LALC Training Bulletin

November 2026

LALC Annual Training Scheme (ATS): 1st April 2026 - 31st March 2027

ATS fees are charged based on the council's electorate figure and it is up to the individual council to decide whether it wants to join the ATS or not.

Please note that ATS charges are in additon to the LALC annual membership fees.

CORE training is included in the ATS. This covers essential training that is common to all councils.
ATS member councils will be invoiced £15 plus VAT per delegate to cover lunch and refreshments for full day, in person events.

Councils who are not ATS members can still attend, but additional charges will apply (as stated below).

NON CORE training is not included in the ATS and additional charges will apply (as stated below). Non Core charges will apply to both ATS and non ATS members.

Morning, afternoon or evening session	£40 plus VAT per delegate (including refreshments, for in person events)
All day, remote event	£70 plus VAT per delegate
All day, in person event	£85 plus VAT per delegate (including lunch and refreshments)

Booking places

Bookings can be made by the Clerk or the Chair via the LALC portal, unless otherwise specified. If you have set your councillors up on the portal, you can select their details from a drop-down list when booking a place on one of the courses. If you do not have your councillors set up, the drop-down list will be blank and you will have to type their details in manually.

Please ensure that the attendee's email is correct, otherwise they will not receive the joining instructions and automated email reminders.

Please notify us if the attendee has specific dietary, learning or access requirements when booking.

Cancellations

48 hours' cancellation notice is required for part day courses and at least 5 working days' cancellation notice is required for full day in person events, as we need to pre-order and pay for lunches.

When insufficient notice has been given, 50% of the non-ATS member training cost will be applied. No shows will be charged the full non-ATS member cost. All charges are regardless of whether the council is a member of the ATS or not.

Core Training - Included in our Annual Training Scheme (ATS)

Councillor Induction & Refresher

Aimed at councillors with or without any experience, covering:

- The role of the council and councillors
- Legal obligations and the employer role
- Finance
- Risk management
- Code of conduct
- Declarations of interest
- Community engagement
- Transparency code obligations

3rd November, 15:30 - 18:30	LALC Office, Dunholme
10th November, 18:00 - 21:00	Zoom

Chairs Workshop

This training session will suit Chairs of Parish and Town Councils, Chairs of Committees and Vice Chairs, along with anyone aspiring to such a role.

Topics covered will include:

- Skills required
- Managing meetings
- Working with the Clerk, other councillors and officers
- Planning for success
- Understanding your Standing Orders, Financial Regulations and Code of Conduct
- Accountability
- Community engagement

28th January, 18:00 - 21:00	Zoom

The role of the Council as an employer

Delivered by: worknest

The role of the council as an employer, will cover:

- Legal duties as an employer
- Council Law and employment (civility and respect)
- Setting up for success (policies and standing orders/scheme of delegation)

The aim of this course is to explain how the council should manage employees including the Clerk lawfully and what steps can be taken reasonably such as using delegated powers to set up a Staffing/HR Committee and its role. It will touch on some of the pitfalls that councils should avoid and some of the important policies that every council should have in place.

There will be time to ask questions with the speaker.

16th November, 18:30 - 20:30	Zoom

Digital AGAR

Delivered by Libby White, St Ives Town Clerk (Cambridgeshire) who used it to complete the testing of it for the 2025-26 financial year.

An online session to demonstrate how the new digital AGAR should be completed.

This is ideal for any Clerks/RFO's who need to know how this new electronic AGAR should be used.

Every council is expected to submit their AGAR digitally for the 2026-27 financial year.

Learn how to do it at this online session.

23rd February, 18:30 - 20:00	Zoom
4th March, 14:00 - 15:30	Zoom

Due to high demand, additonal spaces have been released for this event (both dates) - secure your place now.

Core Training - Included in our Annual Training Scheme (ATS)

AI Day for Local Councils (Practical AI for Real Councils)

Delivered by: CloudyIT™



Planning applications are getting longer. Resident expectations are rising. Clerks and officers are expected to read, understand and respond to more information, often with limited time and resources. At the same time, councillors need confidence that any use of AI is safe, transparent and properly governed.

The event is built around the everyday problems councils face, rather than technology for its own sake.

A central part of the day will look at planning. Delegates will see GovAssist specialist planning assistants in action, including how they can support the review of lengthy applications, summarise key information, analyse documents and help prepare consultation responses.

AI provides a starting point, not the final decision, so the day also covers checking sources and applying human and professional judgement.

By the end of the day, delegates should have a clearer understanding of AI, practical skills they can use immediately and realistic next steps for their own council.

25th February, 10:00 - 15:30	Bracebridge Heath Community Hub & Library Red Hall Farm Lane London Road Bracebridge Heath LN4 2LB

FREE ACAS Webinars

Acas experts run regular webinars on employment law topics and employment relations.

They're free to join, you just need to register in advance. Spaces are limited.

You can ask our experts questions during the webinar.

You can watch recordings of our previous webinars.

The information in these recordings was correct at the time of recording. The chat history is not available for recordings.

