



Dear Councillors Dee Harrison, Henry Micah, John Newton and Barry Smith,

You are summoned to attend the next meeting of the Parish Council Personnel Committee to be held on Monday 17th April 2023, at 6pm at Fernwood Village Hall

Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 11th April, 2023

**FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING**

AGENDA

EXEMPT BUSINESS

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972.

1. Members to resolve to conduct the meeting *without the public and accredited representatives of newspapers*
2. To approve of the minutes from 6/10/22
3. Staffing update
4. Policy review
Committee to review the following documents for recommendation to Full Council
 - a. Employee contracts/Terms & Conditions
 - b. Job Descriptions/Person Specification -
 - c. Employee eye test reimbursements Policy
 - d. Lone working risk assessment
 - e. Training and Development Policy
5. Civility and Respect Training
6. Policy Procedure Handbook offered by Personnel Advice and Solutions Ltd and the National Association of Local Councils

Next Meeting Date – Wednesday 28th September, 2023 at 8pm, Fernwood Village Hall



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on October 6th, 2022
at Fernwood Village Hall**

Present: Parish Councillors: D. Harrison, J. Newton, B. Smith (Chair)
Clerk: Marion Fox Goddard
Apologies: Councillor Micah

1. Members resolved to conduct the meeting without the public and accredited representatives of newspapers.

2. Approval of the minutes from the last meeting held on March 17th, 2022
The minutes were approved as accurate record and Councillor Smith signed them.

3. Matters Arising

The Councillors noted:

- a. Previous Administration Assistant resigned on 28/3/22
- b. Code of conduct complaint was submitted in March.
- c. Recruitment process for administration assistant recommenced in July and new assistant started on October 3rd.

4. Policy Review

Committee members unanimously agreed to recommend to Full Council that no changes are required to the following:

- a. Sickness Absence Policy
- b. Grievance and Disciplinary Policy (including panel members)
- c. Anti-Bullying and Anti-Harassment Policy
- d. Relationships between Councillors and Council Employees Policy
- e. Flexible Working Policy
- f. Management of Stress in the Workplace Policy
- g. Performance Policy
- h. Capability Procedure

Meeting closed at 19:40

Next Scheduled Meeting: Wednesday 22nd March 2023 at 7pm, Fernwood Village Hall

4a. Employee contracts/Terms & Conditions Update

All employees have signed contracts based on the SLCC template contract. As changes in terms arise such as the increase in annual leave from 1/4/22, Amendment Notice to Contract of Employment letters are issued and signed.

The SLCC template is out of date and due to be renewed. It is proposed that the review of contracts is conducted once the new template has been issued.



ADMINISTRATION ASSISTANT

JOB DESCRIPTION

- 1. Job Title: **Administration Assistant**
- 2. Grade: REDACTED
- 3. Hours: 15 hours per week
- 4. Responsible to: Clerk to Parish Council
- 5. Place of Work: Fernwood Village Hall and the Parish of Fernwood

KEY FUNCTIONS

Provide the Council’s “front of house” presence to visitors and the community.

Village Hall administration and promotion.

General and financial administration for the Council.

Assistance with production of Parish magazine.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Take bookings for the rooms in the hall and maintain a booking system. Ensure users understand and accept the terms and conditions.
- 2. Charge users of the hall, invoicing and chasing outstanding payments.
- 3. Administrate the accounting system for Council income and expenditure.
- 4. Provide a reception service to deal with enquiries to the Council and the Village Hall, showing potential hall users the facilities including out of office hours.
- 5. Keep the Council’s website up to date and promote Council/Village Hall/third party information through social media.
- 6. Promote the Village Hall to maximise the potential usage and income.
- 7. Open and close the hall for users and set up furniture for users when the caretaker is on annual leave/sick. Ensure relief cleaners are in place for when the Caretaker is on annual leave/sick.

8. Meet regularly with the Village Hall Management Group to keep them informed regarding the village hall and meet the Village Hall Management Group terms of reference.
9. Ensure that all licences, insurances and annual checks relating to the Village Hall are up to date.
10. Arrange and meet suppliers and obtain quotations for supplies and services. Maintain a contract register and plan for timely contract reviews.
11. Prepare VAT returns on a quarterly basis.
12. Prepare the Fernwood Gazette including the distribution.
13. On call for emergencies 1 week per month.
14. Work on projects or activities as may be directed by the Parish Clerk.
15. Support the planning and work on preparations for Parish Council events.
16. Administration required for any new Council services/provisions.
17. Any other duties as required and in-line with the level of the role.
18. Ensuring General Data Protection Regulations are adhered to in all aspects of the role.

