduct and the registration and disclosure of their interests (England)) provides guidance about the obligations of councillors and non-councillors in England.

### Other matters

14. Non-councillor members of committees will be required to comply with the council's standing orders and will have the same rights as members of the public to attend meetings of the council or other committees of which they are not members. This applies to all non-councillor members of committees – even where they are councillors of other authorities.

### Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
1	Councils' powers to discharge their functions	Explains the different ways councils that can discharge their functions – including the use of committees, sub-committees, advisory committees.
5	Parish and community council meetings	Explains the statutory and other requirements for committee and sub-committee meetings.
8	Elections	Sets out the power to co-opt persons onto a local council and explains the circumstances in which non-councillors will be unable to sit on committees.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains the provisions of the Localism Act 2011.

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# Agenda Item 12

Lincolnshire Association of Local Councils  
Dunholme Old School  
8 Market Rasen Road  
Dunholme, Lincoln  
Lincs  
LN2 3QR  
VAT Reg No: 416 3939 41

Invoice

Page 1

Grantham Town Council  
Guildhall Arts Centre  
St Peters Hill  
Grantham  
NG31 6PZ

14782

23/04/2024

VAT Reg No:

GRANTHAM

## Quantity Details

	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00 Annual Training Scheme 24/25	205.00	0.00	205.00	20.00	41.00
1.00 01/04/24-31/03/25	0.00	0.00	0.00	0.00	0.00

Please make cheques payable to  
Lincolnshire Association of Local Councils or LALC  
To pay by BACS transfer  
Sort Code: 089299  
A/c No: 65279999

Total Discount	0.00
Total Net	205.00
Carriage Net	0.00
Total Tax Amount	41.00
Invoice	246.00

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Lincolnshire Association of Local Councils  
 Dunholme Old School  
 8 Market Rasen Road  
 Dunholme, Lincoln  
 Lincs  
 LN2 3QR  
 VAT Reg No: 416 3939 41

Invoice

Page 1

Grantham Town Council  
 Guildhall Arts Centre  
 St Peters Hill  
 Grantham  
 NG31 6PZ

14781

23/04/2024

VAT Reg No:

GRANTHAM

Quantity	Details	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Annual Subscription 24/25	0.00	0.00	0.00	0.00	0.00
1.00	Baseline + 7.94p X 27913 electorate - fee reduced as capped	2,037.00	0.00	2,037.00	0.00	0.00
1.00	Nalc 7.94p per electorate - fee reduced as capped.	2,037.00	0.00	2,037.00	0.00	0.00
1.00		0.00	0.00	0.00	0.00	0.00

Total Discount 0.00

Total Net 4,074.00

Carriage Net 0.00

Total Tax Amount 0.00

Invoice 4,074.00

Please make cheques payable to  
 Lincolnshire Association of Local Councils or LALC  
 To pay by BACS transfer  
 Sort Code: 089299  
 A/c No: 65279999

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

### What's New This Month?



Chair & Clerk—28th May, see page 2

Parkinson Partnership—new dates, see page 6-7

Breakthrough Communications—new dates, see pages 8-10

An Evening With ... Superintendent Patrick Coates—22nd May, see page 13

LALC Summer Conference—24th July, see page 15

**Did you know your Emergency First Aid At Work certificate is only valid for 3 years?** Has yours expired or is it due to expire this year? If so, check out the training dates we have scheduled—see page 13.

### Allotments Training

If you would be interested in Allotments Training, please register your interest via [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk). Once there is sufficient demand, we will look to organise a course.

