

## Yorkshire Local Councils Associations

### Training and Development Calendar April to September 2020

Training, Development and Professional Services are an important part of the Associations' support for member councils by offering help to councillors and clerks wishing to increase their knowledge base and capability. Training is arranged by Yorkshire Local Councils Associations which is the only independent organisation offering specialist advice and information to local councils in North, South and West Yorkshire.

As this is a year of ordinary elections for a few Yorkshire councils, we are providing sessions for new councillors and these feature under our '**Off to a Flying Start**' range of courses. These day-long courses are designed to give a councillor a sound introduction to their role, responsibilities and duties as a public office holder.

Councillors that are returning to office or those whose councils do not have elections this year are also very welcome to attend these sessions as a refresher, but priority is being given to new members. We don't envisage that clerks will attend the new councillor sessions as we provide full training days for new clerks and those with more experience.

Our '**Spreading your wings**' range of courses are designed for councillors that **have** undertaken the basic 'Off to a Flying Start' course and have some knowledge of the role and purpose of local councils and their role as a councillor.

We offer two variations of training for council clerks. These are introductory days for new clerks and days for more experienced clerks who have been in post for some time.

#### Bursary for smaller councils

To encourage members and clerks from smaller councils to access training, it is YLCA policy that a bursary of a 25% reduction in the course fee will be given to authorities with a gross income of less than £5,000 per annum. **Please see box on the booking form.**

**Please make all bookings through the YLCA website – on a first come first served basis**

APRIL 2020						
DATE	TIME	COURSE DESCRIPTION	LOCATION	AUDIENCE	TRAINER	COST
Friday, 17 April	(9.45am registration) 10.00am to 4.00pm	<p style="text-align: center;"><b>Planning Seminar</b></p> <p><b>These sessions aim to help councils understand their role in and get the most from the planning system. There will be a focus on the roles and responsibilities of local councils in the planning system; local plans, the National Planning Policy Framework introduced in 2012 and guidance on how to respond effectively to planning applications, including best practice.</b></p>	Holiday Inn Leeds- Wakefield, Queens Drive, Ossett, West Yorkshire, WF5 9BE	Councillors and clerks	Andrew Towlerton	£115.00 per delegate; £86.25 with bursary (see above) (max 40 delegates)

Saturday, 25 April	(9.45am registration) 10.00am to 4.00pm	<p><b>Planning Seminar</b></p> <p><b>These sessions aim to help councils understand their role in and get the most from the planning system. There will be a focus on the roles and responsibilities of local councils in the planning system; local plans, the National Planning Policy Framework introduced in 2012 and guidance on how to respond effectively to planning applications, including best practice.</b></p>	Mercure York Fairfield Manor Hotel, Shipton Road, Skelton, York, YO30 1XW	Councillors and clerks	Andrew Towlerton	£115.00 per delegate; £86.25 with bursary (see above) (max 40 delegates)
<b>MAY 2020</b>						
Friday, 1 May	(9.45am registration) 10.00am to 4.00pm	<p><b>Training for Clerks Induction Day for new Clerks</b></p> <p><b>For newer clerks but all clerks are welcome; there is always something new to learn! To include production of lawful agendas, effective minutes, learning legislation for local councils, introduction to accounts the financial regime and much more!</b></p>	Best Western South Milford Hotel, Great North Road, Peckfield, Leeds, LS25 5LQ	Clerks	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 20 delegates)
Wednesday, 6 May	(9.45am registration) 10.00am to 4.00pm	<p><b>Training for Clerks Experienced Clerks Day</b></p> <p><b>We are always keen to advocate that even though someone may have done a job for quite some time, there is always something to learn. Through the casework enquiries that we receive it is clear that even an experienced clerk can't know everything, we have therefore arranged a seminar to help expand the knowledge of those who have been in office for a while. This session will be useful to clerks who have achieved the Certificate in Local Council Administration (CiLCA) and those who have not.</b></p>	Best Western South Milford Hotel, Great North Road, Peckfield, Leeds, LS25 5LQ	Clerks	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 20 delegates)