KEY COMPETENCES

- Extremely well organised
- Strong Communicator
- Excellent customer service skills
- Approachable
- Strong IT skills
- Able to work under own initiative
- Team player
- Willing and able to have a flexible approach to meet the needs of the Council

Job Notes

The job holder will be expected to work in the office 3 hours per day, Monday to Friday. However, weekend opening/closing is required the hours in the office can be reduced whilst ensuring the office is open during office opening hours (10am to 12noon, Monday to Friday). Hours of work will be agreed with the Parish Clerk. The role will develop as new services are devolved to the Council.

The Job holder will ensure that they do not take planned absence at the same time as the Parish Clerk.



ADMINISTRATION ASSISTANT

PERSON SPECIFICATION

Competency	Essential	Desirable
Professional Qualifications Training	<ol style="list-style-type: none"> 1. General Education: GCSE Grade 4 (Grade C and above) maths and English 2. Computer Literacy and good familiarity with Office based package – in particular, confidence with Excel and Word. 	<ol style="list-style-type: none"> 3. AAT Level 2 Certificate in accounting or equivalent
Work Experience	<ol style="list-style-type: none"> 4. 1 Years' experience in administration 5. 1 Years' experience of working with figures such as accounts 	<ol style="list-style-type: none"> 6. 1 Year's experience providing a reception service to the public
Skills knowledge and aptitude	<ol style="list-style-type: none"> 7. Good oral and written communication skills 8. Good customer service skills 9. Willingness to work flexibly including daytime and occasional evenings/weekends. 10. Excellent organisational skills 11. Assertive, tactful and diplomatic 12. Able to work on own initiative 13. Full driving licence 	

JOB DESCRIPTION

- | | | |
|----|------------------|--|
| 1. | Job Title: | Caretaker and Maintenance Operative for Fernwood Parish Council |
| 2. | Grade: | REDACTED |
| 3. | Hours: | 30 hours per week |
| 4. | Responsible to: | Clerk to Parish Council |
| 5. | Responsible for: | The internal and external appearance of the Hall & Maintenance tasks in Fernwood |
| 6. | Place of Work: | Based at Fernwood Village Hall with work to be completed around the Parish |

JOB OUTLINE

The post holder will ensure that the Village Hall is cleaned and ready prior to use and carry out the weekly/monthly maintenance checks as required. They will open and close the hall as required and deal with problems/calls during bookings. The post holder will carry out ground maintenance work as required on Parish Council land/assets as required around the Parish.

KEY RESPONSIBILITIES

- Cleaning of Village Hall.
- Act as key holder for one off hires – open and lock up (if no bar).
- Carry and respond to the Council mobile phone to deal with issues during bookings.
- Respond to emergency calls out of hours (on a rota basis).
- Carry out daily/weekly checks as required (more details below)
- Maintain and replace used items in the first aid box located in the office, kitchen and bar
- Report any maintenance issues that need an outside contractor to the Parish Clerk e.g. Electrical/Gas/Boiler

MAIN DUTIES AND RESPONSIBILITIES

- 1) Ensure building and perimeter fence/gates are always secure.
- 2) Clean as required all areas within the Village Hall perimeter including changing rooms after user groups and one-off hires and report any problems/retention of bond required to Parish Clerk.
- 3) Ensure safety of all users: check chairs stacked correctly, floors dry or clearly signed, corridor through Store Cupboard maintained for Fire Escape etc.
- 4) Daily clean and maintain the toilet areas, top up soap etc.

- 5) Inspect Kitchen for cleanliness after use: replace tea towels and kitchen clothes after each use and maintain the dishwasher (with salt etc), pull out and clean underneath appliances regularly.
- 6) Carry out daily checks on fridge/freezers and record temperatures.
- 7) Set up rooms as required/agreed with users.
- 8) Check the CCTV recordings if approved by the Clerk.
- 9) Maintain and clean (jet wash) the Patio/outside space and patio furniture as required.
- 10) Regular checks on the plant room to ensure everything is operational and report any issues to the Parish Clerk.
- 11) Maintain the paintwork in the hall.
- 12) Regular checks to be carried out and recorded including (but not exclusively): fire alarm test, water temperature check, flushing of all water outlets to prevent legionella bacteria build up, emergency lighting, emergency disabled alarms, fire extinguishers in place.
- 13) Cut grass at Dale Crescent and at the Village Hall Weekly during the growing season and maintain the garden at the Village Hall, including hedge trimming at the front of the building.