AI-Powered Claims & Grievances: What HR Needs to Know

29th October, 12:00 - 13:00	Zoom

As AI becomes increasingly common in the workplace, it's also finding its way into grievances, employment claims and workplace disputes. From AI-generated legal arguments and inaccurate information to HR teams' own use of AI, there are important questions about how this content should be handled and the implications for employment law, data protection and disclosure.This webinar will explore what HR teams need to know, the potential pitfalls to look out for, and how to respond when AI becomes part of a workplace dispute.

View details and book a place.

Mental health at work

13th November, 10:00 - 11:00	Zoom

This webinar looks at how employers can positively support mental health and wellbeing at work. It will cover:

- an introduction to mental health and the law
- the Acas framework for positive mental health
- how to support mental health
- case studies

View details and book a place.

Flexible working requests: a case study and the law

29th October, 14:00 - 14:30	Zoom

This webinar will look at the latest legislation changes affecting flexible working requests. It will cover:

- an overview of the law
- the Acas Code of Practice
- examples of flexible working
- rights and responsibilities of employers and employees

View details and book a place.

Inclusive workplaces: making changes to better support neurodiversity

12th November, 14:00 - 15:00	Zoom

This webinar is for employers wanting to learn more about neurodiversity and inclusivity at work. It includes:

- supporting and managing neurodivergent staff
- reasonable adjustments
- making your recruitment process more accessible
- creating an inclusive environment

View details and book a place.

Winter workplace essentials

30th October, 10:00 - 11:00	Zoom

This webinar for employers and managers looks at common challenges during the winter months. It will cover:

- bad weather, travel disruption and pay
- workplace temperatures and winter wellbeing
- managing holidays and working arrangements fairly
- planning inclusive workplace celebrations
- managing sickness absence

View details and book a place.

Finance

All sessions held via Zoom
10:00 - 11:40 unless otherwise specified
Cannot be booked direct - contact LALC to book

Finance for Councillors	Aimed at councillors only, this session is designed to give them a greater understanding of their duties with regard to the council's finances. Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils	29th October, 18:30 3rd November, 10:00 10th December, 10:00 9th February, 10:00
New Clerk's Finance	Aimed at inexperienced clerks in their first few months, this sesison is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	24th November, 10:00 28th January, 10:00
VAT—Partial exemption	For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.	21st January, 10:00 13th April, 10:00
Internal controls	This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies. Topics include: Roles and responsibilities; Financial risks; Purpose of internal controls; Case studies; Examples of controls; Review of internal controls.	18th November, 10:00 27th January, 10:00 10th March, 10:00 28th April, 10:00

Finance

All sessions held via Zoom
10:00 - 11:40 unless otherwise specified
Cannot be booked direct - contact LALC to book

Introduction to VAT	This session is for clerks, finance staff and councillors. It explains how VAT rules affects local councils, whether they are VAT registered or reclaim VAT using Form VAT126. Essential for any council contemplating major building projects. Topics include: • How VAT law applies to local councils • Where to find the law and guidance • What are business and non-business activities • Understanding whether sales are taxable or exempt from VAT • When a council must register for VAT • When VAT can be reclaimed • Partial exemption • Reclaiming VAT when using grants and donations By the end of this session you will: • Know where to find the relevant legislation and • guidance • Understand the key concepts of VAT • Know when a council can or can't reclaim VAT • Recognise when a council must register for VAT • Be aware of activities that require special attention	12th November, 10:00 8th December, 10:00 2nd February, 10:00 18th March, 10:00
Procurement	For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. **This session introduces the new rules of the Procurement Act 2023, which came into force in February 2025 and replaces the Public Contracts Regulations 2015.** This session is an introduction to the basics of procurement for local councils: • Inviting quotes • Producing specifications and tender • documentation • Achieving competition and value for money • Managing contracts	26th November, 10:00 26th January, 10:00 4th March, 10:00 27th April, 10:00

Finance

All sessions held via Zoom
10:00 - 11:40 unless otherwise specified
Cannot be booked direct - contact LALC to book

Budgeting	This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets. Topics include: • Setting a budget and precept • Contingencies and reserves • How the council tax base affects the budget • Inflation • Budget monitoring	5th November, 10:00 17th November, 10:00 *Please note there will be no further dates after November, until next year's budgeting season.
The role of internal audit	This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls. Topics include: • Legislation and guidance • Roles and responsibilities • Internal controls • How the council appoints an internal auditor • Scope of internal audit • Reviewing internal control • Internal audit reports	24th February, 10:00
Year end and audit—councils over £25,000	This session is aimed at councils that spend between £25,000 and £200,000 a year and prepare simple accounts on a receipts and payments basis. It is also relevant for councils under £25,000 that choose not to exempt themselves from external audit, as well as for and councils that regularly spend over £200,000 and are already comfortable with preparing income and expenditure accounts. Topics include: • Closing the accounts • Assets and borrowing • Reviewing internal control • Internal audit • The Annual Return • Electors rights • Audit • Publication requirements	23rd February, 10:00 11th March, 10:00

Finance

All sessions held via Zoom
10:00 - 11:40 unless otherwise specified
Cannot be booked direct - contact LALC to book

