

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 10 Jan	2.00pm – 3.00pm	Clerks Discussion Forum (free of charge) 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. Please register for the session at least the day before. Registration Link: https://us02web.zoom.us/meeting/register/tZ0odOGvrzorHND8nKKGT2sis3ll2Z-asctO	Zoom	FREE
Wed 11 Jan	10.00am – 11.30am	Future of Transport - John Fagan, Chief Executive Officer at Scribe Transport is the biggest contributor to greenhouse gas emissions in the UK, with domestic transport (in the form of personally owned cars), being the biggest offender. This presentation looks at transport from the climate change perspective. It will discuss how local councils can use their contacts and enthusiasm for support of climate change initiatives to encourage and work with others towards reducing transport emissions. The session will also give a whistle-stop tour of new modes of transport that are challenging the car, including bikes, e-bikes, e-scooters, small electric vehicles, and self-driving. Registration Link: https://us02web.zoom.us/meeting/register/tZ0ofuyrqDMtHdDCEZN2ijz_4ysGkIRBUy6Z	Zoom	£25.00 or £12.50 with small council bursary
Wed 11 Jan	6.30pm – 8.00pm	Role of the Clerk / Responsible Financial Officer (RFO) – FOR COUNCILLORS ONLY Councillors will be given a better understanding of the roles and responsibilities of a Clerk/RFO in this interactive session. Registration Link: https://us02web.zoom.us/meeting/register/tZ0ocu-opjktGdwRxGMiYSNre8ZaHbUQO8Kh	Zoom	£25.00 or £12.50 with small council bursary
Thurs 12 Jan	6.45pm – 7.45pm	Councillors 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. Registration Link: https://us02web.zoom.us/meeting/register/tZYoduGpqj8vGtTuPzKNpr0lrsydjY4ySGdp	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGAT E)
Tues 17 Jan	10.00am – 12.00pm	Public Rights of Way (PROW) - Sarah Ford, Barnsley Metropolitan Borough Council PROW Officer The session content will include a brief history of footpaths and other types of rights of way, the powers that local councils have in the management of public footpaths, finding out who has responsibility for specific aspects of management, public rights of way limitations, and other relevant legislation will be included in this seminar, plus the opportunity to ask questions of a senior PROW officer with 25 years of experience in the field. Registration Link: https://us02web.zoom.us/meeting/register/tZEsceigrjlqE9BRZa5j5eYYyz1YKsOkKbJT	Zoom	£33.40 or £16.70 with small council bursary
Tues 17 Jan	6.30pm – 8.30pm	Off to a Flying Start Part 1 This course is divided into two parts for the benefit of participants. The two sessions are specifically aimed at new councillors or councillors that have done training previously but want to refresh their knowledge. We will look at a wide range of issues covering the roles, responsibilities and duties of the Council, a Councillor, the Clerk and Responsible Financial Officer. Only book onto this session if you are booking Part 2. Registration Link: https://us02web.zoom.us/meeting/register/tZUsdOigrz0iHdTInqpiihpOTyI3H5VF4PKA	Zoom	£33.40 or £16.70 with small council bursary
Wed 18 Jan	6.45pm – 7.45pm	Parish Meetings Discussion Forum for Clerks and Chairs (free of charge) This is the first of a new Discussion Forum that YLCA is providing, to bring together clerks and chairs of Parish Meetings and it will be an opportunity to liaise and network. The YLCA Officer in attendance will facilitate the session, however, it is your forum. Come along and meet each other, free of charge. If it is successful, we will consider holding these sessions more frequently. Registration Link: https://us02web.zoom.us/meeting/register/tZlkdemtrz8qG9E6b4Msy7QZ9zgAV_XUQ_IQ	Zoom	FREE
Thurs 19 Jan	6.45pm – 7.45pm	Chairs Discussion Forum (free of charge) Following on from the success of the Clerk and Councillors Discussion Forums, we wanted to give Chairs the opportunity to network and raise issues they face when chairing meetings or in general, for example, how to deal with disruptive behaviour, how to manage a meeting lawfully. There will be a YLCA Officer in attendance as a facilitator and to give information where necessary. Registration Link: https://us02web.zoom.us/meeting/register/tZYqd-uorTliH9adyGX66hVTNXlafTYdySNv	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 24 Jan	10.00am – 11.00am	Clerks Discussion Forum (free of charge) 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. Please register for the session at least the day before. Registration Link: https://us02web.zoom.us/meeting/register/tZEvc-yprTwtHNOtmuQvY_BHbhjL0RJvkye5	Zoom	FREE