### 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 or partners

Course	Description	Date(s)	Location
Councillor Induction & Refresher	<p>Aimed at councillors with or without any experience, covering topics such as:</p> <ul style="list-style-type: none"> <li>• The role of the council and councillors</li> <li>• Legal obligations and the employer role</li> <li>• Finance · Risk management</li> <li>• Code of conduct</li> <li>• Declarations of interest</li> <li>• Community engagement</li> <li>• Transparency code obligations</li> </ul>	<p>30th April 18:00—21:00</p> <p>5th June 18:00—21:00</p>	<p>Zoom</p> <p>LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR</p>
<p>Chair &amp; Clerk</p>  <p>New date</p>	<p>This event will look at the critical working role of the Clerk and Chair.</p> <p>During this day we will look at:</p> <ul style="list-style-type: none"> <li>• Statutory Powers and delegation</li> <li>• Management and leadership of the council</li> <li>• Working in partnership</li> <li>• Exploring techniques and tools for developing a cohesive council</li> <li>• Managing behavioural issues and embracing Civility &amp; Respect</li> </ul>	<p>28th May 10:00—16:00</p>	<p>Welbourn Village Hall 38A Beck Street Welbourn LN5 0LZ</p>
Chair's Workshop	<p>This training session will suit Chairs of parish and town councils, Chairs of Committees and Vice Chairs.</p> <p>Topics covered will include:</p> <ul style="list-style-type: none"> <li>• Skills required</li> <li>• Managing meetings</li> <li>• Working with the Clerk, other councillors and officers</li> <li>• Planning for success</li> <li>• Understanding your Standing Orders, Financial Regulations and Code of Conduct</li> <li>• Accountability</li> <li>• Community engagement</li> </ul>	<p>4th June 18:00—21:00</p>	<p>Zoom</p>

## LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
New Clerk's Induction	<p>New Clerk's Induction Day, covering key points and duties for the Clerk's role.</p> <p>New Clerks may also want to consider attending Effective Meetings and End of Year &amp; Audit Processes Briefing training.</p>	8th May 10:00—16:00	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
Effective Meetings	<p>Ideal for new clerks and an excellent refresher for existing clerks, covering:</p> <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Apologies</li> <li>• Interests</li> <li>• Role of the Chair &amp; Clerk</li> <li>• Standing Orders</li> <li>• Public Participation</li> <li>• Recording &amp; Broadcasting</li> <li>• Confidential Matters</li> <li>• Minutes</li> <li>• Annual Parish Meetings</li> <li>• Annual Parish Council Meeting</li> <li>• Common Pitfalls</li> </ul>	16th May 18:00—21:00	Zoom
JADU Basics	For clerks without any previous JADU experience who would like to manage their own Lincolnshire County Council Website.	Awaiting new date	Skype
JADU Advanced	For clerks who have already received JADU training and who are already managing their Lincolnshire County Council website.	Awaiting new date	Skype

Courses delivered directly by LALC or partners

<p><b>Employment briefing: New employment rights being introduced from April 2024</b></p> <p>Delivered by:</p>				<p>(Chris Moses)</p>
Description	Date(s)	Location		
<p>April 2024 sees the introduction of a number of new employment rights for your Employees, including:</p> <ul style="list-style-type: none"> <li>• The right to request changes to their hours of work, as well as to work from home, from day one of their employment. Employers will have to comply with new statutory requirements to respond to such requests, or risk possible claims at the Employment Tribunal for Constructive Dismissal (without 2 years service) and discrimination.</li> <li>• Rights for Carers to have additional unpaid leave.</li> <li>• Changes to how holiday pay is calculated and paid.</li> </ul> <p>This session will provide councils with the information needed to enable them to respond to these new employment entitlements, and to update their terms and conditions of employment.</p>	<p>24th April 10:00—11:00</p>	<p>Zoom</p>		

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



**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](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=l6PVMOW1dmE>

## LALC Core training: Included within our Annual Training Scheme

**Finance**—delivered by:

All sessions held via Zoom

10:00—11:40am **unless otherwise specified\***



**PARKINSON**  
PARTNERSHIP

Course	Description	Date(s)
VAT for VAT registered councils	<p>For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge.</p> <p>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.</p>	20th June 10:00
Finance for Councillors	<p>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.</p> <p>Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance &amp; Accountability Return; Internal and external audit; How VAT applies to local councils</p>	25th April 18:30 21st May 10:00 13th June 10:00 18th June 18:30
New clerk's finance	<p>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.</p> <p>Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance &amp; Accountability Return; Internal and external audit.</p>	Awaiting new dates
VAT—Partial exemption	<p>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.</p> <p>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.</p>	11th June 10:00