Year end & transparency—councils under £25,000	For officers of councils that spend and receive less than £25,000 a year, who want to understand how to prepare and publish their council's Annual Governance & Accountability Return to comply with the Accounts & Audit Regulations, as well as publishing the information required by the Transparency Code for Smaller authorities. Topics include: • Closing the accounts • Exemption from external audit • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Transparency and publication requirements	2nd March, 10:00
Income & expenditure accounts (for larger councils)	For officers who want to understand how to prepare their council's Annual Governance & Accountability Return on an income and expenditure basis (mandatory for councils regularly spending over £200,000) and comply with the requirements of the audit process. This session explains how to convert receipts & payments accounts to income & expenditure accounts, how this affects the Annual Return and the timing of year-end activities and the audit process, enabling you to complete all the relevant steps correctly. Topics include: • Closing the accounts • Debtors and creditors • Assets and borrowing • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Publication requirements	24th March, 10:00

Non Core Training - Not included in our Annual Training Scheme (ATS)

Council Communications

All sessions held via Zoom
1.5 - 2 hours
£40 plus VAT

Book here: https://www.breakthroughcomms.co.uk/calc-training-courses
Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

Communicating with your community part 1: creating a communications strategy	Every local council should have a communications strategy, setting out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy, that is sustainable and supports your council. A strategy that considers your council's human and financial resources.	9th November, 10:00 1st December, 13:00
Communicating with your community part 2: engaging with your community	This session will focus on putting your council's communication plan into action: how your council could connect with the community it represents. Considering the ways your council can communicate effectively and build conversations. Providing tools and techniques to start engaging and getting messages across.	9th December, 10:00 11th Janaury, 10:00
How councils can recruit a more diverse pool of local councillors	How can you find and encourage a more diverse pool of people to stand or be co-opted as town or parish councillors? It is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. Explore effective ways councils and councillors can engage people, building up awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.	12th November, 10:00 3rd December, 10:00 20th January, 10:00
How councils can more effectively engage with young people in their communities	Councils often find it challenging to connect with young people. In this session, we will define "young people" and consider the issues important to them. Exploring effective ways to engage online and offline, we will also offer insights on forming partnerships with local youth organisations.	10th November, 13:00

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Dealing with difficult people and conversations in our local councils	Handling professional relationships within local councils is critical, but it can be tough dealing with challenging people and situations. This session discusses practical techniques for managing difficult conversations and situations.	Awaiting new dates
Boosting Your Council's Identity: How to Promote Your Council Effectively	Local newspapers, magazines, regional TV, and radio offer local councils a way to communicate with residents. However, dealing with journalists and the media can be intimidating. In this session we will consider how to establish positive relationships with journalists. How to write impactful press releases. Ensure that your council gets regular and positive coverage in your local media.	18th November, 10:00
Get the most from local and regional media	Local newspapers, magazines, regional TV, and radio offer local councils a way to communicate with residents. However, dealing with journalists and the media can be intimidating. In this session we will consider how to establish positive relationships with journalists. How to write impactful press releases. Ensure that your council gets regular and positive coverage in your local media.	25th November, 10:00
Crisis communications for local councils	A crisis could strike at any point. Anything from flooding to a meeting going viral. There are many ways in which you could find yourself in the eye of the media storm. This session takes participants through the detail of preparing for any crisis. Passing on expert tips and guidance on being prepared. On the effective steps your council could take should the worst happen.	27th January, 10:00

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Social media part 1: Getting started with social media for local councils	Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.	12th November, 13:00
Social media part 2: Advanced social media strategies and tactics for local councils	Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.	16th November, 10:00
Councillors training: Social media skills for parish and town councillors	It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.	26th November, 18:30
Emotional intelligence and resilience in practice for clerks, councillors and officers	This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.	14th January, 10:00

Council Communications

All sessions held via Zoom
1.5 - 2 hours
£40 plus VAT

Book here: https://www.breakthroughcomms.co.uk/calc-training-courses
Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

Councillors training: Chairing council and public meetings effectively	The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.	20th January, 18:30
Canva Part 1—Getting started	Canva is a design tool that can be used for free. It allows you to quickly create posters, newsletters, and other physical documents. You can also create images and videos for social media and websites. This session is for people who have never used Canva before. We will go through the basics and show you how to get the most out of the free version. Our goal is to get you started with Canva and to help your Council to communicate better.	7th January, 10:00
Canva Part 2—Advanced	During the session we will focus on the advanced features of Canva. This session is for experienced users of it. In part 2 of our Canva training we will show you how your Council can get more out of it. For instance, creating complex designs and a brand for your Council. We will also cover integrating Canva with social media. There will be a particular focus on creating social media videos and using the scheduling tools.	28th January, 10:00
Data Protection for councils Part 1: Foundations & theory	It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session covers the theory and core principles of UK GDPR and other relevant legislation and explains what policies, practices and processes local councils need to have in place.	2nd November, 13:00 10th November, 18:30 7th December, 10:00 5th January, 18:30 8th January, 10:00

Non Core Training - Not included in our Annual Training Scheme (ATS)