Friday, 15 May	(9.45am registration) 10.00am to 4.00pm	<p><b>Larger Councils training/discussion Day</b>  <b>Remit – councils over £200k</b></p> <p><b>We are pleased to bring you a full day training event specifically for councils with an annual turnover in excess of £200k covering aspects of local council finance and administration, plus discussion regarding particular issues facing larger councils.</b></p>	Cedar Court Hotel, Denby Dale Road, Calder Grove, Wakefield, WF4 3QZ	Councillors and Clerks	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 30 delegates)
Saturday, 16 May	(9.45am registration) 10.00am to 4.00pm	<p><b>Off to a flying start – For new Councillors</b>  <b>Specifically aimed at new councillors or those that have not done training previously. Returning councillors are welcome but priority will be given to those who are newly elected.</b>  <b>We will look at a wide range of issues covering the roles, responsibilities and duties of the council, a councillor and the clerk.</b></p>	Mercure York Fairfield Manor Hotel, Shipton Road, Skelton, York, YO30 1XW	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Friday, 22 May	(9.45am registration) 10.00am to 4.00pm	<p><b>Off to a flying start – For new Councillors</b>  <b>Specifically aimed at new councillors or those that have not done training previously. Returning councillors are welcome but priority will be given to those who are newly elected.</b>  <b>We will look at a wide range of issues covering the roles, responsibilities and duties of the council, a councillor and the clerk.</b></p>	AMP Technology Centre, Advanced Manufacturing Park, Brunel Way, Catcliffe, Rotherham, S60 5WG	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 40 delegates)
Saturday, 30 May	(9.45am registration) 10.00am to 4.00pm	<p><b>Chairmanship Skills</b></p> <p><b>This full day session is suitable for all chairmen and vice-chairmen. We will examine the general principles of chairmanship, the importance of a good agenda, management of meetings, stimulating debate, managing councillors and the public and effective working with the clerk.</b></p>	Cedar Court Hotel, Park Parade, Harrogate, HG1 5AH	Council and Committee Chairman and Vice Chairman	YLCA	£115.00 per delegate; £86.00 with bursary (see above) (max 25 delegates)

## JUNE 2020

Friday, 12 June	(9.45am registration) 10.00am to 4.00pm	<p><b>Off to a flying start – For new Councillors</b> Specifically aimed at new councillors or those that have not done training previously. Returning councillors are welcome but priority will be given to those who are newly elected.</p> <p><b>We will look at a wide range of issues covering the roles, responsibilities and duties of the council, a councillor and the clerk.</b></p>	The King's Head Hotel, Market Place, Richmond, North Yorkshire, DL10 4HS	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Thursday, 18 June	(9.45am registration) 10.00am to 1.30pm Followed by lunch	<p><b>All things digital roadshow</b> Learn how to exploit digital technology to enhance your council's reputation, improve communications and save time. The session will focus on the effective use and management of local council websites, legislative requirements, accessibility, GDPR, social media etc...</p>	Mercure York Fairfield Manor Hotel, Shipton Road, Skelton, York, YO30 1XW	Councillors and Clerks	2Commune	£50.00 per delegate; £37.50 with bursary (see above) (max 20 delegates)
Friday, 26 June	(9.45am registration) 10.00am to 1.30pm Followed by lunch	<p><b>All things digital roadshow</b> Learn how to exploit digital technology to enhance your council's reputation, improve communications and save time. The session will focus on the effective use and management of local council websites, legislative requirements, accessibility, GDPR, social media etc...</p>	Holiday Inn Leeds- Wakefield, Queens Drive, Ossett, West Yorkshire, WF5 9BE	Councillors and Clerks	2Commune	£50.00 per delegate; £37.50 with bursary (see above) (max 20 delegates)
Saturday, 27 June	(9.45am registration) 10.00am to 4.00pm	<p><b>Off to a flying start – For new Councillors</b> Specifically aimed at new councillors or those that have not done training previously. Returning councillors are welcome but priority will be given to those who are newly elected.</p> <p><b>We will look at a wide range of issues covering the roles, responsibilities and duties of the council, a councillor and the clerk.</b></p>	Allerton Court Hotel, Darlington Road, Northallerton, DL6 2XF	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)

## JULY 2020

Thursday, 2 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Off to a flying start – For new Councillors</b> Specifically aimed at new councillors or those that have not done training previously. Returning councillors are welcome but priority will be given to those who are newly elected.</p> <p><b>We will look at a wide range of issues covering the roles, responsibilities and duties of the council, a councillor and the clerk.</b></p>	Downe Arms Hotel, Main Road, Wykeham, YO13 9QB	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Wednesday, 8 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Chairmanship Skills</b> This full day is session suitable for all chairmen and vice-chairmen. We will examine the general principles of chairmanship, the importance of a good agenda, management of meetings, stimulating debate, managing councillors and the public and effective working with the clerk.</p>	Holiday Inn Leeds- Wakefield, Queens Drive, Ossett, West Yorkshire, WF5 9BE	Council Committee Chairman and Vice Chairman	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Friday, 10 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Better meetings, standing orders and policies</b> This session builds on the new councillor seminars provided by YLCA and would be particularly suitable for the members who attended those courses to broaden their knowledge. Councillors who have been in office for some time who would like a refresher will also find this seminar helpful.</p>	Holiday Inn Leeds- Wakefield, Queens Drive, Ossett, West Yorkshire, WF5 9BE	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Thursday, 16 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Better meetings, standing orders and policies</b> This session builds on the new councillor seminars provided by YLCA and would be particularly suitable for the members who attended those courses to broaden their knowledge. Councillors who have been in office for some time who would like a refresher will also find this seminar helpful.</p>	Mercure York Fairfield Manor Hotel, Shipton Road, Skelton, York, YO30 1XW	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)