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

**Finance**—delivered by:

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



Course	Description	Date(s)
VAT for unregistered councils (VAT126)	<p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• How VAT law applies to local councils</li> <li>• Where to find the law and guidance</li> <li>• Business and non-business activities</li> <li>• Understanding whether sales are taxable or exempt from VAT</li> <li>• When a council must register for VAT</li> <li>• When VAT can be reclaimed</li> <li>• Partial exemption</li> <li>• Reclaiming VAT when using grants and donations</li> </ul>	<p>23rd April 10:00 30th May 10:00 2nd July 10:00</p>
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"> <li>• Inviting quotes</li> <li>• Producing specifications and tender documentation</li> <li>• Achieving competition and value for money</li> <li>• Managing contracts.</li> </ul>	<p>2nd May 10:00</p>
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"> <li>• Roles and responsibilities</li> <li>• Financial risks</li> <li>• Purpose of internal controls</li> <li>• Case studies</li> <li>• Examples of controls</li> <li>• Review of internal controls</li> </ul>	<p>3rd July 10:00</p>

**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

<b>Council Communications</b> All sessions held via Zoom. 1.5-2 hours. £25 plus VAT for dates up to 31st March. £30 plus VAT for dates from 1st April.		
Course	Description	Date(s)
Communicating with your community part 1: creating a communications strategy	Every local council should have a communications strategy. It should set out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy. One that is sustainable and supports your council. A strategy that considers your council's human and financial resources.	1st May 9:30 6th June 13:00 3rd July 9:30
Communicating with your community part 2: engaging with your community	This session will focus on putting your council's communication plan into action. On how your council could connect with the community it represents. We will consider the ways your councils can communicate effectively and build conversations. We will equip you with tools and techniques to start engaging and getting messages across.	8th May 9:30 13th June 13:00 10th July 9:30
How councils can recruit 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.	4th June 13:00
How councils can more effectively engage with young people in their communities	Councils often find it challenging to connect with young people. In this session, we will define "young people." Consider the issues important to 'young people.' Explore effective ways to engage online and offline. We will also offer insights on forming partnerships with local youth organisations.	23rd April 9:30 23rd May 13:00 19th June 9:30 18th July 9:30
Dealing with difficult people and conversations in our local councils	Handling professional relationships within local councils is critical. However, it can be tough dealing with challenging people and situations. In this session, we discuss practical techniques for managing difficult conversations and situations.	20th May 13:00 26th June 9:30 11th July 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

All sessions held via Zoom. 1.5-2 hours.  
 £25 plus VAT for dates up to 31st March.  
 £30 plus VAT for dates from 1st April.



Course	Description	Date(s)
Get the most from local and regional media	Local newspapers, magazines, regional TV, and radio offer local councils a way to communicate with residents. However, dealing with journalists and the media can be intimidating. In this session we will consider how to establish positive relationships with journalists. How to write impactful press releases. Ensure that your council gets regular and positive coverage in your local media.	3rd May 13:00 12th June 9:30
Crisis communications for local councils	A crisis could strike at any point. Anything from flooding to a meeting going viral. There are many ways in which you could find yourself in the eye of the media storm. This session takes participants through the detail of preparing for any crisis. Passing on expert tips and guidance on being prepared. On the effective steps your council could take should the worst happen.	2nd May 13:00 11th June 9:30 17th July 13:00
Social media part 1: Getting started with social media for local councils	Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.	7th May 13:00 18th June 9:30 12th July 9:30
Social media part 2: Advanced social media strategies and tactics for local councils	Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.	21st May 13:00 25th June 9:30 19th July 9:30
Councillors training: Social media skills for parish and town councillors	It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.	29th April 18:30 28th May 19:00 26th June 18:30 16th July 18:30

Book Breakthrough Communications training via:

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

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

### Council Communications

All sessions held via Zoom. 1.5-2 hours.  
 £25 plus VAT for dates up to 31st March.  
 £30 plus VAT for dates from 1st April.