Council Communications

All sessions held via Zoom
1.5 - 2 hours
£40 plus VAT

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Data Protection for councils Part 2: Accountability and lawfulness	This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.	9th November, 13:00 19th November, 18:30 14th December, 11:00 11th January, 13:00 13th January, 18:30
Data Protection for councils Part 3: Data subject rights and information security	In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant and consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.	16th November, 13:00 25th November, 18:30 18th December, 13:00 18th January, 10:30 21st January, 18:30
Councillors training: Data protection training for parish and town councillors	This session clarifies a councillor's legal responsibilities to themself and the council. We will guide you on the right procedures and best practice. We will also Introduce Freedom of Information and the implications it has for councillors.	30th November, 18:30 15th December, 18:30 18th January, 18:30
Freedom of Information for local councils: obligations, procedures and exemptions	This course examines the obligations of local councils regarding Freedom of Information (FOI). We discuss the necessary policies and procedures. How your council could ensure awareness among officers and councillors about FOI. Consider the steps to follow when managing an FOI request including the use of exemptions.	10th December, 10:00 25th January, 11:00

First Aid at Work

£85 plus VAT

Where an employer's assessment of First Aid needs identifies that a First Aider is not necessary, the minimum requirement is to appoint a person to take charge of first aid arrangements and/or have trained personel in the HSE Recognised 6 hour Emergency First Aid in the Workplace (EFAW).

This course meets the requirements for an Emergency First Aider as specified in the Health and Safety (First Aid) Regulations 1981. The course is primarily aimed at smaller workplaces that present potentially fewer health and safety risks, where a nominated individual is required to take charge in the event of illness or accident or that nominated person might assist the First Aider.

Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid in the Workplace (EFAW).

The certificate is valid for 3 years.

You will learn basic lifesaving First Aid and the relevant regulations, covering:

- Insight into Health and Safety (First Aid) Regulations
- Managing an incident
- Priorities of First Aid
- Resuscitation
- Blood loss
- Treatment of an unconscious casualty
- Treatment of shock
- General discussion on common workplace injuries
- Treatment of Choking

If you already have the Emergency First Aid at Work (EFAW) certificate, check out when it expires as you may need to re-do the training.

9th March, 9:30 - 16:00	Dunholme Old School, 8 Market Rasen Road, Dunholme, LN2 3QR

This course is now FULL however we are taking expressions of interest via enquiries@lalc.co.uk to go on the reserve list or, in the event of sufficient interest, we may look at arranging another session later in the year.

Clerk's Networking

£30 plus VAT

19th November, 9:15 - 16:00	Bracebridge Heath Community Hub & Library, Red Hall Farm Lane, London Road, Bracebridge Heath, LN4 2LB

Come along to this year's Clerk's Networking event - an opportunity to network with other clerks. The day incorporates the SLCC AGM.

Schedule for the day:

SLCC Members - registration at **9:30**, with the SLCC Lincolnshire branch AGM at **9:45**.

Non SLCC Members - registration at **9:45** and a chance to network before the morning session starts.

10:15 Becky Walsh, from Council Culture presents **Spun-out: A Nervous System with Trust Issues - Laugh, Learn and find the edges of your comfort zone (Window of Tolerance)**.

An interactive workshop inspired by Becky Walsh's comedy show about anxiety, trauma and the nervous system that thinks everything is a threat. It brings sharp humour, uncomfortable truths and recognisable moments from everyday working life. This is not therapy. It is a practical, human session about why the body can react as though every difficult email, meeting or conversation is a threat.

The session will cover:

- Fight, flight, freeze and fawn. How these responses can show up in council life.
- Why replaying a conversation, scanning a room or feeling exhausted after "doing nothing" can make sense.
- Simple ways to notice a stress response before it takes over the rest of the day.
- Learn how your body can detect the difference between vodka and water without sniffing or drinking it.
- Interactive reflection, laughter and practical regulation tools delegates can use at work.
- A chance to feel seen, better understand their own patterns and leave slightly less on edge.



There will be a festive buffet lunch at **13:00**.

Our afternoon session commences at **14:00** and features Lance Allen, User Acceptance & Training Project Manager to the Smaller Authorities Audit Appointments (SAAA) and Claire Reed, NALC Proper Practices Project Manager.

Lance will be demonstrating the new Digital AGAR which will be available for submission of the 2026-27 AGAR and you will find out about accessing the new system in advance of your 2026-27 submission and what you will need to do in 2027 to submit your council's AGAR using the new system. There will be a cashback incentive for those councils submitting online in 2027 which is equivalent to your 2027 External Audit fee.

Claire will tell us all about changes to Proper Practices.

The event will close at **16:00**

Introduction to Cemetery Management for Town & Parish Councils (Beginner Level)

£45 plus VAT

This course is an Introduction to Cemetery Management and is ideal if you want to elevate your cemetery management skills, gain essential legal and operational knowledge, and become a confident, empowered bereavement services professional.

13th April, 9:30 - 12:30	MS TEAMS

Cemetery Operations & Regulatory Compliance (Intermediate/Advanced Level)

£45 plus VAT

Learn about the legal and practical aspects of cemetery management. This course is suitable for cemetery managers and staff as well as those with a responsibility for cemeteries.

