



## E-NEWS UPDATE...

### Upcoming LALC Training Availability

<b>Tuesday 10th March 2020</b>	<b>IT SKILLS - BASIC EXCEL 2010</b>
	10:00 - 16:00
	Lalc Office, 8 Market Rasen Rd, Dunholme, LN2 3QR <b>Places remaining</b>
<b>Tuesday 10th March 2020</b>	<b>FREEDOM OF INFORMATION &amp; DATA PROTECTION</b>
	18.00 - 21.00
	Wyberton Parish Hall, London Rd, Wyberton, Boston, PE21 7DD <b>Places remaining</b>
<b>Wednesday 25th March 2020</b>	<b>CLERKS TRAINING DAY (For New Clerks)</b>
	9.30 - 16:30
	Welbourn Village Hall, Beck Street, Welbourn, LN5 0LZ <b>Places remaining</b>
<b>Tuesday 7<sup>th</sup> April 2020</b>	<b>APPRAISALS (with Chris Moses – Personnel Advice and Solutions)</b>
	13:00-16:00
	St Andrews Community Centre, William Street, Saxilby LN1 2LP <b>Places remaining</b>
<b>Tuesday 21<sup>st</sup> April 2020</b>	<b>IT SKILLS - BEYOND THE BASIC EXCEL 2010</b>
	10:00-16:00
	Lalc Office, 8 Market Rasen Rd, Dunholme, LN2 3QR <b>Places remaining</b>
<b>Thursday 23<sup>rd</sup> April 2020</b>	<b>Emergency Planning (AM) &amp; PREVENT training (PM)</b>
	Emergency Planning: 10:00-13:15 & PREVENT: 14:00-16:15
	Washingborough Community Centre, Fen Rd, Washingborough, LN4 1AB <b>Emergency Planning: Limited places available</b> <b>PREVENT: Places available</b>

**Thank you to all those councils that have subscribed to the Annual Training Scheme for 2020/21.**

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### **LALC's first Local Council Award Scheme (LCAS) Workshop** **has been arranged!**

#### **About LCAS:**

The National Association of Local Councils (NALC) launched a new Local Council Award Scheme on 5 January 2015, supported by the Society of Local Council Clerks (SLCC) and the Local

Government Association (LGA). This replaces what was formerly known as the Quality Town and Parish Council Scheme.

*The scheme provides a framework to support local councils in demonstrating how they improve and develop to meet their full potential. It encourages progression by including three award levels: Foundation, Quality and Quality Gold – these offer councils the opportunity to show that they meet the high standards set by the local council sector, are compliant with all legal and procedural requirements, and have a positive ethos regarding sound management, training for both councillors and staff, and an effective programme of community engagement.*

#### **LALC & LCAS:**

As many of you may be aware, LALC are fortunate enough to have a local accreditation panel and we are looking to streamline the assessment of applications from Councils.

We have arranged our first ever LCAS workshop to be held on **Wednesday 13<sup>th</sup> May 2020** at the **LALC Office, Dunholme Old School, 8 Market Rasen, Dunholme, 10:00-15:00.**

This workshop is for those councils who would like to know more about the Local Council Award Scheme and for those that may be interested in completing an application at either foundation, quality or gold level.

This workshop is now available to book online via the LALC website. Please note as this is 'add-on' training, it will be found at the bottom of the drop-down list of courses.

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### **Came & Company, Streetscape, Wellers Hedleys, RYNAT and LALC – Joint FREE key services event for Town and Parish Councils**

On **Thursday 19<sup>th</sup> March 2020**, Came & Company Insurance Brokers, Streetscape Products and Services Ltd, Wellers Hedleys Solicitors, RYNAT Limited and LALC will come together and deliver a **FREE** event for all Town and Parish Councils in Lincolnshire.

The event will be held at: **Cranwell Village Hall, Old School Lane, Cranwell, Sleaford, NG34 8DF** and will run from **9.30am – 3.00pm**.

If you would like to attend, please book your place by emailing Amy Bestwick from LALC at [amy.bestwick@lalc.co.uk](mailto:amy.bestwick@lalc.co.uk)

Please note, places are limited to 2 delegates per council.

Please see the flyer below for more information.