Course	Description	Date(s)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.	29th April 9:30 7th May 18:30 5th June 13:30
Councillors training: Chairing council and public meetings effectively	The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.	25th April 18:30 20th May 18:30 18th June 18:30 18th July 18:30
Canva Part 1—Getting started	Canva is a design tool that can be used for free. It allows you to quickly create posters, newsletters, and other physical documents. You can also create images and videos for social media and websites. This session is for people who have never used Canva before. We will go through the basics and show you how to get the most out of the free version. Our goal is to get you started with Canva and to help your Council to communicate better.	19th April 9:30 9th May 13:00 20th June 9:30 2nd July 9:30
Canva Part 2—Advanced	During the session we will focus on the advanced features of Canva. This session is for experienced users of it. In part 2 of our Canva training we will show you how your Council can get more out of it. For instance, creating complex designs and a brand for your Council. We will also cover integrating Canva with social media. There will be a particular focus on creating social media videos and using the scheduling tools.	24th April 13:00 16th May 13:00 27th June 9:30 9th July 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

Courses delivered directly by LALC or partners

<b>CiLCA</b>		 	
Description	Date(s)	Fee	Location
Introductory session available for candidates to decide whether they are ready to pursue this qualification. To obtain CiLCA it is advisable that you have at least 12-months' experience of local government procedures. This is a Level 3 qualification equivalent to A' Level standard and you will need approximately 200 hours to complete your portfolio.	18th September 13:00—16:00	Introductory session is free.	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.		£275 plus VAT	
When you are ready to register for the CiLCA qualification, the SLCC fee will apply. (Payable direct to SLCC).		£450 (no VAT)	

**FTF sessions** are held at the LALC Office: Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR

CiLCA Day 1 (FTF): LO1—LO10	9th October, 10:00—16:00
CiLCA Day 2 (FTF): LO11—LO20	6th November, 10:00—16:00
CiLCA Day 3 (FTF): LO21—LO30	4th December, 10:00—16:00

**Remote sessions** are all held via Zoom

CiLCA Day 1 (Remote): LO1—LO5	
CiLCA Day 2 (Remote): LO6—LO10	
CiLCA Day 3 (Remote): LO11—LO15	
CiLCA Day 4 (Remote): LO16—LO20	1st May, 10:00
CiLCA Day 5 (Remote): LO21—LO25	12th June, 10:00
CiLCA Day 6 (Remote): LO26—LO30	17th July, 10:00

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

### Offerings from LALC partners

<b>Dispute Resolution Programme</b>		 (Chris Moses)
<p>Personnel Advice &amp; 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 <a href="mailto:p.d.solutions@zen.co.uk">p.d.solutions@zen.co.uk</a></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	<p>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.</p> <p>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.</p>	£150 + VAT
3—Practical issues	<p>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 .</p> <p>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.</p>	£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**

<p><b>Emergency First Aid At Work —delivered by:</b></p> <p>£72.50 plus VAT</p>		
Description	Date	Venue
<p>Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work.</p> <p>The certificate is <b>valid for 3 years</b>.</p> <p>If you've done this course before, please check your certificate in case it has expired/is due to expire soon. If so, here's your opportunity to get it renewed.</p>	<p>14th May 9:30—16:30</p> <p>24th September 9:30—16:30</p>	<p>Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR</p>

<p><b>An evening with ..... Superintendent Patrick Coates</b></p> <p>£10</p>		
Description	Date(s)	Venue
<p>Join us for our second An Evening With ... event.</p> <p>Superintendent Patrick Coates from Lincolnshire Police East Area will be discussing:</p> <p>“The impact of tourism and growth on the policing and how we manage it”</p>	<p>22nd May 18:00—21:00</p>	<p>Tower Gardens Pavilion Lumley Road Skegness PE25 2AX</p>