The course will cover: Legal framework – regulations and compliance standards; General powers of management; Registers and records; Burial depth and dealing with shallow graves; Overview of administration processes; Grave digging procedures; Memorials; Exhumation; Exclusive Rights of Burial; Operational responsibilities including grounds maintenance, groundwater and premises management; Closed churchyards responsibilities; Optimising burial space; Looking to the future.

2nd & 3rd June, 9:30 - 12:30	MS TEAMS

Management of Memorials Workshop

£95 plus VAT

Course Overview: Scope of the problem; Legal/health & safety issues; Inspection of memorials: How to start; Initial inspection; Inspection forms; The inspection - visual & physical; Actions; Programme of work; Consecrated ground (England only); Other considerations and guidance (MoJ/HSE guidance) Codes of practice, Registration Schemes, Right to end a memorial, Unauthorised memorials, Practical inspections.

Suitable for: anyone involved in managing or working in a cemetery, or with responsibility for cemeteries.

The afternoon session will take place in a cemetery, therefore suitable outdoor clothing must be worn, together with sensible boots or shoes.

The date and time for this event are to be confirmed soon, but it will take place in the 2027-28 financial year. Details will be announced once confirmed.

PLAY AREAS - Routine Inspectors Course (WITH or WITHOUT EXAM)

£275 plus VAT for candidates taking the exam
£125 plus VAT for candidates not taking the exam

Course delegates will have the opportunity to take the Register of Play Inspectors International (RPII) exam for **Routine Inspections**. This can be organised for the end of the training day. (The fee of £275 plus VAT for delegates taking the exam includes the exam fee).

If delegates do not with to take the exam a Certificate of Attendance from The Play Inspection Co. can be suppled for £5 per PDF copy or £10.00 per hard copy.

The qualification for RPII Routine inspector level qualifies the delegate to conduct daily/weekly inspections on playground equipment; this could be for their own site(s) or for other sites. There is no conflict of interest.

The morning will consist of a presentation and questions in a classroom setting and the afternoon will consist of on-site practical training, followed by a practical on-site examination as required.

Syllabus

- The benefits of play
- Injuries occurring on playgrounds
- Legal responsibilities
- Inspection techniques for basic equipment types
- The inspection procedures of their verifying employer

Please note that stout footwear and suitable clothing for the weather conditions will be required.

Please identify any special dietary requirements when booking.

Once you have registered please email enquiries@lalc.co.uk to indicate whether your delegate is required to sit the exam.

27th April, 9:30 - 16:00	Washingborough Sports Pavilion, Washingborough Playing Fields, Fen Road, Washingborough, Lincoln, LN4 1AB

PLAY AREAS - Two-day RPII Operational Inspectors & Maintenance Course

£240 plus VAT, covering both days
An additional charge of £300* will apply should delegates wish to sit the RPII exam

*There may be a slight increase to the exam fee once this is confirmed by The Play Inspection Co. in 2027.

If delegates do not wish to take the exam a Certificate of Attendance can be suppled for £5 per PDF copy or £10 per hard copy.

This **two day course** is aimed at those who are responsible for the operational (monthly/quarterly) inspections and those in a supervisory or maintenance role.

Syllabus

- Introduction to safety
- The importance of play to children and child development
- Playground accidents, types, severity and reasons
- The legal framework for playgrounds and inspectors; negligence etc
- Statute law applicable
- Types and hierarchy of inspections
- Risk Assessment
- Reporting and Paperwork
- Inspection of specific play items and surfacing
- Checking of maintenance and other playground actions taken
- Common faults with standard play items
- How to inspect, including approaches and ancillary items

A training pack will be provided.

Please note that stout footwear and suitable clothing for the weather conditions will be required. Delegates will be expected to be able to climb and thoroughly inspect play equipment on-site.

Please ensure that you **book on for both days**. Please identify any special dietary requirements when booking.

6th & 7th July, 9:30 - 16:00	The Ropewalk, Maltkiln Road, Barton upon Humber, North Lincolnshire, DN18 5JT

The course has been arranged in conjunction with colleagues at ERNLLCA.

eLearning - delivered by:

£25 plus VAT per course

Contact LALC to book Nimble eLearning—these cannot be booked via the LALC website

Essential Skills

Anti-bribery essentials	Explores what is, and what is not, considered bribery under UK law and provides tips and advice on staying compliant with the Bribery Act 2010. By the end of the course you should be able to: • Define bribery and corruption • Understand the Bribery Act 2010 and the penalties for breaking the law • Recognise what constitutes a crime under the Bribery Act • Know the six principles organisations should follow when designing their • bribery policies and procedures • Know what actions you should take should you suspect bribery
Anti-money laundering essentials	This aims to increase awareness of money laundering and offers tips on how to identify and prevent it within your organisation. By the end of the course you should be able to: • Describe what money laundering is and how it is done • Understand UK legislation and regulations regarding money laundering and what they cover • Explain how to prevent money laundering • Recognise the consequences of non-compliance with anti-money laundering legislation
Customer service essentials	This course showcases effective communication with customers, arms you with a 'customer service toolkit', and explores managing complaints using the customer complaint resolution cycle. By the end of this course you should be able to: • Understand the principles of customer loyalty and how to build it through your interactions • Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing • Provide a better level of customer service by using your customer service skills 'toolkit' • Understand the customer complaint resolution cycle and how to deal with common customer service challenges