# STREETSCAPE, CAME & CO, HEDLEY'S, RYNAT LIMITED & LINCOLNSHIRE ALC PRESENTS

KEY SERVICES EVENT FOR TOWN & PARISH COUNCILS

THURSDAY 19<sup>TH</sup> MARCH 2020

CRANWELL VILLAGE HALL, OLD SCHOOL LANE, CRANWELL, SLEAFORD, NG34 8DF

**Free training event for clerks of councils of any size.**

**Places limited to 50 and 2 per council**

## PROGRAMME - TIMINGS APPROXIMATE

- 09:30 am - Registration & Coffee
- 10:00 am - Introduction to the day by Doug Beifield - Streetscape Products & Services
- 10:05 am - Presentation from Douglas Beifield – Sales Director for Streetscape advising on funding avenues & recreational equipment for your community spaces, as well as new products on the market
- 10:45 am - Presentation from John – Rynat Limited - Key things to look for when inspecting your play equipment
- 11:30 am - Refreshments
- 11:45 am - Presentation by Hedley's Solicitors
- 12:45 pm - Lunch and refreshments
- 1:45 pm - Presentation from David Palmer - Came & Co
- 2:30 pm - Q and A session
- 2:45pm - CLOSE

[www.lalc.co.uk](http://www.lalc.co.uk)

[www.streetscape-products.co.uk](http://www.streetscape-products.co.uk)

[www.wellerslawgroup.com/hedleys](http://www.wellerslawgroup.com/hedleys)

[www.rynat.co.uk](http://www.rynat.co.uk)

[www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)



## LALC's Annual Training Scheme 2020

From 1st April 2020, LALC's new training structure will be as follows:

**ATS Members**– councils that **do** subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

**CORE TRAINING:** will be included in the ATS 1<sup>st</sup> April 20 – 31<sup>st</sup> March 2021

**Refreshments** - light refreshments e.g. tea/coffee are provided, Member Councils will be invoiced £10.00 per delegate to cover lunch costs for full day events.

**NON-CORE TRAINING:** will be charged at £22.50 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments), £55.00 (+VAT) per delegate for an all-day event (incl. lunch & refreshments)

**ATS Non-Members**– councils that **do not** subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

\* £22.50 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments)

\* £55.00 (+VAT) per delegate for an all-day event (incl. lunch & refreshments)

**Please note that this Training Scheme does not cover the training package for the Certificate in Local Council Administration (CiLCA). Interested candidates should contact the office for further details of CiLCA training and mentoring costs.**

**Bookings** - should be made **via the Clerk using the online booking form located on the LALC website under the Training Tab.** Having difficulties? Please contact Lindsey.

Those wishing to pay for their own training may do so by contacting the office to discuss further.

These charges are in addition to the yearly subscription and do not form part of the LALC Subscription Charges.

### SCHEDULE OF FEES:

Band	Amount (£)	Please tick
Council with up to 250 electorate      75.00 + £15 VAT	90.00	
Council with up to 500 electorate      85.00 + £17 VAT	102.00	
Council with up to 1000 electorate      100.00 + £20 VAT	120.00	
Council with up to 2500 electorate      125.00 + £25 VAT	150.00	
Council with up to 5000 electorate      140.00 + £28 VAT	168.00	
Council with up to 7500 electorate      150.00 + £30 VAT	180.00	
Council with up to 10,000 electorate      160.00 + £32 VAT	192.00	
Council with above 10,000 electorate      170.00 + £34 VAT	204.00	

## **End of Year Accounts 2019/20...information from the Auditors**

PKF Littlejohn have advised the team at LALC that they are in the process of producing a new webinar to support the preparation and submission of councils end of year accounts for 2019/20.

The webinar should be available on the PKF Littlejohn to all by **Wednesday 11<sup>th</sup> March**.

Please note that the **submission deadline** for the receipt of approved AGARs and supporting documentation or Certificates of Exemption (as appropriate) will be **Wednesday 1 July 2020**; PKF

Littlejohn's **instruction emails will be issued in the last week of March** and the website will be updated in advance of that point – please inform them of any changes to the contact email address as soon as possible.

Please note that all 2018/19 instructions and additional sector guidance are still available via their website: <https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links> This includes the 2018/19 AGAR forms, instructions, guidance and additional documentation templates. These will be updated for the 2019/20 equivalent information in the coming weeks.



