



YORKSHIRE LOCAL COUNCILS ASSOCIATIONS Training Programme, January 2023 – March 2023

We are pleased to bring you this comprehensive programme of training and participative discussion sessions covering a range of topics designed to help and support councillors and council officers to expand their skills and knowledge.

YLCA do not record any webinars or discussion forums. Chair, Councillor and Clerk Discussion Forums are free of charge. The costs for all other sessions are per person as indicated.

It is the policy of the YLCA that councils with a gross income less than £5,000 per annum are entitled to a discount of 50% to encourage them to access training.

Registration

Please ensure that you:

- have the approval of the council to attend YLCA training.
- register well in advance to secure your place (some sessions fill up very quickly), and ensure the email address provided is accurate when registering.

For all webinar training please:

- include the name of the council for invoicing purposes.
- retain the confirmation e-mail automatically generated by Zoom upon registration, as this contains the link to join the webinar. **Please keep this safe as you will not receive further notifications of the webinar.** (If you do not receive the confirmation e-mail please get in touch with us).
- join the session **at least 5 minutes** before the start time as all webinars will start promptly.
- The presentation and handouts will be e-mailed to delegates after the session and an invoice will be issued to the council.

Please note that if less than five people register for a webinar training session, it may be cancelled. Anyone registered for a cancelled webinar or face-to-face training session will be advised of the cancellation by e-mail.

Cancellation:

Please note that if you are unable to attend a training session and do not cancel the registration, the council will be charged in accordance with the YLCA cancellation policy, set by the Joint Executive Board. Please cancel your booking as soon as you realise you will be unable to attend as this will allow someone else to take the place.

Branch Meetings:

We have included for your diary, the dates of any YLCA Branch meetings during the period of this training programme. All councillors and clerks are welcome to attend the Branch meetings. The agenda is provided to the clerk of the Council or Parish Meeting at least the week before the meeting takes place.

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 7 March	9.30am – 12.30pm	<p>Health and Safety in the Workplace Part 1 - Stuart Whitham, Managing Director Clear View Training & Consultancy (restricted to 8 delegates only)</p> <p>This informal session aims to discuss and understand basic key elements of health and safety. You are asked to think about your council's current responsibilities regarding health and safety to tailor the session your authority's immediate needs. This session will not just be discussion and listening, we will have scenarios to 'play out' and help everyone discuss what you think of the outcomes. The session will cover the following topics: legislation, responsibility, working environments, employees, contractors, and volunteers, health and safety surrounding events, policies and current working practices (standard rulebook) COSHH and RIDDOR.</p> <p>This training may be delivered as a two-session course (3 hours each). By the end of the 'Introduction to Health and Safety' you will have:</p> <ul style="list-style-type: none"> • Opportunity to discuss and share all aspects of health and safety in the workplace • Confidence in dealing with health and safety situations • Networking <p>If you are registering for this Part 1, you will also need to register for Part 2. <i>As there is restricted numbers for this training please book early to avoid disappointment.</i></p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZclc-ivpz4tEtLUdgpNoFXCqbbUWqSWX0yF</p>	Zoom	£50.00 or £25.00 with small council bursary
Wed 8 March	9.30am – 12.30pm	<p>Health and Safety in the Workplace Part 2 - Stuart Whitham, Managing Director Clear View Training & Consultancy (restricted to 8 delegates only)</p> <p>Following on from Part 1 we will continue to provide awareness of Health and Safety in the Workplace. You will have the opportunity to raise any questions you may have during the session.</p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZYpfuGprzkgGNMclFiTyj8CP_0pY-q7QGd7</p>	Zoom	£50.00 or £25.00 with small council bursary
Thurs 9 March	10.00am – 11.00am	<p>Clerks Discussion Forum (free of charge)</p> <p>An opportunity for clerks to liaise/network with other clerks on current topical issues. The YLCA Officer in attendance will offer clerks the opportunity to discuss a topic, provided by the Officer.</p> <p><i>Please register for the session at least the day before.</i></p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZcqcOivqjMqHtfJJwAolkOfsdTZU7aQFvEo</p>	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 9 March	6.30pm – 8.00pm	<p>Road Safety and Speeding Concern - Sharon Fox, North Yorkshire Council Highways Officer</p> <p>This session will cover road safety from a Highways perspective and some of the issues regarding speeding concerns for local councils, such as 20 mph limits, setting local speed limits, enforcement, reporting speeding concerns and speed management protocols. There will be information about what councils can put in place and various measures available. There will be an opportunity to raise questions as this will be an interactive session.</p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZwkc-6trj4vGNEkBuONsZdN2zvH0WB6eqhA</p>	Zoom	£25.00 or £12.50 with small council bursary
Tues 14 March	10.00am – 11.30am	<p>Real practical tips to get your website accessible (and compliant!) - Mark Tomkins, Founder and Creative Director of Aubergine</p> <p>In this highly practical webinar, Mark Tomkins, one of the UK's leading website accessibility experts for councils and author of NALC's Website Accessibility & Publishing Guidebook, provides step by step guidance and tips you can use to improve the accessibility of your council website.</p> <p>Councils often ask why they need to do this? Put simply, aside from it being a legal requirement since 2020, it is the right thing to do. One in five people in the country has a disability or situation that makes it hard for them to access the information from a website without barriers if it's not accessible. As a public body, local councils must make sure that what they publish is available to the whole community. This also leads to greater Community Engagement. With a few, easy to learn tips and guidance, by the end of the webinar you will understand the techniques and process that will improve the access to information for those in your communities that otherwise would struggle. The session will include:</p> <ul style="list-style-type: none"> • Documents and links • Page Formatting • Images • Page heading structure • File formats • Checking processes <p>Registration Link: https://us02web.zoom.us/meeting/register/tZArcuyqpjliH9Fj8eJOGneiGYEGHSYPirS7</p>	Zoom	£25.00 or £12.50 with small council bursary