<p><b>An evening with ..... Paul Drury</b></p> <p>FREE EVENT</p>	
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Description	Date(s)	Venue
<p>In the first of our “An evening with...” series, join us for this exciting opportunity to spend an evening with - PAUL DRURY</p> <p>Paul will be talking about Volunteering, Social Prescribing and the Armed Forces Covenant relaunch amongst other things.</p> <p>Paul is now a Trustee for third sector organisations.</p> <p>Prior to retiring in 2022, Paul worked as the Prevent Officer within the Safer Communities Team for Lincolnshire County Council. He had responsibility for a number of areas, such as lead local authority officer for Prevent, Counter Extremism and Hate Crime. He also Chairs the Community Emergency Cell for the Lincolnshire Local Resilience Forum.</p> <p>Prior to this role, Paul was the Engagement Officer for Humberside Fire and Rescue Service (HFRS).</p> <p>Paul served with the Royal Air Force as a fire-fighter for 28 years before coming into his first community engagement role in 2003, as the Area Manager for the Goodwin Trust (Hull) community wardens, working in the most deprived areas of the City and then with Hull City Council as a community participation officer and with the East Riding Council as the manager for the Local Action Teams, which encompassed community engagement activities across the council region.</p>	<p>23rd April 18:00—21:00</p>	<p>The Heath Village Hall &amp; Library Bracebridge Heath LN4 2LB</p>

<p><b>LALC Summer Conference &amp; AGM</b></p> <p>£40 (plus VAT)</p>	<p style="text-align: center;"><b>Summer Conference 2024</b></p>	
Description	Date(s)	Venue
<p>The LALC Summer Conference this year will feature a choice of workshops, Q&amp;A session, trade stands and the LALC AGM.</p> <p>Workshops confirmed:</p> <ul style="list-style-type: none"> <li>• Worknest—Health &amp; Safety myths</li> <li>• More TBC</li> </ul> <p>Trade stands confirmed:</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank</li> <li>• Kompan</li> <li>• Blachere</li> <li>• Worknest</li> <li>• Clear Insurance</li> <li>• Vaughtons (civic regalia)</li> <li>• Lincolnshire Domestic Abuse Service</li> <li>• CCLA (investment management)</li> <li>• Cloudy IT</li> </ul> <p>The full programme will be announced nearer to the date.</p> <p>Arrival from 9:00—time for refreshments and a chance to browse the trade stands.</p> <p>Booking is now open!</p>	<p>24th July 9:30—16:00</p>	<p>Belton Woods Hotel Belton Grantham NG32 2LN</p>

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

<p><b>Allotment Management &amp; Inspection practical training</b></p> <p>£35 plus VAT—for electorate under 2000                  £45 plus VAT—for electorate over 2000                  Lunch is included</p>	 <p>The National Allotment Society                  The National Society of Allotment and Leisure Gardeners</p> <p>ERNLLCA                  East Riding &amp; Northern Lincolnshire Local Councils Association</p>
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Description	Date(s)	Venue
<p>This event has been organised by our colleagues at ERNLLCA (East Riding &amp; Northern Lincolnshire Local Council Association) and is open to Lincolnshire councils who may want to attend.</p> <p>The training will focus on non-compliance and putting knowledge into practice. The session is suitable to both clerks/officers and councillors involved in allotment management and decision making.</p> <p>The course will be split into two. Part one will be ‘classroom based’ and focus on allotment legislation and management.</p> <p>Including: Cultivation policy; Site rules; Plot inspections; Appeals</p> <p>Part two will be an in person visit to an allotment in Barton upon Humber. During this part of the session trainers from the National Allotment Society will show delegates how to conduct effective inspections and use the knowledge they have gained in the classroom to apply in practise.</p> <p>The day will enable you to ask the experts and get advice about your allotments. If your council is having trouble with allotment management, disputes, or inspections this training session will be helpful.</p> <p>Please bring appropriate clothing for outdoor inspections. It will involve a drive to the site.</p> <p>To book: <a href="https://bookwhen.com/ernllca/e/ev-sdon-20240425103000">https://bookwhen.com/ernllca/e/ev-sdon-20240425103000</a></p>	<p>25th April                  10:30 – 15:00</p>	<p>Lakeview Room                  Waters Edge Business Centre                  Maltkiln Road                  Barton-upon-Humber                  DN18 5JR</p>