OTHER DUTIES AND RESPONSIBILITIES

- 1) Empty all bins within the Village Hall perimeter and the bin on Dale Crescent.
- 2) Request additional supplies/equipment as required from the Parish Clerk.
- 3) Alter radiator valves as required for comfortable temperature to be maintained, during winter months.
- 4) Maintain battery charge on items such as walkie talkies, floodlights etc.
- 5) Clean all windows inside and out on a regular basis.
- 6) Maintain Air Walkers on Dale Crescent.
- 7) Checking and filling the Parish Council's grit bins around the village.
- 8) Maintenance and checks on dog waste bins across the Parish.

You may be required to undertake other duties to meet the requirements of the job.

KEY COMPETENCES

- Ability to work unsupervised
- Aware of Health and Safety Hazards and COSHH requirements
- Able to work under own initiative
- Ability to prioritise workload

Job Notes

The job holder will be expected operate machinery in a safe manner and wear any protective clothing, as specified in the manufacturers' specifications.

The Job holder will ensure that they do not take planned absence, without ensuring that there is enough

time for alternative cleaning services to be put in place to cover the period of absence.

The job holder will be expected to help with community events.



CLERK TO THE PARISH COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

1. Job Title: **Clerk to the Parish Council and Responsible Financial Officer**
2. Grade: REDACTED
3. Hours: **37** hours per week
4. Responsible to: Designated Parish Councillors
5. Place of Work: The Office of the Parish Council/**Home working¹**

JOB OUTLINE

The Clerk to the Council will organise and provide services to the Parish Council and its elected members during the daytime and evening meetings. Ensure that all the legal and financial requirements of the Council are complied with and manage the Village Hall.

KEY RESPONSIBILITIES

- A. The Clerk to the Council will be the Proper Officer of the Council and is therefore under a statutory duty to carry out all the functions and, in particular, serve or issue all the notifications required by law of a Local Authority's Proper Officer.
- B. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- C. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities and, in particular, produce all the information required for making effective decisions and to implement constructively all decisions. They will be accountable to the Council for the effective management of all **of** its resources and will report to them as and when required.
- D. The Clerk will be responsible for the management of the Village Hall.

MAIN DUTIES AND RESPONSIBILITIES

- 1) To ensure that statutory and other provisions governing or affecting the running of the Parish Council are observed.
- 2) To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, take minutes and prepare for approval.

¹ Three days in the office, 2 days at home. However, should it be necessary to come to office to meet the needs of the Council's business, this will be required.

- 3) To attend all meetings of the Council and meetings of any committees when necessary.
- 4) To receive and deal with all correspondence and enquiries on behalf of the Council and evaluate what needs to be brought to the attention of the Council.
- 5) Following requests from the Council, investigate possible solutions, advise on practicability, likely effects and costs and draw up options for consideration by the Council.
- 6) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest updates.
- 7) To act as the representative of the Council as required.
- 8) To prepare, in consultation with the Chairman, press releases when required.
- 9) To supervise staff as their line manager and undertake necessary activities in connection with their employment including management of salaries and conditions of employment.
- 10) To open the office on the agreed days to receive the public and to deal with enquiries.
- 11) To be responsible for data security and data protection of all Council business.
- 12) To manage and maintain the Council's website.
- 13) To ensure that the Council's obligations for management of risk are properly met.
- 14) To maintain an up to date knowledge of Local Government Regulations and practise as they apply to the Parish Council.
- 15) Ensure that the Village Hall is managed and let to an optimal amount.
- 16) Arrange and meet suppliers and obtain quotations for supplies and services. Maintain a contract register and plan for timely contract reviews.
- 17) Maintain the accounting system for Council income and expenditure including quarterly VAT returns.
- 18) Support and attend Parish Council events.
- 19) The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

EDUCATIONAL

1. To work towards the achievement of the status of Qualified Clerk as a minimum requirement within an agreed timescale.
2. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

KEY COMPETENCES

- Extremely well organised
- Strong Communicator
- Excellent customer service skills
- Approachable
- Strong IT skills
- Able to work under own initiative
- Team player
- Willing and able have a flexible approach to meet the needs of the Council