## **Baroness Scott appointed to government**

Congratulations to Baroness Jane Scott who has been appointed as a government whip in the House of Lords. But unfortunately, this means Jane has had to stand down from her other roles, which include with NALC, the Local Government Association, County Councils Network and Wiltshire Council. NALC wanted to share Jane's statement with you: "I'm very sad at having to stand down as NALC's new president, having only just had the honour and privilege of taking up this important role, and one I was very excited about. A consequence of my recent appointment as a government whip is relinquishing my other roles and interests. While I will, of course, miss these, I am looking forward to my new role in government."

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## **Joint Panel on Accountability and Governance**

The Joint Panel on Accountability and Governance – made up of NALC, Society of Local Council Clerks, Association of Drainage Authorities, National Audit Office, MHCLG, Department for Environment, Food and Rural Affairs, Chartered Institute of Public Finance Accountants and external auditors – met on 24 January at the NALC office. They agreed on some changes to next year's Practitioners' Guide and approved SAAA's Annual Governance and Accountability Returns for 2019/20. And also noted 300 people had already responded to its recent survey with 86% saying they are aware of the Guide and only 2% not finding it useful.

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## **Lobby Day 2020**

Joint top of the league for the rapidly approaching **Lobby Day** on 10 March is the Cumbria, Devon and Lincolnshire county associations, who have each secured meetings with four of their MPs that day in Parliament. Last month's meeting of National Assembly set a target for each county association to meet with at least three MPs, so well done those colleagues for leading the way! Colleagues in the policy and communications team are in close contact with county associations and are there to provide help and support. And a reminder that if local councils want to get involved to contact their county association.

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## **NALC Spring Conference 2020 — sponsored by BHIB Councils Insurance**

### **NALC Spring Conference 2020, 17 March, London**

NALC Spring Conference 2020 is an essential event for the local government sector, bringing local (parish and town) councils together with others sectors to share, celebrate and advance the crucial work local councils do to build stronger communities.

The conference will focus on one of NALC's key campaigns for 2020, health and wellbeing, and how local councils can create healthier communities.

The conference will include speakers on the latest health and wellbeing policy issues, interactive panels, dedicated time for a Q&A to ask your questions, promoting good practice and an expanded sector-specific exhibition showcasing products and services that can support your council's needs. In addition, there will be a range of sessions to help answer some critical issues, such as:

- what are the health challenges communities are facing?
- how are different tiers of local government collaborating
- reaching out to help local councils tackle hidden disabilities
- how the public and private sectors can work together?

To find out more and to get your tickets go to **[www.nalc.gov.uk/springconference](http://www.nalc.gov.uk/springconference)**

**Late rates will begin on 2 March 2020** — prices start from £260.

If you have any questions or would like more information, please contact NALC at [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk)

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**Personnel**

**Advice &**

**Solutions Ltd**

## **Coronavirus**

### **How can a Council reduce the risk to Employees?**

The risk level is currently identified as moderate. Councils could encourage employees to be extra-vigilant with washing their hands, using and disposing of tissues etc. If a Council has the capacity to do so, it may be worth designating an 'isolation room' where an employee who feels ill can go and sit away from the rest of the company and privately call '111' before taking any further necessary action.

**If an Employee is not sick but is in quarantine or self-isolation, does the Council have to pay them sick pay?**

There is no legal right to sick pay in these circumstances. However it would be good practice and a means of preventing Employees coming into work and potentially spreading the virus to the rest of the workforce.

**What if Employees do not want to come to work?**

Employees can request time off as holiday or unpaid leave but there is no obligation on Councils to agree to this. If an employee refuses to attend work, a Council is entitled to take disciplinary action.

**Pay**

If a Council requires its workers to stay at home, it is obliged to pay them their full pay. Whether or not the Government would intervene with a subsidy for Employer to cover the cost is unknown. No such initiative has been mentioned from government sources. However it would be highly unlikely that the government would issue such an edict.

More likely is the possibility of staff taking time off because the schools have closed, and they need to look after dependent children. In that case, the time off would be taken as unpaid Time off for Dependents.

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**Lincolnshire County Council hosted website update...**

Lincolnshire County Council has a new accessible and mobile-friendly website. As a result, are upgrading the town and parish council websites that they currently host. This upgrade will ensure that these websites are also mobile-friendly and are up to date with the latest accessibility requirements.