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

<p><b>Cemetery &amp; Crematorium Management — delivered by:</b></p> <p>Price £60 plus VAT (for both sessions)</p>		
Description	Date	Venue
<p>This is a <b>two-part</b> training and delegates are expected to attend <b>both sessions</b>.</p> <p>Course overview: Local Authorities' Cemeteries Order 1977 (LACO); General powers of management Compliance Registers and records; Granting and extending exclusive rights of burial; Consent; Avoiding disputes; Burials; depth, shallow graves; Administration processes; Grave digging – procedures, preparations, backfilling; Memorials Creating burial space; Exhumation Transfer of exclusive rights of burial Suitable for: cemetery staff at all levels, and those with a responsibility for cemeteries but who are not involved in their day-to-day management.</p>	<p>Part 1: 30th April 9:15—12:30</p> <p>Part 2: 1st May 9:15—12:30</p>	<p>MS TEAMS</p>
<p><b>Memorial Management &amp; Inspections— delivered by:</b></p> <p>Price £72.50 plus VAT</p>		
Description	Date(s)	Venue
<p>Course Overview: Scope of the problem; Legal/health &amp; safety issues</p> <p>Inspection of memorials: How to start; Initial inspection; Inspection forms; The inspection - visual &amp; physical; Actions; Programme of work; Consecrated ground (England only); Other considerations and guidance (MoJ/HSE guidance)</p> <p>Codes of practice, Registration Schemes, Right to end a memorial, Unauthorised memorials, Practical inspections.</p> <p>Suitable for: anyone involved in managing or working in a cemetery, or with responsibility for cemeteries.</p> <p>The afternoon session will take place in a cemetery, therefore suitable outdoor clothing must be worn, together with sensible boots or shoes.</p>	<p>10th September 10:00—16:00</p>	<p>Dunholme Old School 8 Market Rasen Road Dunholme Lincoln LN2 3QR</p>

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

Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course.		
<b>Essential Skills</b>		
<b>Course</b>	<b>Description</b>	
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"> <li>• Define bribery and corruption</li> <li>• Understand the Bribery Act 2010 and the penalties for breaking the law</li> <li>• Recognise what constitutes a crime under the Bribery Act</li> <li>• Know the six principles organisations should follow when designing their bribery policies and procedures</li> <li>• Know what actions you should take should you suspect bribery</li> </ul>	
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"> <li>• Describe what money laundering is and how it is done</li> <li>• Understand UK legislation and regulations regarding money laundering and what they cover</li> <li>• Explain how to prevent money laundering</li> <li>• Recognise the consequences of non-compliance with anti-money laundering legislation</li> </ul>	
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"> <li>• Understand the principles of customer loyalty and how to build it through your interactions</li> <li>• Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing</li> <li>• Provide a better level of customer service by using your customer service skills 'toolkit'</li> <li>• Understand the customer complaint resolution cycle and how to deal with common customer service challenges</li> </ul>	
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"> <li>• Recognise why fair and effective data management is important to individuals and society as a whole</li> <li>• Understand relevant data protections legislation and regulations, along with the penalties for breaching these</li> <li>• Work with information in a way that doesn't breach the date protection principles and individuals' rights</li> <li>• Respond to requests for information from individuals in a way that is legal and effective</li> </ul>	

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

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Courses delivered directly by LALC or partners

<p><b>eLearning - delivered by:</b></p> <p>£25 plus VAT per course.</p>	
<p><b>Essential Skills</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></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"> <li>• Understand the importance of DSE workstation assessment</li> <li>• Identify whether you are a high, medium or low-risk user</li> <li>• Recognise the effects of poor posture</li> <li>• Adjust your posture so that you have a good posture while working</li> <li>• Adjust your workstation to suit you</li> <li>• Carry out a DSE risk assessment</li> </ul>
<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"> <li>• Recognise the benefits of a greener approach to your working practices</li> <li>• Know how positive action in the workplace can make a difference to our environment</li> <li>• Take steps to reduce the negative impact your workplace can have on the environment</li> <li>• Make waste management choices that are better for the planet</li> </ul>
<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"> <li>• Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us</li> <li>• Identify who is protected by the Equality Act, and explain what happens if their rights are compromised</li> <li>• Recognise discrimination and other unfair practices in the workplace and know how to act on them</li> <li>• Understand what you can do yourself to promote equality, diversity and inclusion</li> </ul>
<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"> <li>• Understand employers' responsibilities under fire safety law</li> <li>• Prevent fires by using the fire triangle theory</li> <li>• Identify fire safety signs and appreciate the importance of knowing where they are in your workplace</li> <li>• Identify fire safety equipment and understand how it should be used</li> <li>• Recognise the need to periodically check fire safety procedures</li> <li>• Carry out the fire safety procedures in place for your organisation</li> </ul>