CLERK TO THE PARISH COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION

Competency	Essential	Desirable
Professional Qualifications Training	<p>General Education: 2 A-levels or equivalent including GCSE Grade C Maths and English</p> <p>Computer Literacy and good familiarity with Office based package – in particular, confidence with Excel and Word</p> <p>A recognised qualification in Local Government Administration or CILCA (or working towards)</p>	<p>Degree or HND level or equivalent professional qualification in a related subject</p> <p>Bookkeeping qualification</p> <p>Trained to operate payroll package</p>
Work Experience	<p>3 years' experience in control of administration</p> <p>2 years' experience of working with figures such as preparing budgets or accounts</p> <p>Preparation of reports and submissions and able to summarise key actions.</p>	<p>2 years' working in committee administration in Local Government</p> <p>2 years direct administration experience in town and parish Council sector.</p> <p>2 years supervising at least one member of staff</p> <p>Experience of computer accounting packages</p> <p>Experience of website administration.</p>
Skills knowledge and aptitude	<p>Good oral and written communication skills</p> <p>Willingness to work flexibly including daytime and occasional evenings.</p> <p>Excellent organisational skills</p> <p>Assertive, tactful and diplomatic</p> <p>Able to work on own initiative</p>	

Last Revision November 2022²

² Revisions: Increase working hours from 30 to 37 per week and homeworking added.



Employee Eye Test Reimbursements

Introduction

Fernwood Parish Council follows Health and Safety Executive Guidance on [Display Screen Equipment](#).

The law says employers must arrange an eye test for [display screen equipment \(DSE\) users](#) if they ask for one and provide glasses if an employee needs them only for DSE use.

Procedure

1. DSE users are required to arrange their own eye tests and submit an expense claim for Fernwood Parish Council to reimburse the cost. (Should the employee prefer the Parish Clerk to arrange the test, this can be arranged).
2. Fernwood Parish Council will pay for their employees' glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at.³ However, reimbursement will be limited to the cost of basic glasses that would meet the DSE work requirement. Employees must provide the receipt for the glasses; if the employee has chosen 'improved specification' glasses as detailed in the footnote below, a quote for basic glasses that would be suitable for DSE use should be provided for the Parish Council to pay this amount.

³ Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses. 'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work. Employers' liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e., of a type and quality adequate for the user's work. Where bifocal or varifocal spectacles are prescribed as special corrective appliances (see caution at paragraph 83) the employer is required to meet the costs associated with providing a basic frame and the prescribed lenses.

Adopted April 20th 2020

RISK ASSESSMENT FOR: Caretaker and Maintenance Operative for Fernwood Parish Council	LONE WORKING working in the Village Hall and within the Parish of Fernwood	
Establishment: Fernwood Parish Council	Assessment by: Marion Fox Goddard	Date: 25 th March 2020



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working in the village hall	Caretaker and Maintenance Operative for Fernwood Parish Council	Accident / injury, delayed assistance in emergency	• Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height);	Y	Y
			• Office phone available	Y	Y
		Physical assault / verbal abuse	• Reduce time spent working alone so far as is reasonably practicable.	Y	Y
			• Ensure a colleague, partner, friend etc. is aware you are working alone by telephone or text on arrival and departure and who to contact in the event of overdue contact.	Y	Y
		5. Cuts / abrasions, muscular skeletal and other physical injuries	• Adequate security in place.	Y	Y
			• Access to site controlled e.g. external door locked – public to use doorbell during advertised opening hours only	Y	Y
			• Ensure all external doors / windows secured to prevent unauthorised access.	Y	Y
			• CCTV to be switched on and the desk facing the monitor to be used	Y	Y
			• Lighting adequate	Y	Y
			• Key holders should be strictly controlled and numbers kept to a minimum.	Y	Y

Lone working in the Parish Jobs undertaken: Grass cutting Dale Crescent Emptying bins Dale Crescent Maintaining dog waste and grit bins Putting notices on noticeboard	Caretaker and Maintenance Operative for Fernwood Parish Council	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); • Wear PPE required for the task being undertaken. • Mobile phone available • Reduce time spent working alone so far as is reasonably practicable. • Ensure a colleague, partner, friend etc. is aware you are working alone by telephone or text on arrival and departure and who to contact in the event of overdue contact. • Report any concerns/new risks to line manager immediately 	Y	Y
		Physical assault / verbal abuse		Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries		Y	Y
				Y	Y
				Y	Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				L
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

6. RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	7. You must identify further controls to reduce the risk rating. 8. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.