Support for the current websites will end on 31 March. This means that they will remain active and available to use but will not be fixed if anything goes wrong with them. LCC are aiming to switch them all off by 30 April. However, they will only switch off your current website when you're happy that the new one is ready.

As numbers on each session are limited, LCC are providing free training sessions for those who administer the T&P websites (for example the clerks) and will be providing access to your new websites throughout March and April. Please ensure that you are booked on one of these sessions as access to your new website will only be available to those who attend the training.

**To book on a session contact the engagement team on [engagement@lincolnshire.gov.uk](mailto:engagement@lincolnshire.gov.uk)**

If you do not currently have a website hosted by LCC, please let them know if you would like to develop one. You can book on to one of the training sessions.

**Town and parish council website training dates:**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Monday 2 March	1:30pm – 3:30pm	SK Community Point, 3 Abbey Road, Bourne , Lincolnshire, PE10 9EF
Tuesday 3 March	1:30pm – 3:30pm	Pinchbeck Community Hub & Library 48 Knight Street, Pinchbeck, Spalding, Lincs. PE11 3RU
Wednesday 4 March	1:30pm – 3:30pm	Woodhall Spa Parish Council, Parish Council Office, 17 Stanhope Avenue, Woodhall Spa, Lincolnshire, LN10 6SP
Wednesday 4 March	9:30am – 11:30am	Community Hub/Parish Council Office, High Street, Waddington, Lincolnshire, LN5 9RF
Friday 6 March	9.30am - 11.30am	Honington Grange, Frinkley Ln, Grantham NG32 2PS
Monday 9 March	10:30am -12:30pm	Boston Borough Council, Municipal Buildings, West Street, Boston, PE21 8QR
Wednesday 11 March	1:30pm – 3:30pm	Festival Hall, Caistor Road, Market Rasen, Lincolnshire, LN8 3HT
Thursday 12 March	1:30pm – 3:30pm	Boston Borough Council, Municipal Buildings, West Street, Boston, PE21 8QR
Monday 16 March	1:30pm - 3:30pm	Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL (Newland room)
Tuesday 17 March	9:30am – 11:30am	Festival Hall, Caistor Road, Market Rasen, Lincolnshire, LN8 3HT
Wednesday 18 March	2:30pm – 4:30pm	Huttoft Village Hall, Sutton Road, Huttoft, Alford, Lincs, LN13 9RG
Wednesday 18 March	10:30am – 12:30pm	St Andrews Centre, William Street, Saxilby, Lincoln, LN1 2LP
Thursday 19 March	1:30pm - 3:30pm	LALC Offices, 8 Market Rasen Rd, Dunholme, Lincoln, LN2 3QR
Friday 20 March	10am – 12pm	Caistor Town Hall, North Street, Caistor, LN7 6QU
Tuesday 24 March	9:30am – 11:30am	Pinchbeck Community Hub and Library, 48 Knight Street, Pinchbeck, Spalding, Lincs, PE11 3RU
Tuesday 24 March	1:30pm - 3:30pm	Billingborough Village Hall, Chapel Street, Billingborough, Lincolnshire, NG34 0QH
Wednesday 25 March	9:30am – 11:30am	Kexby cum Upton Village Hall, Upton Rd, Kexby, Gainsborough DN21 5NF
Thursday 26 March	10am – 12pm	South Holland District Council, Priory Road, Spalding, PE11 2XE
Thursday 26 March	1:30pm – 3:30pm	South Holland District Council, Priory Road, Spalding, PE11 2XE
Friday 27 March	10am – 12pm	Jubilee Hall, High Street, Heighington, Lincoln, LN4 1JS
Friday 27 March	10am – 12pm	Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL (Committee room 4)
Monday 30 March	11am -1pm	North Kesteven District Council, Kesteven Street, Sleaford, NG34 7EF