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<p><b>Essential Skills</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></p>
<p>Freedom of information essentials</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Recognise when and where the main provisions of the Freedom of Information Act apply</li> <li>• Understand the types of information that will be shared in an organisation’s publication scheme</li> <li>• Make or handle requests for information in an appropriate way</li> <li>• Understand the rights of individuals under the Act and the consequences of not complying with the legislation</li> </ul>
<p>Health and safety essentials</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Recognise what health and safety is important for individuals, employers and society as a whole</li> <li>• Understand the frameworks of health and safety legislation</li> <li>• Recognise the responsibilities your employer has for your health and safety</li> <li>• Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)</li> </ul>
<p>Home working essentials</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Recognise the characteristics of an effective home working environment</li> <li>• Develop and maintain safe home working behaviours</li> <li>• Maintain effective information security and data protection practices</li> <li>• Understand the important of good communication when working remotely</li> <li>• Identify practical strategies to increase your productivity</li> <li>• Recognise the importance of looking after your mental health and wellbeing</li> </ul>
<p>Human factors essentials</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Understand the main types of errors that humans make</li> <li>• Identify key workplace error traps in order to remove or manage them</li> <li>• Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can’s be removed</li> </ul>

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<p><b>Essential Skills</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></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"> <li>• Recognise why information security is essential to organisations</li> <li>• Identify secure working practices to safeguard company data</li> <li>• Protect information when working remotely and on mobile device</li> <li>• Improve your awareness of online risks and how to stay safe on the internet</li> <li>• Respond to and report information security issues</li> </ul>
<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"> <li>• Recognise the potential risks of injury from manual handling tasks</li> <li>• Appreciate the importance of keeping yourself and colleagues safe from risk</li> <li>• Assess a range of manual handling factors and take steps to reduce risks</li> <li>• Plan moving and lifting tasks more effectively</li> <li>• Use safer technique when handling loads—individually, as a team, and with common workplace aids</li> </ul>
<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"> <li>• Recognise how menopause affects women in different ways</li> <li>• Take steps to create a more supportive workplace for those experiencing menopause</li> </ul>
<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"> <li>• Appreciate the extent of modern slavery in the UK and the many forms it takes</li> <li>• Recognise the factors that can increase a person’s risk of exploitation</li> <li>• Spot signs of modern slavery and human trafficking that can help them identify potential victims</li> <li>• Understand the measures available to punish perpetrators and support potential victims</li> <li>• Report their suspicions or concerns to the appropriate organisation</li> </ul>

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<b>eLearning - delivered by:</b> £25 plus VAT per course.		
<b>Essential Skills</b>		
<b>Course</b>	<b>Description</b>	
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"> <li>• Recognise the importance of confidence and preparation in staying safe</li> <li>• Understand how reducing 'opportunity' for criminals increases safety</li> <li>• Avoid situations and environments that may place you at greater risk</li> <li>• Practice safe behaviours at work, home, in public, and while travelling</li> <li>• Know what to do if you feel unwell or become a victim of crime</li> </ul>	
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"> <li>• Understand and identify stress and why it can be detrimental for you</li> <li>• Identify stress and stressors in yourself and others</li> <li>• Reduce your exposure to stress</li> <li>• Develop your own Wellness Action Plan</li> <li>• Implement coping strategies in your work and personal life</li> </ul>	
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"> <li>• Understand your own leadership style</li> <li>• Apply your knowledge of leadership styles in different situations</li> <li>• Know how to build relationships and engage your team members</li> <li>• Identify and employ effective team leadership skills and techniques</li> </ul>	
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"> <li>• Understand why good time management is important</li> <li>• Recognise common challenges to effective time management</li> <li>• Apply techniques to improve your own time management skills</li> </ul>	
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"> <li>• Recall which type of activities classify as 'work at height' (WaH)</li> <li>• Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH)</li> <li>• Identify risks most commonly associated with working at height</li> <li>• Plan a safe approach to performing work at height</li> <li>• Use stepladders and leaning ladders safely</li> </ul>	