Training and Development Policy

Reviewed and readopted on March 28th, 2022

a. Introduction

Fernwood Parish Council is committed to the training and development of Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council Constitution, as well as ensuring Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

b. Policy Statement

2.1 Fernwood Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

2.2 It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Ward Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

c. Training and Development Activity

Fernwood Parish Council consists of 7 elected Councillors and employs one parttime Parish Clerk/Responsible Financial Officer and one Caretaker and Maintenance Operative . Training and development for Councillors and staff will be regularly reviewed but will contain as a minimum requirement:

Councillors

- d. Attendance at induction sessions explaining the role of Councillors
- e. Provision of a Councillor Starter Information including Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant. All policies are reviewed by the Council annually to refresh all Councillors on the content.
- f. Access to relevant courses provided by external bodies such as Nottinghamshire Association of Local Councils (NALC), Newark and Sherwood District Council Nottinghamshire County Council.

- e) Expenses for attending briefings, consultations and other general meetings for Councillors in Nottinghamshire.
- f) Circulation of documentation such as briefings and newsletters/magazines to all Councillors.

Clerk/Responsible Financial Officer

- a. Induction sessions explaining the role of Clerk and Responsible Financial Officer
- b. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c. Attendance at a 'New Clerk's' training course or similar
- d. Gaining the *Certificate of Local Council Administration (CiLCA)* within 2 years of becoming Clerk/Responsible Financial Officer
- e. Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through annual appraisal and training review.
- f. Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Nottinghamshire County Association of Local Councils (NALC), Newark and Sherwood District Council Nottinghamshire County Council
- g. Subscription to relevant publications and advice services
- h. Provision of the Local Council Administration handbook by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes for new/inexperienced Clerks.
- j. Regular feedback from the Chairman of the Council in their performance.
- k. Expenses for attending briefings, consultations, training and any other general meetings.

Caretaker and Maintenance Operative

- a. Induction sessions explaining the role of Caretaker and Maintenance Operative.
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks.
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks.
- d. Provision of copies of the Standing Orders, Financial Regulations, policies of the Parish Council relevant to the role, risk assessments.
- e. External Manual Handling, Health and Safety, Legionella and Fire training courses (some of these may be online).
- f. Regular feedback from the Clerk of the Council in their performance.
- g. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review.

g. How Training Needs will be Identified

4.1 To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self assessment, the Council's aims and objectives and changes in legislation and staff appraisals.

4.2 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of the Council.

4.3 The Council will formally review the training needs of the Councillors at a meeting of the Parish Council.

4.4 Training needs for the Clerk and Caretaker and Maintenance Operative will be identified through the recruitment process for new and the annual staff appraisals.

4.5 The Clerk will keep up-to-date with developments in the sector and highlight to the Council any training required.

h. Funding

5.1 The Council will set a budget each year as required to enable reasonable training and development.

5.2 The Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Nottinghamshire County Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

i. Evaluation and Review of Training

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4.

6.2 Training will be reviewed in the light of changes to legislation or any new systems relevant to the work of Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk.

6.3 The Clerk will maintain a record of training attended by themselves and Councillors.

Standards in public life e-learning

South West County Association

This bespoke e-learning module has been developed by county associations in the South West region and 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 the 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.

Delegate fee: £16 per module

[Click here to register your place](#)

Respectful and Positive Social Media for Councils and Councillors

Breakthrough Communications

In this introductory e-learning module we'll consider the opportunities and risks associated with social media from a civility and respect perspective. We will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. We'll explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and practical what steps you can take.

Delegate fee: £16 per module

[Click here to register your place](#)

Leadership in Challenging Situations for Councils and Councillors

Breakthrough Communications

In this introductory e-learning module we 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. We will also discover how to build, support and get the most from an effective and motivated team.

Delegate fee: £16 per module

[Click here to register your place](#)

Personal Resilience for Councils and Councillors

Breakthrough Communications

In this introductory e-learning module we develop a better understanding of where our behaviour comes from and we'll consider what resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focused scenarios and consider how we might respond to them. We'll also explore strategies to deal with and manage a range of situations.

Delegate fee: £16 per module

[Click here to register your place](#)

Resilience and Emotional Intelligence – What it means in practice for clerks and council officers

Breakthrough Communications

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions based on worked-through scenarios. We'll also lead the user through a set of exercises, input and self-

reflection and a resource pack for building our own resilience and emotional intelligence.

Delegate fee: £30 for access to the on-demand e-learning content, live virtual Workshop, and post-workshop toolkit.

To register for the Clerks only session please click on the link below.

[Click here to register your place](#)

Leadership in Challenging Situations – Dealing with challenging situations and working with others effectively

Breakthrough Communications

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations as well as explore how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face in our role, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support and get the most from an effective and motivated team.