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£25 plus VAT per course

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Essential Skills

Data Protection essentials	This course covers data protection regulations in the UK and provides essential training for anyone who is in the position of processing personal data. By the end of this course, you should be able to: • Recognise why fair and effective data management is important to individuals and society as a whole • Understand relevant data protections legislation and regulations, along with the penalties for breaching these • Work with information in a way that doesn't breach the date protection principles and individuals' rights • Respond to requests for information from individuals in a way that is legal and effective
Display Screen Equipment (DSE) workstation assessment essentials	This course addresses the health and safety requirements of DSE and advises on posture and safe working techniques. You will learn how to complete your own DSE risk assessment that you can provide to your employer. By the end of this course, you should be able to: • Understand the importance of DSE workstation assessment • Identify whether you are a high, medium or low-risk user • Recognise the effects of poor posture • Adjust your posture so that you have a good posture while working • Adjust your workstation to suit you • Carry out a DSE risk assessment
Environmental awareness essentials	This course addresses the environmental crisis and looks at what businesses can do to reduce their impact on climate change and other pressing environmental issues. By the end of this course, you should be able to: • Recognise the benefits of a greener approach to your working practices • Know how positive action in the workplace can make a difference to our environment • Take steps to reduce the negative impact your workplace can have on the environment • Make waste management choices that are better for the planet

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£25 plus VAT per course

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Essential Skills

Equality, diversity and inclusion essentials	This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work. By the end of this course, you should be able to: • Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us • Identify who is protected by the Equality Act, and explain what happens if their rights are compromised • Recognise discrimination and other unfair practices in the workplace and know how to act on them • Understand what you can do yourself to promote equality, diversity and inclusion
Fire safety essentials	This course highlights the essentials of fire safety awareness in the office environment and when working from home. It explores best practice fire safety procedures and provides an overview of the equipment required under fire safety regulations. By the end of this course, you should be able to: • Understand employers' responsibilities under fire safety law • Prevent fires by using the fire triangle theory • Identify fire safety signs and appreciate the importance of knowing where they are in your workplace • Identify fire safety equipment and understand how it should be used • Recognise the need to periodically check fire safety procedures • Carry out the fire safety procedures in place for your organisation
Freedom of information essentials	This course addresses the essentials of the Freedom of Information Act, highlighting who it applies to and how to handle and respond to different types of requests for information. By the end of this course, you should be able to: • Recognise when and where the main provisions of the Freedom of Information Act apply • Understand the types of information that will be shared in an organisation's publication scheme • Make or handle requests for information in an appropriate way • Understand the rights of individuals under the Act and the consequences of not complying with the legislation

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Essential Skills

Health and safety essentials	This course provides an understanding of potential health and safety issues at work, the legislation surrounding it , and how to improve safety in your workplace. By the end of this course, you should be able to: • Recognise what health and safety is important for individuals, employers and society as a whole • Understand the frameworks of health and safety legislation • Recognise the responsibilities your employer has for your health and safety • Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)
Home working essentials	This course offers guidance on effective home working, and covers workspace set-up, safety at home, communicating remotely, and maintaining productivity. By the end of this course, you should be able to: • Recognise the characteristics of an effective home working environment • Develop and maintain safe home working behaviours • Maintain effective information security and data protection practices • Understand the important of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing
Human factors essentials	This course explores the role and impact of human error in the workplace. You'll learn how to manage common 'error traps' and understand which Human Performance (HuP) tools you can use to mitigate error traps that can't be removed. By the end of this course, you should be able to: • Understand the main types of errors that humans make • Identify key workplace error traps in order to remove or manage them • Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can's be removed

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£25 plus VAT per course

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Essential Skills

Information security awareness essentials	This course addresses the different threats to an organisation's information security and explores best practices for keeping data safe, whenever and wherever you work. By the end of this course, you should be able to: • Recognise why information security is essential to organisations • Identify secure working practices to safeguard company data • Protect information when working remotely and on mobile devise • Improve your awareness of online risks and how to stay safe on the internet • Respond to and report information security issues
Manual handling essentials	This course outlines manual handling risks, advises on how to properly plan moving or lifting tasks, and looks at proper technique to be used when manual handling. By the end of this course, you should be able to: • Recognise the potential risks of injury from manual handling tasks • Appreciate the importance of keeping yourself and colleagues safe from risk • Assess a range of manual handling factors and take steps to reduce risks • Plan moving and lifting tasks more effectively • Use safer technique when handling loads—individually, as a team, and with common workplace aids
Menopause essentials	This course helps you become more 'menopause aware' and overcomes the stigma. Menopause symptoms affect 75% of all women and yet there's still a widespread lack of understanding and reluctance to talk about it. It will help you recognise symptoms and understand the impact menopause can have on you and your workplace. By the end of this course, you should be able to: • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause

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Essential Skills

Modern slavery essentials	This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited. By the end of this course, you should be able to: • Appreciate the extent of modern slavery in the UK and the many forms it takes • Recognise the factors that can increase a person's risk of exploitation • Spot signs of modern slavery and human trafficking that can help them identify potential victims • Understand the measures available to punish perpetrators and support potential victims • Report their suspicions or concerns to the appropriate organisation
Personal safety essentials	This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself at work, at home, in public places and while travelling. By the end of this course, you should be able to: • Recognise the importance of confidence and preparation in staying safe • Understand how reducing 'opportunity' for criminals increases safety • Avoid situations and environments that may place you at greater risk • Practice safe behaviours at work, home, in public, and while travelling • Know what to do if you feel unwell or become a victim of crime
Stress management essentials	This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress levels. By the end of this course, your should be able to: • Understand and identify stress and why it can be detrimental for you • Identify stress and stressors in yourself and others • Reduce your exposure to stress • Develop your own Wellness Action Plan • Implement coping strategies in your work and personal life

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Essential Skills

Team leadership essentials	This course explores what it means to be an effective team leader by examining leadership styles and the essential skills required to get a team to thrive under your directions. By the end of this course, you should be able to: • Understand your own leadership style • Apply your knowledge of leadership styles in different situations • Know how to build relationships and engage your team members • Identify and employ effective team leadership skills and techniques
Time management essentials	This course will help you claim back control of your time with easy-to-implement techniques that will help you better manager and organise your daily workload, making you more productive in your role and, by default, everyday life. By the end of this course, you should be able to: • Understand why good time management is important • Recognise common challenges to effective time management • Apply techniques to improve your own time management skills
Working at height essentials	This course helps to identify activities that are classed as work at height under the law. It demonstrates how employers and employees need to work together under the Working at Heigh Regulations (2005) to implement safety measures, assess risks and follow best practice for any work performed at height. By the end of this course, you should be able to: • Recall which type of activities classify as 'work at height' (WaH) • Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH) • Identify risks most commonly associated with working at height • Plan a safe approach to performing work at height • Use stepladders and leaning ladders safely

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Essential Skills

COSHH Essentials	Every year, thousands of workers suffer from illnesses caused by hazardous substances in the workplace. By the end of this course, learners should be able to: Explain what COSHH is and why it's important in the workplace • Identify and interpret the hazard symbols used in COSHH • Recognise hazardous substances you might encounter at work and understand their risks to your health • Use control measures and safe handling to minimise your exposure to hazardous substances
Infection Control Essentials	This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. The online learning is aimed at anyone who might come into contact with infections during their work. Reducing the spread of everyday illnesses is desirable for everyone. We all want fewer periods of illness and less risk of passing infection on to others!
Unconscious Bias Essentials	Have you ever jumped to the wrong conclusion or misjudged someone you just met? We all do it, with just about everyone we come across. We make snap judgements about people based on the very little information we know about them. And mostly, we do it without even knowing. Our unconscious biases can have a big influence on how we feel about people and affect the decisions we make every day. Because these biases are often rooted in inaccurate or incomplete information, they can lead to unfair assumptions and poor decision-making, without us realising. This course aims to increase your awareness of unconscious bias and give practical tips on how you can reduce the effect it has on your decisions, attitudes and behaviour.

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Local (parish and town) council courses

Introduction to local councils	This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should be able to: • Understand the role of the local councillor • Identify the council's purpose • Appreciate how decision are made • Identify the principles of public life • Recognise the council's legal context • Understand how the council manages its money
Introduction to planning for local councils	This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know: • What is planning? • Role of the Parish Council • What is controlled by planning • Types of planning applications • Material & non-material considerations • The parish council recommendation • Planning conditions • Developer contributions
Understanding precepts	This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for councillors, clerks and other officers who may be new to the role or would like information on what the precept is and how it works for the council. By the end of this course, you should know: • 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 • Who should be consulted

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Local (parish and town) council courses

First Aid essentials	This course covers first aid provisions in low-risk workplaces. It provides top-line guidance on how employees can deal with some common accident and medical emergency scenarios. By the end of this course, you should be able to: • Identify first aid support measures available in your workplace • Call for an ambulance and be prepared for the questions they'll ask • Recognise common medical emergencies and injuries that could occur in a low-risk workplace • Apply basic first aid principles if someone becomes suddenly ill or injured at work
Mental Health essentials	This course aims to provide you with everyday tools to help you manage your mental well-being and become a more supportive and compassionate colleague. By the end of this course, you should be able to: • Use the mental health continuum to assess your wellbeing and communicate how you're feeling • Use the five steps to wellbeing and circle of influence to help improve your wellbeing • Spot some of the signs of poor mental health in others • Take steps to create a more supportive workplace environment
Neurodiversity at work essentials	This course explores how we can create a more neuro-inclusive culture at work. It highlights the benefits of neurodiverse teams, and highlights workplace challenges and reasonable adjustments that can be made to support neurodiverse employees. By the end of this course, you should be able to: • Explain what is meant by the term neurodiverse • Recognise the benefits of neurodiversity at work • Identify how a typical work environment could significantly impact a neurodiverse employee's daily life • Support and implement small adjustments that could benefit neurodiverse employees in your workplace

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Local (parish and town) council courses