Tues 24 Jan	6.30pm – 8.00pm	Highways and Street Lighting overview - Sharon Fox, North Yorkshire Council Highways Officer This session will include the following: 1. Introduction to Highways • Statutory duties • Inspection regime • Intervention criteria • Risk assessment • Repair timeframes 2. Streetlighting • Street lighting and maintaining PC lighting • LED programme 3. Initiatives where the Parish and Town Councils can become involved:- • Community Winter Gritting • Grass Cutting Registration Link: https://us02web.zoom.us/meeting/register/tZUtceurrTkvGtSEjllzdbEo7-crbDJj5CCS	Zoom	£25.00 or £12.50 with small council bursary
Wed 25 Jan	10.00am – 11.30am	Neighbourhood Planning - Madeleine Gohin, Locality Neighbourhood Planning Officer This session will cover the neighbourhood planning process, how to get grant funding, what is available, and what support is available from the organisation Locality. There will be the opportunity to ask questions of the presenter at the session. Registration Link: https://us02web.zoom.us/meeting/register/tZwrf-urrT0qE9UBMOo6pzFREqFY4krcjgCy	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Wed 25 Jan	6.30pm – 8.30pm	Off to a Flying Start Part 2 The continuation of this course. Only book onto this session if you are also booking on the Part 1 session. Registration Link: https://us02web.zoom.us/meeting/register/tZMlcuysrzovHNZ72HKOfQac0T8TL2F8eGO8	Zoom	£33.40 or £16.70 with small council bursary
Thurs 26 Jan	1.00pm – 4.00pm	Induction for New Clerks – to be held remotely 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. Registration Link: https://us02web.zoom.us/meeting/register/tZMvceCgqiltH9Lue-K6QilC1imDgrgVWtBu	Zoom	£50.00 or £25.00 with small council bursary
Thurs 26 Jan	6.45pm – 7.45pm	Councillors 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 generally discuss issues. If you haven't already joined a discussion forum, please give it a try. A YLCA officer is present throughout for support. Registration Link: https://us02web.zoom.us/meeting/register/tZYofu2hqj8tG9GKyAaANJndDqu3hr50ZW4f	Zoom	FREE
Tues 31 Jan	10.00am – 11.30am	Dealing with complaints and difficult situations Looking at some problems experienced by councils and how to deal with these. In advance of the session, we will be asking attendees, for their topics (via e-mail), so that we can generalise them to make the answers and discussion helpful for everyone. Registration Link: https://us02web.zoom.us/meeting/register/tZArdO-sqDspG9fJ0wnl6YH6iPFGhSqNH1dJ	Zoom	£25.00 or £12.50 with small council bursary
Wed 1 Feb	1.30pm – 3.00pm	Grants – Policies, Procedures and Powers Many councils give grants to local groups but do they get the process correct? In this session we examine due diligence, legislative powers to give grants, policies to guide the council and issues of good practice when considering and awarding grants. Registration Link: https://us02web.zoom.us/meeting/register/tZckduCrrjsiHtAs0_7fNN0nNpj9LcFyIwLg	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 2 Feb	2.00pm – 3.00pm	Clerks Discussion Forum (free of charge) 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. Please register for the session at least the day before. Registration Link: https://us02web.zoom.us/meeting/register/tZcsd-yorzMuGdTul1nhwRHL7N4nESDYclvO	Zoom	FREE
Thurs 2 Feb	7.00pm	Richmondshire Branch Meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZEvdeyvqDMrHNzsgJ_PUXKWil9ePVHUu9e	<u>v</u>	
Tues 7 Feb	7.00pm	Ryedale Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZEvd-2gqDgrGdFXDRqKlcMD_BPomkieUxg	<u>E</u>	
Wed 8 Feb	1.30pm – 3.00pm	Administering Exclusive Rights of Burial (EROB) - Alan Fairchild Alan is a former Board member of the British Register of Accredited Memorial Masons (BRAMM), and a representative on the Ministry of Justice Cemetery & Cremation Advisory Group since 2001. This in-depth webinar will explain: • Exclusive Right of Burial (EROB) – the legal background • Statutory record keeping • Reserving graves – pros and cons • EROB Ownership – single and multiple • Re-establishing ownership following death • Forms of transfer explained • The role of executors and administrators • Statutory declaration and form of renunciation Registration Link: https://us02web.zoom.us/meeting/register/tZwkfumspz8jGtTcuWkmjWDxnStYTMDRk9nM	Zoom	£25.00 or £12.50 with small council bursary