Delegate fee: £30 for access to the on-demand e-learning content, live virtual Workshop, and post-workshop toolkit.

To register for the Clerks only session please click on the link below.

[Click here to register your place](#)

Respectful Social Media – How to deal with attacks and negative engagement

Breakthrough Communications

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which they can keep control of our social media output. We will consider how we come across on social media as councils, as well as individually, what our personal

'digital tone of voice' sounds like, as well as considering our use of language and its role in positive two-way communication and explore the type of content we can post on social media, depending on our role. For councillors, we will provide suggested social media do's and don'ts: how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Delegate fee: £30 for access to the on-demand e-learning content, live virtual Workshop, and post-workshop toolkit.

To register for the Clerks only session please click on the link below.

[Click here to register your place](#)

Understanding psychopathic and narcissistic behaviour

Becky Walsh

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others, and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in high leadership positions such as company chief executives and in political roles. In this webinar, we learn how to spot them and also how to monitor your own behaviour to lessen their impact on you and your organisation. Each of the webinars will give real situation scenarios and what to do in each of them.

9 March

Delegate fee: £15

To register a place for your councillors, please email sue@haptc.org.uk, copying in your councillor delegate(s). For all other enquiries michelle.moss@nalc.gov.uk.

To register for the Clerks only session please click on the link below.

[Click here for more information on the Clerk Session](#)

Code of Conduct

Hoey Ainscough Associates

This course is aimed at local councils who have either adopted the new Local Government Association (LGA) Code of Conduct for members, as endorsed by NALC and the SLCC or who are considering adopting it. The course is aimed at both members and officers and will be led by Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd, the national experts who developed the code for the LGA. The course will look at some of the key aspects of the code, the practical implications of working with the code and look at the guidance which sits alongside the code. Attendees will be invited to ask questions about any aspect of the code as the session aims to help people understand how to make the code work most effectively at a local level.

Delegate fee: £15

To register a place for your councillors, please email sue@haptc.org.uk, copying in your councillor delegate(s). For all other enquiries michelle.moss@nalc.gov.uk.

To register for the Clerks only session please click on the link below.

[Click here for more information](#)

Managing conflict and difficult conversations

The training specifically covers conflict management; a thread of management essential to the Clerking industry given the depth and breadth of communications and dealings Clerks have with other people and organisations. The event will be led by Sue Noble (www.noblelearning.co.uk) a highly-experienced coach and mentor with extensive experience in the local government sector, and training staff from town and parish councils. It will be interactive, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector. At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities whilst sampling delicious wines from Oaken Grove (no extra charge).

Councillor Training Offer – Nimble Online Training

Introduction to local councils

Suitable for new Councillors and Council Officers, this elearning module includes a range of activities to help you develop your knowledge of Parish and Town Councils. By the end of the course you will: Understand the role of the local councillor Identify the council's purpose, Appreciate how decisions are made, Identify the principles of public life, Recognise the council's legal context, and Understand how the council manages its money
£16.00

Introduction to planning for local councils

This online course developed by Warwickshire Association of Local Councils gives an introduction to the planning system and the role for local councils. The course includes: What is planning? Role of the Parish Council, What is controlled by planning, Types of planning applications, Material & non-material planning considerations, The parish council recommendation, Planning conditions, and Developer contributions
£16.00

Understanding precepts

This course developed by Warwickshire Association of Local Councils introduces what the precept is and how it works for the Council. The course includes: What a precept is and how a Parish Council receives it, What a Parish Council needs to do in preparation for setting it, How a Parish Council can justify the money it seeks, and Who should be consulted.

£16.00

Online Live Training – Breakthrough Communications

Councillors: data protection for councillors Whether you are an experienced councillor or have only recently been elected, it is vital that you understand how data protection legislation sits with your role as an elected member. This session will help you understand your legal obligations to yourself and to your council and how to get things right.

2/6/23 1800-2000, 3/7/23 1830-2030 £30 per person

NALC Training

Chair Skills Training – This will be at Ravenshead in February, if you've not had the email with all the details that went out in early December let us know. We also plan to offer this course in June and July after the elections. One in the North of the county and one in the South.

New Councillor – We MAY be running this course in the early spring, one particular council in the south has asked us to and has a number of councillors who want to attend which would take up a great deal of places and make it worthwhile running but nothing is in place as yet. We will be running 4 courses in the summer, in the North, South, East and West of the county after the elections. The online version of this course is always available.