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Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course.		
Course	Description	
COSHH Essentials	Every year, thousands of workers suffer from illnesses caused by hazardous substances in the workplace. By the end of this course, learners should be able to: <ul style="list-style-type: none"> <li>• Explain what COSHH is and why it's important in the workplace</li> <li>• Identify and interpret the hazard symbols used in COSHH</li> <li>• Recognise hazardous substances you might encounter at work and understand their risks to your health</li> <li>• Use control measures and safe handling to minimise your exposure to hazardous substances</li> </ul>	
Infection Control Essentials	This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T  he online learning is aimed at anyone who might come into contact with infections during their work. Reducing the spread of everyday illnesses is desirable for everyone. We all want fewer periods of illness and less risk of passing infection on to others!	
Unconscious Bias Essentials	Have you ever jumped to the wrong conclusion or misjudged someone you just met?  We all do it, with just about everyone we come across. We make snap judgements about people based on the very little information we know about them. And mostly, we do it without even knowing.  Our unconscious biases can have a big influence on how we feel about people and affect the decisions we make every day. Because these biases are often rooted in inaccurate or incomplete information, they can lead to unfair assumptions and poor decision-making, without us realising.  This course aims to increase your awareness of unconscious bias and give practical tips on how you can reduce the effect it has on your decisions, attitudes and behaviour.	

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<p><b>eLearning - delivered by:</b></p> <p>£25 plus VAT per course.</p>	
<p><b>Local (parish and town) council courses</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></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"> <li>• Understand the role of the local councillor</li> <li>• Identify the council's purpose</li> <li>• Appreciate how decisions are made</li> <li>• Identify the principles of public life</li> <li>• Recognise the council's legal context</li> <li>• Understand how the council manages its money</li> </ul>
<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"> <li>• What is planning?</li> <li>• Role of the Parish Council</li> <li>• What is controlled by planning</li> <li>• Types of planning applications</li> <li>• Material &amp; non-material considerations</li> <li>• The parish council recommendation</li> <li>• Planning conditions</li> <li>• Developer contributions</li> </ul>
<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"> <li>• What a precept is and how a Parish Council receives it</li> <li>• What a Parish Council needs to do in preparation for setting it</li> <li>• How a Parish Council can justify the money it seeks</li> <li>• Who should be consulted</li> </ul>

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Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £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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<b>eLearning - delivered by:</b> £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"> <li>• Be aware of how habits and behaviours form</li> <li>• Understand the psychological habit loop</li> <li>• Identify and focus on what you want to change</li> <li>• Set yourself an action plan to make positive behavioural changes</li> </ul>	
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"> <li>• Understand the fundamental principles of personal resilience</li> <li>• Be more aware of the benefits of being open and receptive to change</li> <li>• Think positively and view challenges more optimistically</li> <li>• Take personal responsibility and commit to positive action</li> </ul>	
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"> <li>• Adopt a growth mindset and explore your potential</li> <li>• Understand how to positively embrace change as an essential evolution for personal success</li> <li>• Let go of unhelpful thinking and learn to manage uncertainty and complexity</li> <li>• Tap into your dynamic capability and be bolder</li> </ul>	
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.	

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

After each training session you will be sent an email asking you to complete a short feedback form (**CLICK ON THE FEEDBACK LINK**). 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 2024—31st March 2025

**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 £30 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £72.50 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £60 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](mailto: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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Mobile 2: (Andrew) 07549 019842

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