Wed 8 Feb	7.00pm	South Pennine Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZcqde2spzMiGNdGzomY_s8WncHMVYKb2	<u>4SG</u>	
Thurs 9 Feb	7.00pm	Scarborough Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZMrceGspjMtHtGj0YRc2tvQXeS11gvP1SAC		

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 14 Feb	6.45pm – 7.45pm	Councillors 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. Registration Link: https://us02web.zoom.us/meeting/register/tZ0kcOCppj4rG9b3NdeYu2P0QeiNFGYyCbsY	Zoom	FREE
Wed 15 Feb	9.30am – 12.30pm	Induction for new Clerks - Face to Face session This face-to-face 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 completed this training. To register and book a place for this session, please email admin@yorkshirelca.gov.uk . Venue: Board Room, York House, Station Road, Tadcaster. LS24 9JF.	York House	£50.00 or £25.00 with small council bursary
Thurs 16 Feb	10.00am – 11.00am	Clerks Discussion Forum (free of charge) 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. Please register for the session at least the day before. Registration Link: https://us02web.zoom.us/meeting/register/tZUkceiprTkoHtEXEhUOAmKFnFcBMZz7I1OF	Zoom	FREE
Thurs 16 Feb	7.00pm	York Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZAlf-6qrj4qG9c4MJn-AzuGaZ1EsVncMcz1		
Mon 20 Feb	7.00pm	Harrogate Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZMtcOmpqzwjGtLmfPGyn9W9vXEB2aK9De2	<u>2</u> y	
Tues 21 Feb	7.00pm	Craven Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZUpcuyuqTojEtWVXjB9J9AHjyRybC1HbOal		
Wed 22 Feb	1.30pm – 3.00pm	Risk Management and Risk Assessment The webinar will cover risk management as well as the general risk assessment regime of local councils. Registration Link: https://us02web.zoom.us/meeting/register/tZYod-qrrTsqHtw eMSAtTU_ccJyQ2XmmWMt	Zoom	£25.00 or £12.50 with small council bursary
Wed 22 Feb	7.00pm	South Yorkshire Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZlocOirrjMoH9HI1WZTFU6AH8Tdvg2mWPlo		

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 23 Feb	7.00pm	Leeds Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZcqduqurTosGdxz9lgM6LElsSckx61Av6VA		
Mon 27 Feb	6.45pm – 7.45pm	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. Registration Link: https://us02web.zoom.us/meeting/register/tZYpdeChqzsoGdKQbcafAZZpBT-2lipdSQf7	Zoom	FREE
Tues 28 Feb	7.00pm	Wakefield Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZAlceqhqj4rGNFE90MuL09CLbG8n5z3TaLH		
Wed 1 March	7.00pm	Selby Branch meeting, via Zoom All councillors and the clerk are welcome to attend. Registration Link: https://us02web.zoom.us/meeting/register/tZwkcOisrTwvEtctA9FPcSCI0GCNSNUcrrXh		
Thurs 2 March	10.00am – 11.30am	The Role of the Principal Authority Monitoring Officer - Frances Harrison, City of York Council, Head of Legal Services and Deputy Monitoring Officer This webinar covers the statutory role of Monitoring Officers (MO) in principal local authorities. Under the Localism Act 2011, MOs also undertake that role for parish sector councils. MOs are the lynchpin of the arrangements for upholding ethical standards in their Council. In addition to looking at the role of the MO, Frances Harrison will cover the requirement under the Localism Act 2011 for all local authorities to adopt a Code of Conduct consistent with the Nolan principles, what effective standards arrangements should look like and the role of principal authorities in handling complaints about parish sector councillors. Registration Link: https://us02web.zoom.us/meeting/register/tZ0tf-mqqzMuHNGmXG0bZZ5BSLCX_XFX8K_0	Zoom	£25.00 or £12.50 with small council bursary
Thurs 2 March	6.45pm – 7.45pm	Chairs Discussion Forum (free of charge) Following on from the success of the Clerk and Councillors Discussion Forums, we wanted to give Chairs the opportunity to network and raise issues they face when chairing meetings or in general, for example, how to deal with disruptive behaviour, how to manage a meeting lawfully. There will be a YLCA Officer in attendance as a facilitator and to give information where necessary. Registration Link: https://us02web.zoom.us/meeting/register/tZ0rdO6gqzooG9ZfGPd-gm_dBYxHeAhZDEMg	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Tues 7 March	9.30am – 12.30pm	Health and Safety in the Workplace Part 1 - Stuart Whitham, Managing Director Clear View Training & Consultancy (restricted to 8 delegates only) 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. 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: Opportunity to discuss and share all aspects of health and safety in the workplace Confidence in dealing with health and safety situations Networking If you are registering for this Part 1, you will also need to register for Part 2. As there is restricted numbers for this training please book early to avoid disappointment. Registration Link: https://us02web.zoom.us/meeting/register/tZclc-ivpz4tEtLUdgpNoFXCqbbUWqSWX0yF	Zoom	£50.00 or £25.00 with small council bursary