Working with volunteers essentials	This course covers the essentials of effective volunteer management, including key legal considerations and different approaches to working with volunteers successfully. By the end of this course, you should be able to: • Identify the key differences between volunteers and paid staff • Describe the primary legal considerations when working with volunteers • Apply effective strategies to help support and manage your volunteers • Recognise the importance of valuing and developing your volunteers
Cyber security awareness: Basic	This course, developed by cyber security specialists Cyber Security Associates, is designed to give better insight into the day-to-day cyber challenges. Providing practical advice on safeguarding company and personal information at work and home and offering techniques for identifying potential or actual cyber-attacks. By the end of this course, you should be able to: • Understand that cyber is more than just IT • Understand the concept of the Internet of Things • Have a better understanding of how data protection laws are changing • Explain the key differences between the outside and inside cyber threats and what constitutes these types of threats • Understand the importance of passwords and their security in defending information against a cyber threat • Understand what makes up your digital footprint and how it can be used as a means of attack • Remember ways to control and manage your digital footprint • Identify ways to stay cyber safe while at work, at home and working on the move • Know what to do if any of your accounts are compromised or hacked

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£25 plus VAT per course

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Local (parish and town) council courses

Cyber security awareness: Password management	This course, developed by cyber security specialists Cyber Security Associates, is designed to provide clear and concise guidance on using passwords and other protection methods to keep your information and data safe and secure. By the end of this course, you should be able to: • Understand the definition of a password and where it originated from • Be able to recognise what both common and vulnerable passwords would look like • Differentiate between a password and a passphrase • Understand how passwords can be attacked and breached • Identify that there are various other security measures in place to protect your password
Cyber security awareness: Phishing	This course, developed by cyber security specialists Cyber Security Associates, is designed to enhance knowledge of one of the fastest-growing cyber attack methods: phishing. Useful for anyone who works with digital devices and provides details of information security threats, attack methods, and tips and techniques on safeguarding. By the end of this course, you should be able to: • Understand the definition and different types of phishing • Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and social engineering purposes • Examine the rise of cybercrime and why phishing continues to be a key tool and technique for attacks • Understand the different types of phishing attacks and how the complexity of each one can be completely different • Know the best way to respond to phishing attacks when at work and home

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Local (parish and town) council courses

Cyber security awareness: Video conferencing	This course, developed by cyber security specialists Cyber Security Associates, is designed to examine the different methods of videoconferencing and the processes and technology that can be used to protect these services. By the end of this course, you should be able to: • Appreciate the history and evolution of video conferencing • Understand the hardware and software used for video conferencing • Understand the different types of threats and attacks against video • conferencing platforms • Know how to stay cyber safe when setting up and using your video conferencing platform • Understand the measures to keep your meetings secure

Civility & Respect courses

Standards in public life	This module 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 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.
Respectful and positive social media for councils and councillors	This introductory module from Breakthrough Communications will consider the opportunities and risks associated with social media from a civility and respect perspective. It will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It will explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and what practical steps you can take.

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Civility & Respect courses

Leadership in challenging situations for councils and councillors	This introductory module from Breakthrough Communications 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. It will also discover how to build, support and get the most from an effective and motivated team.
An introduction to emotional Intelligence and personal resilience	This introductory module from Breakthrough Communications will develop a better understanding of where our behaviour comes from and will consider what emotional intelligence and resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focussed scenarios and consider how we might respond to them. It will also explore strategies to deal with and manage a range of situations.
An introduction to changing behaviours	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freeing ourselves from pre-learnt behaviours to bring about positive change. By the end of this course, you should be able to: • Be aware of how habits and behaviours form • Understand the psychological habit loop • Identify and focus on what you want to change • Set yourself an action plan to make positive behavioural changes
An introduction to resilience	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positivity and the ability to successfully deal with change. By the end of this course, you should be able to: • Understand the fundamental principles of personal resilience • Be more aware of the benefits of being open and receptive to change • Think positively and view challenges more optimistically • Take personal responsibility and commit to positive action

Non Core Training - Not included in our Annual Training Scheme (ATS)

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Civility & Respect courses

An introduction to behavioural agility	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, shows us how to reduce unhealthy stress and lighten our loads by adopting a growth mindset and embracing change. By the end of this course, you should be able to: • Adopt a growth mindset and explore your potential • Understand how to positively embrace change as an essential evolution for personal success • Let go of unhelpful thinking and learn to manage uncertainty and complexity • Tap into your dynamic capability and be bolder
Mental health awareness	This course has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health—which could include themselves.

Save the Date! LALC Conference 2027

Due to the elections taking place in May next year, we appreciate everyone will be very busy onboarding new councillors. LALC will also be busy over the summer providing Councillor Induction training.

We will therefore be holding next year's LALC Conference on Tuesday 28th September 2027. Once again the conference will be held at the Epic Centre, Lincolnshire Showground. We'd love to see you all there!

Please let us know if there are any specific topics or speakers/trade stands you would like to see.

Don't Forget To Provide Your Feedback After An Event

After each training session you will be sent an email asking you to complete a short feedback form (click on the **feedback link**). Please take the time to complete this. Without your feedback, we cannot assess the effectiveness of the training we provide.

If you're looking for training not currently on our schedule, please let us know.