

Clerk and Councillor Training Record

<b>Attendee(s)</b>	<b>Training Course</b>	<b>Date of Course</b>	<b>Venue</b>	<b>Time</b>	<b>Notes / Course Content</b>
Gail Boyle Lynne English	Being a Good Councillor	June 2011	Poole Court Yate		The essential course for new and experienced councillors on all the up to date duties and powers of a local council in this fast-paced modern world. The role of Local Councils in modern government, their duties and powers, Councillors and the Code of Conduct, Standing Orders, DPI's and involvement in meetings, etc., the Clerks responsibilities, the Chairman's role, the latest updates on legislation and much more!
Gail Boyle Lynne English	Planning, Emergency Planning	2011			Provided by South Gloucestershire Council
Gail Boyle Lynne English	Gypsy & Travellers		SGC Kingswood office		Provided by South Gloucestershire Council £20.00 per delegate
Tina Symons	Being a Good Councillor Course	23 <sup>rd</sup> April 2014			The essential course for new and experienced councillors on all the up to date duties and powers of a local council in this fast-paced modern world. The role of Local Councils in modern government, their duties and powers, Councillors and the Code of Conduct, Standing Orders, DPI's and involvement in meetings, etc., the Clerks responsibilities, the Chairman's role, the latest updates on legislation and much more! £60.00 per delegate
Tina Symons The Clerk (J. Bailey)	ALCA Pensions Course	24 <sup>th</sup> November 2014	Whitchurch		Pensions regulations £20.00 per delegate
Tina Symons The Clerk (J. Bailey)	ALCA Audit Course	12 <sup>th</sup> March 2015	Hanham		Audit Regulations Grant Thornton £15.00 per delegate

BoB Symons	Being a Good Councillor	24 <sup>th</sup> June 2015	Salford		The essential course for new and experienced councillors on all the up to date duties and powers of a local council in this fast-paced modern world. The role of Local Councils in modern government, their duties and powers, Councillors and the Code of Conduct, Standing Orders, DPI's and involvement in meetings, etc., the Clerks responsibilities, the Chairman's role, the latest updates on legislation and much more!
Jim Cotterell Lesley Putt	Link Support Services (UK) Ltd	4th February 2016	Yate Council Offices	2.00pm	(a) Practical tips on how to deal with case work and action groups (processes, procedures and protocols) (b) Techniques to manage challenging people and difficult situations c) Managing workloads and time
Tina Symons The Clerk (J. Bailey)	External Audit Briefing	15 <sup>th</sup> April 2016	Whitchurch Village Hall	10.30am	Laura Hallez, Audit Manager for Grant Thornton UK LPP, will be presenting a briefing on this year's process for the External Audit Local Councils. This will include the future of local government audit, the current external audit process, common audit qualifications and how to avoid common errors that lead to additional fees. It will also cover the changes to the Annual Return and Notice of the Commencement of the Period for the Exercise of Public Rights. There will also be an opportunity for questions and answers. Cost = £10.00 per delegate.
Gail Boyle	Negotiate a better outcome in planning	26 <sup>th</sup> September 2016	Aztec West		Training delivered by Councillor Boyle to Councillors from across the ALCA area.
The Clerk (J. Bailey)	CiLCA Qualification	Date awarded 26 <sup>th</sup> September 2016	N/A	N/A	Certificate in Local Council Administration, Units covered: <ul style="list-style-type: none"> <li>• Core Roles in Local Council Administration</li> <li>• Law and Procedures for Local Councils</li> <li>• Finance for Local Councils</li> <li>• Management for Local Councils</li> <li>• Community Engagement</li> </ul>

The Clerk (J. Bailey)	ALCA – Transparency Code	18 <sup>th</sup> November 2016	Yate Parish Hall	9.30am	SLCC Branch Meeting with guest speakers Deborah White regarding the Transparency Code and Martin from Community Heartbeat regarding defibrillators.
Craig Stephens	Being a Good Councillor	19 <sup>th</sup> November 2016	Jubilee Pavillion Long Ashton	9.30am	The essential course for new and experienced councillors on all the up to date duties and powers of a local council in this fast-paced modern world. The role of Local Councils in modern government, their duties and powers, Councillors and the Code of Conduct, Standing Orders, DPI's and involvement in meetings, etc., the Clerks responsibilities, the Chairman's role, the latest updates on legislation and much more!
The Clerk (J. Bailey)	Information Governance	28 <sup>th</sup> November 2016	Brook Way Activity Centre, Bradley Stoke	2.00pm	Information Governance (Privacy, Security, Sharing & Transparency) – Practical guidance on how to apply the Law. This session will cover the 3 elements of good information governance: 1. Records Management (including Transparency Code), 2. Data Protection (including security/privacy), and 3. Freedom of Information. It will provide attendees with valuable knowledge in these three areas, but more importantly practical tips and guidance on how to apply these in your councils in a manner which will ensure compliance with legislation, and comfort that you have satisfied your statutory requirements. Cost = £30.00
Gail Boyle Rick Dunning	Community Engagement for Local Councils	21 <sup>st</sup> January 2017	Tithe Barn Church Lane Nailsea BS48 4NG	9.45 – 12.45	A morning session provided by <u>Lemon Gazelle</u> Community Interest Company · Why engage? · What is engagement? · What difference does good engagement make? · When/why to engage with the community? · How do you know if you're getting it right?

					<ul style="list-style-type: none"> <li>· How do you recognise your audience(s) and adjust your campaign accordingly?</li> <li>· How does method relate to objective?</li> <li>· What are good/poor examples of engagement?</li> </ul> <p>A “must” for all good Local Councils, but in particular: 2 CPD points. Cost = £45.00</p>
Gail Boyle	E-learning Data Protection Act		Home study	N/A	