Wednesday, 22 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Understanding your councils finances</b></p> <p><b>We focus on basic day to day parish council accounting, financial powers and duties, borrowing money, reclamation of VAT, budgeting, internal financial controls, investments and capital receipts and assets.</b></p>	Mercure York Fairfield Manor Hotel, Shipton Road, Skelton, York, YO30 1XW	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Friday, 24 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Understanding your councils finances</b></p> <p><b>We focus on basic day to day parish council accounting, financial powers and duties, borrowing money, reclamation of VAT, budgeting, internal financial controls, investments and capital receipts and assets.</b></p>	The Holiday Inn, High Road, Warmsworth, Doncaster, DN4 9UX	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Wednesday, 29 July	(9.45am registration) 10.00am to 1.30pm Followed by lunch	<p><b>All things digital roadshow</b></p> <p><b>Learn how to exploit digital technology to enhance your council's reputation, improve communications and save time. The session will focus on the effective use and management of local council websites, legislative requirements, accessibility, GDPR, social media etc...</b></p>	Allerton Court Hotel, Darlington Road, Northallerton, DL6 2XF	Councillors and Clerks	2Commune	£50.00 per delegate; £37.50 with bursary (see above) (max 20 delegates)
Thursday, 30 July	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Understanding your councils finances</b></p> <p><b>We focus on basic day to day parish council accounting, financial powers and duties, borrowing money, reclamation of VAT, budgeting, internal financial controls, investments and capital receipts and assets.</b></p>	Downe Arms Hotel, Main Road, Wykeham, YO13 9QB	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)

## AUGUST 2020

Friday, 7 August	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Understanding your councils finances</b></p> <p><b>We focus on basic day to day parish council accounting, financial powers and duties, borrowing money, reclamation of VAT, budgeting, internal financial controls, investments and capital receipts and assets.</b></p>	Rendezvous Hotel, Keighley Road, Skipton, BD23 2TA	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
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## SEPTEMBER 2020

Friday, 11 September	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Better understanding your role as part of an employing body</b></p> <p><b>It is important to do so and we aim to inform councils of their responsibilities as employers including getting the recruitment process correct, appraisals, salaries, contracts, pensions, employment policies such as grievance and disciplinary, managing employees and working from home.</b></p>	Allerton Court Hotel, Darlington Road, Northallerton, DL6 2XF	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Saturday, 12 September	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Better understanding your role as part of an employing body</b></p> <p><b>It is important to do so and we aim to inform councils of their responsibilities as employers including getting the recruitment process correct, appraisals, salaries, contracts, pensions, employment policies such as grievance and disciplinary, managing employees and working from home.</b></p>	Cedar Court Hotel, Denby Dale Road, Calder Grove, Wakefield, WF4 3QZ	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)

Thursday, 17 September	(9.45am registration) 10.00am to 4.00pm	<p><b>Spreading your wings – Better understanding your role as part of an employing body</b></p> <p><b>It is important to do so and we aim to inform councils of their responsibilities as employers including getting the recruitment process correct, appraisals, salaries, contracts, pensions, employment policies such as grievance and disciplinary, managing employees and working from home.</b></p>	Holiday Inn Leeds- Wakefield, Queens Drive, Ossett, West Yorkshire, WF5 9BE	Councillors	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Friday, 18 September	(9.45am registration) 10.00am to 4.00pm	<p><b>Training for Clerks Induction Day for new Clerks</b></p> <p><b>For newer clerks but all clerks are welcome; there is always something new to learn! To include production of lawful agendas, effective minutes, learning legislation for local councils, introduction to accounts the financial regime and much more!</b></p>	The Holiday Inn York, Tadcaster Road, York, YO24 1QF	Clerks	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)
Saturday, 26 September	(9.45am registration) 10.00am to 4.00pm	<p><b>Training for Clerks Experienced Clerks Day</b></p> <p><b>We are always keen to advocate that even though someone may have done a job for quite some time, there is always something to learn. Through the casework enquiries that we receive it is clear that even an experienced clerk can't know everything, we have therefore arranged a seminar to help expand the knowledge of those who have been in office for a while. This session will be useful to clerks who have achieved the Certificate in Local Council Administration (CiLCA) and those who have not.</b></p>	The Holiday Inn York, Tadcaster Road, York, YO24 1QF	Clerks	YLCA	£115.00 per delegate; £86.25 with bursary (see above) (max 25 delegates)

**All bookings must be made via the YLCA website; confirmation will then be sent with an invoice.**

**All courses include refreshments and lunch.**

**Payment must reach YLCA seven days before the date of the event.**

**Full details for delegates will be sent to the Clerk and delegate (if email address provided), seven days prior to the event.**