

# Report – Training options

20 May 2023

## OALC TRAINING

---

Roles and responsibilities	Didcot	05/06/23	£80.00
Councillor fundamentals	Zoom	06/06/23	£50.00
Chairmanship	Didcot	22/06/23	£110.00
Oxfordshire County Council Day	Oxford	27/06/23	£0
Councillor fundamentals	Zoom	13/07/23	£50.00
Roles and responsibilities	Didcot	18/07/23	£80.00
Precept and budget setting	Zoom	07/09/23	£30.00
Finance for councillors	Zoom	07/09/23	£30.00
Managing employee performance	Zoom	18/09/23	£30.00
Roles and responsibilities	Zoom	03/10/23	£80.00
Agendas and minutes	Zoom	20/10/23	£60.00
Councillor fundamentals	Zoom	20/11/23	£50.00

## BREAKTHROUGH COMMUNICATIONS

---

2 hour sessions, via Zoom – available on multiple dates - £30 per participant

- Communicating with your community part 1: creating a communications strategy
- Communicating with your community part 2: creating a communications strategy
- How to recruit and retain more diverse pool of local councillors
- How councils can more effectively engage with young people in their communities
- Dealing with local and regional media
- Crisis communications for local councils
- Social media for councils: getting started using Facebook, creating an effective social media strategy and getting the fundamentals right
- Social media for councils: advanced strategies and tactics across multiple platforms
- Councillors: social media skills
- Data protection for councils part 1: foundations and theory
- Data protection for councils part 2: accountability and lawfulness
- Data protection for councils part 3: dealing with data subject rights and information security
- Freedom of information for councils
- Councillors: data protection training
- Dealing with difficult people and conversations
- Councillors: chairing meetings effectively

## PARKINSON PARTNERSHIP

---

Sessions via Zoom – available on multiple dates - £30 per participant

- Budgeting for clerks and finance staff
- Finance for councillors
- New clerks finance
- Internal controls
- The role of internal audit
- Procurement
- Year-end accounts and audit: receipts and payment accounts (over (£25,000)
- Year-end and audit – income and expenditure accounts
- Year-end and transparency – councils under £25,000
- VAT for VAT registered councils
- VAT for unregistered councils
- VAT – partial exemption

## CLERK CONFERENCES

---

SLCC National Conference: 11 – 12 Oct 2023, Total cost £390 – ¼ cost £97.50 + ¼ of mileage

SLCC Practitioner Conference: Spring 2024, Total cost approx. £400 – ¼ cost approx. £100

## TRAINING BUDGET

---

Training budget for 2023-2024: £300