Monday 30 March	10am – 12pm	Royal Oak, Tattershall Bridge, Lincoln LN4 4JH
Thursday 2 April	10am – 12pm	Mablethorpe Library CAP, Stanley Avenue, Mablethorpe, LN12 1DP
Friday 3 April	1:30pm – 3:30pm	Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL (Newland room)
Monday 6 April	10:30am – 12:30pm	The Millennium Hall, 16 High Street, Cherry Willingham, Lincoln, LN3 4AQ
Tuesday 7 April	1:30pm – 3:30pm	Uffington Village Hall, 55 Main Road, Uffington, PE9 4SN
Thursday 9 April	10am - 12pm	West Lindsey District Council, Guildhall, Marshalls Yard, Gainsborough, Lincolnshire, DN21 2NA
Thursday 9 April	1pm – 3pm	West Lindsey District Council, Guildhall, Marshalls Yard, Gainsborough, Lincolnshire, DN21 2NA
Wednesday 15 April	10am – 12pm	East Lindsey District Council, Room 112, Tedder Hall, Manby, Louth, LN11 8UP
Wednesday 15 April	1:30pm – 3:30pm	East Lindsey District Council, Room 112, Tedder Hall, Manby, Louth, LN11 8UP
Tuesday 21 April	10am – 12pm	Gallery Space at the North Sea Observatory, Chapel St Leonards, Skegness, PE24 5XA
Wednesday 22 April	1:30pm – 3:30pm	Welton Library and Community Hub, Manor Park Sports Ground, Hackthorn Road, Welton, Lincoln, LN2 3PA

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## **Lincolnshire Fire and Rescue Community plan (IRMP) 2020-2023**

Our community plan 2020-2023 sets out proposals on how Fire and Rescue will continue to keep the people of Lincolnshire safe from fires and other emergencies.

[You can read the plan](#) and then complete the brief online survey to give us any feedback.

We're interested in everyone's views, including our residents, staff, businesses and any interested organisations, and are particularly interested in what you think about:

- our assessment of risk in Lincolnshire (pages 7-8 of our community plan)
- our measures to reduce these risks (pages 11 – 15 of our community plan)

Complete the survey here: <https://snaps.lincolnshire.gov.uk/snapwebhost/s.asp?k=157683896803>

The survey will be open from 13 January and will close at midnight on 9 March 2020.

The plan is based on [our technical document 'Understanding Risk in Lincolnshire'](#) which provides the evidence and background to inform our community plan (known as the Integrated Risk Management Plan or IRMP).

This video explains the plan: <https://youtu.be/36OZyLYVgVA>

If you need help to provide your feedback, or have any questions, please contact us at [communications@lincoln.fire-uk.org](mailto:communications@lincoln.fire-uk.org)

[Printed surveys can be downloaded](#) and returned through the post to:

IRMP Manager, Lincolnshire Fire and Rescue, Fire and Police Headquarters, FREEPOST RTXL-YLBB-ARHR, Deepdale Lane, Nettleham, Lincoln, LN2 2LT or dropped off at any fire station in Lincolnshire marked 'IRMP feedback'.

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Department  
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Media & Sport



LOTTERY FUNDED

## **Lincolnshire Community Foundation #iwill funding for local organisations**

**Lincolnshire Community Foundation** is delivering #iwill funding for local organisations to promote volunteering to help young people aged 10 to 20 (up to 25 if they have a disability) develop their skills, confidence and experience, with priority being given to application encouraging 10-14 year olds from less affluent social economic groups to get involved in local initiatives. In previous rounds, successful projects have included training young coaches to deliver sporting activities, arts awards, intergenerational projects and fundraising activities. Groups can apply for volunteer training, expenses, skills development projects, staff/sessional costs for expansion, **but** not for existing youth provision. The fund will not cover large capital expenditure.

£28,000 is available and groups can apply for up to £5,000 as long as they support enjoyable activities that demonstrate a positive impact on the wider community. Projects that incentivise young people will be considered, they do not necessarily have to be led by a youth group and can be for one off events. Continuation funding for previously funded organisations is available where they can demonstrate effective and impactful use of previous grant funding.

The closing date for receipt of applications is on 20 March 2020, with decisions notified in early April 2020 and is open to registered charities, constituted community groups and other charitable organisations, but statutory organisations aren't eligible to apply

For further information, or to have a chat about a prospective application or to obtain an application form, please contact Sue Fortune, Joint CEO at the Lincolnshire Community Foundation: telephone 01529 305825 email [sue.lincolnshire@btconnect.com](mailto:sue.lincolnshire@btconnect.com)