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Wed 15 March	1.00pm – 4.00pm	<p>Induction for new clerks, via Zoom This session will include production of lawful agendas, effective minutes, learning legislation for local councils, introduction to accounts, the financial regime and lots of time for questions and answers throughout the session. It is a must for every new clerk or for clerks that have been in post for some time but have never undertaken this training.</p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZcsc-mrrz4pHNRxCDfrAfsmZuRdFV4DA7MI</p>	Zoom	£50.00 or £25.00 with small council bursary
Thurs 16 March	6.45pm – 7.45pm	<p>Councillor Discussion Forum (free of charge) An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and general discussing issues. If you haven't already joined a discussion forum, please do give it a try. A YLCA officer is present throughout for support.</p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZEpcu-grz0gGt0TjPcy92wIN5LQgRLyG6SI</p>	Zoom	FREE
Tues 21 March	10.00am – 11.30pm	<p>Annual Governance and Accountability Return (AGAR) and the Year End procedure (For Clerks/Responsible Financial Officers (RFO's) who have not been through this process previously) This session is for those clerks/RFO's that joined the council after the AGAR was submitted, to the external auditor, in the previous year. The session will run through the year end procedure and what is required in preparation for the internal and external audits.</p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZMvdu-oqTovEtHuomQGmEdTWf07Lu72-TgS</p>	Zoom	£25.00 or £12.50 with small council bursary
Wed 22 March	10.00am – 11.30pm	<p>Council Vacancies – filling ordinary and casual vacancies Learn how to apply the law, fairness, and consistency when councillor vacancies arise for both ordinary vacancies following an election and casual vacancies following a resignation, non-attendance, or other recognised reason.</p> <p>Registration Link: https://us02web.zoom.us/meeting/register/tZAvd-uqrDkpG9LjpsDyT-LIIOFL1pJhzqb</p>	Zoom	£25.00 or £12.50 with small council bursary