Wed 8 March	9.30am – 12.30pm	Health and Safety in the Workplace Part 2 - Stuart Whitham, Managing Director Clear View Training & Consultancy (restricted to 8 delegates only) 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. Registration Link: https://us02web.zoom.us/meeting/register/tZYpfuGprzkpGNMcIFiTyj8CP_0pY-q7QGd7	Zoom	£50.00 or £25.00 with small council bursary
Thurs 9 March	10.00am – 11.00am	Clerks Discussion Forum (free of charge) 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. Please register for the session at least the day before. Registration Link: https://us02web.zoom.us/meeting/register/tZcqcOivqjMqHtfJJwAolkOfsdTZU7aQFvEo	Zoom	FREE

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Thurs 9 March	6.30pm – 8.00pm	Road Safety and Speeding Concern - Sharon Fox, North Yorkshire Council Highways Officer 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. Registration Link: https://us02web.zoom.us/meeting/register/tZwkc-6trj4vGNEkBuONsZdN2zvH0WB6eqhA	Zoom	£25.00 or £12.50 with small council bursary
Tues 14 March	10.00am – 11.30am	Real practical tips to get your website accessible (and compliant!) - Mark Tomkins, Founder and Creative Director of Aubergine 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. 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: Documents and links Page Formatting Images Page heading structure File formats Checking processes Registration Link: https://us02web.zoom.us/meeting/register/tZArcuyqpjliH9Fj8eJOGneiGYEGHSYPirS7	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Wed 15 March	1.00pm – 4.00pm	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. Registration Link: https://us02web.zoom.us/meeting/register/tZcsc-mrrz4pHNRxCDfrAfsmZuRdFV4DA7MI	Zoom	£50.00 or £25.00 with small council bursary
Thurs 16 March	6.45pm – 7.45pm	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. Registration Link: https://us02web.zoom.us/meeting/register/tZEpcu-grz0qGt0TjPcy92wlN5LQqRLyG6Sl	Zoom	FREE
Tues 21 March	10.00am – 11.30pm	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. Registration Link: https://us02web.zoom.us/meeting/register/tZMvdu-oqTovEtHuomQGmEdTWf07Lu72-TgS	Zoom	£25.00 or £12.50 with small council bursary
Wed 22 March	10.00am – 11.30pm	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. Registration Link: https://us02web.zoom.us/meeting/register/tZAvd-uqrDkpG9LipssDyT-LIIOFL1pJhzqb	Zoom	£25.00 or £12.50 with small council bursary

DATE	TIME	SUBJECT/TOPIC	VIA	COST (PER DELEGATE)
Wed 22 March	1.30pm – 2.30pm	Clerks Discussion Forum (free of charge) 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. Please register for the session at least the day before. Registration Link: https://us02web.zoom.us/meeting/register/tZEkde-sqj0jGdRiZf_OBd6YHWdlQvLUd6pG	Zoom	FREE
Tues 28 March	10.00am – 11.30am	Transparency Code for Smaller Authorities with a turnover not exceeding £25,000 The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 came into force on 1 April 2015. This webinar will go through the duties for smaller councils only. (There will be a separate session in the next training programme, for councils with a turnover exceeding £200,000). Registration Link: https://us02web.zoom.us/meeting/register/tZUvd-msqTwuEtzN2ebhNR6j4YNuMDmQ9KTf	Zoom	£25.00 or £12.50 with small council bursary
Wed 29 March	10.00am – 11.30am	How to deal with the unexpected! Business continuity is a subject that some councils don't think about – but they should! This session will cover how local councils can plan for the unexpected and consider what to include in a basic plan to guarantee the day-to-day business continuity of the council. Registration Link: https://us02web.zoom.us/meeting/register/tZMkduCgrD4uG9KHPX9B1AZwALufHxIIZS20	Zoom	£25.00 or £12.50 with small council bursary
Thurs 30 March	6.45pm – 7.45pm	Councillors 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. Registration Link: https://us02web.zoom.us/meeting/register/tZUlf-upqTkpHtW2edM8Qk4-IZ8oj10H5n6R	Zoom	FREE

If you have any suggestions for future training sessions, please send them to us via admin@yorkshirelca.gov.uk. We look forward to seeing you.