

Training Update
May 2026



LISTED BUILDINGS & CONSERVATION AREAS

This course will explain what a conservation area and listed building is and how they affect planning applications.

Find out more on page 2



LEARN SOMETHING NEW IN JUNE

Spring is a great time to refresh knowledge, pick up new skills, and share what you know. Here's what's coming up—plus a few highlighted courses we think you'll love.



CODE OF CONDUCT

Understand your legal responsibilities, promote high standards of behaviour, and build public trust.

Find out more on page 4

TALKING TABLES & AGM

Building Thriving Communities:
The Evolving Role of Town and Parish Councils

Find out more on page 6





LISTED BUILDINGS &

Conservation Areas

Listed Buildings and Conservation Areas - Wednesday 3rd June 10:00 – 11:30am

Conservation Areas can be created where a local planning authority identifies an area of special architectural or historic interest, which deserves careful management to protect that character. A listed building is a structure of particular architectural and/or historic interest deserving of special protection. There are a number of conservation areas in Oxfordshire and many listed buildings both of which require special attention when considering planning applications. This course will explain what a conservation area and listed building is and how they affect planning applications.

This is an interactive course and offers the opportunity to network with Clerks and Councillors from Councils across Oxfordshire to share best practice and ideas.

Key areas covered in this course include

- What is a listed building and how it is designated
- What is a conservation area and how it is designated
- How to find conservation areas and listed buildings
- What the relevant planning policies, law and regulations are
- The role of residents, property owners and the local authority in conservation
- What requires planning permission
- How to consider a planning application for a listed building/in a conservation area
- Trees in a conservation area
- What is a Heritage Statement and when it's needed

Cost: £55.00 + VAT

Upcoming Courses

OALC

Listed Buildings and Conservation Areas	3 June	10:00 – 11:30	online	£55.00	Book Here
Code of Conduct	16 June	18:30 – 20:00	online	£35.00	Book Here
Talking Tables & AGM	25 June	10:00 – 15:30	Benson	£40.00	Book Here
NEW Confident Clerks	7 July	10:00 – 13:00	Benson	COMING SOON	
Roles and Responsibilities	13 July	10:00 – 16:00	Benson	£125.00	Book Here
NEW How Parish Councils can Support Village Halls	16 July	18:30 – 20:00	online	COMING SOON	
RPII Operational Play Area Inspections	14 & 15 September	9:30 – 16:00	Benson	£360.00	Book Here
New Clerk's Training	29 September or 2 February	10:00 – 16:00	Benson	£125.00	Book Here
Councillor Fundamentals	1 October or 3 February	18:30 – 21:00	online	£70.00	Book Here
Core Skills for Effective Clerks	19 November	10:00 – 16:00	Benson	£125.00	Book Here
Roles and Responsibilities	3 December	10:00 – 16:00	Benson	£125.00	Book Here
Beyond the Basics: Risk, Funding & Annual Meetings	25 February	10:00 – 16:00	Benson	£125.00	Book Here

Please remember to let us know of any dietary requirements when booking for in-person courses.

Code of Conduct

This Code of Conduct training will help town and parish councillors understand their legal responsibilities, promote high standards of behaviour, and build public trust.

The training covers:

- the Oxfordshire Code of Conduct
- the Nolan principles
- respectful conduct
- declarations of interest
- handing complaints



Upcoming Finance Courses

Parkinson Partnership LLP

Introduction to VAT	19 May	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	21 May	18:30 – 20:00	online	£35.00	Book Here
Procurement	2 June	10:00 – 11:30	online	£35.00	Book Here
The Role of Internal Audit	3 June	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	4 June	10:00 – 11:30	online	£35.00	Book Here
Internal Controls	17 June	10:00 – 11:30	online	£35.00	Book Here
VAT Partial Exemption	2 July	10:00 – 11:30	online	£35.00	Book Here
Procurement	16 July	10:00 – 11:30	online	£35.00	Book Here

All sessions are interactive, so a device with a reasonable size screen, such as PC, laptop or tablet, is required to participate fully.



TALKING TABLES

& Annual General Meeting

[Talking Tables & AGM – Thursday 25th June – 10:00am = 3:30pm](#)

Building Thriving Communities: The Evolving Role of Town & Parish Councils.

Choose 5 tables to attend during the day, including:

- Oxfordshire Local Nature Recovery Strategy (LNRS)
- Digitisation of the AGAR and the Updated Proper Practices - NALC and SAAA
- Supporting Play and Recreation Areas - Oxfordshire Playing Fields Association
- Healthy Neighbourhoods: How local councils can help - NHS
- Working Smarter with Local Groups - OCVA
- Engagement with Local Government Reorganisation and Local Plans - O'Neill Homer
- Interactive table for dealing with Freedom of Information requests and Subject Access Requests, including real examples - Breakthrough Communications
- HR for town and parish councils, including appraisals and working from home - Worknest
- Broadcasting and hybrid meetings - Cloudy IT
- Risk and risk assessments - Gallagher
- Policies, procedures, CiLCA and LCAS - SLCC & OALC

A networking lunch break will provide an opportunity to speak with our exhibitors and sponsors as well as meeting fellow councillors and clerks. **Please indicate when booking if you have any dietary requirements.**

Many thanks to all our sponsors and exhibitors for enabling us to offer this at only £40 per person.

Upcoming Courses

Breakthrough Communications

Data Protection 1	13 April	10:30 – 12:30 or 18:30 – 20:30	online	£35.00	Book Here
Social Media for Councillors	14 April or 29 June	18:30 – 20:30	online	£35.00	Book Here
Social Media: Getting Started	16 April or 11 June	10:00 – 12:00	online	£35.00	Book Here
Data Protection 2	20 April or 7 May	13:30 – 15:30 18:30 – 20:30	online	£35.00	Book Here
NEW! Boosting Your Council's Identity	21 April or 10 June	13:30 – 15:30 9:30 – 11:30	online	£35.00	Book Here
Social Media: Advanced	22 April or 25 June	10:00 - 12:00	online	£35.00	Book Here
Engaging Effectively with Young People	23 April or 2 June	9:30 – 11:30 10:00 – 12:00	online	£35.00	Book Here
Data Protection 3	27 April or 22 June	10:30 – 12:30	online	£35.00	Book Here
Dealing with Local and Regional Media	27 April	13:00 – 15:00	online	£35.00	Book Here
Data Protection for Councillors	28 April or 23 June	18:30 – 20:30	online	£35.00	Book Here
Communicating with your Community 2	5 May	10:00 - 12:00	online	£35.00	Book Here
Canva: Getting Started	6 May	10:00 – 13:00	online	£35.00	Book Here
Emotional Intelligence and Resilience	7 May	10:00 – 12:00	online	£35.00	Book Here
Recruiting Councillors	8 May	10:00 – 12:00	online	£35.00	Book Here

More online courses on communications, community engagement, social media and data protection are available on the [Breakthrough Communications website](#).

Nimble e-learning

Introduction to Local Councils - £16

Suitable for new Councillors and Council Officers, this e-learning 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

Mental Health Awareness - £16

This online course in Mental Health Awareness 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.

Health and Safety Essentials - £16

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.



Available Courses

Nimble e-learning

Civility and Respect Courses

Standards in Public Life
Respectful and positive social media for councils and councillors
Leadership in challenging situations for councils and councillors
An introduction to emotional intelligence and personal resilience
Mental health awareness
Introduction to behavioural agility
Introduction to changing behaviours
Introduction to resilience
Equality, diversity and inclusion essentials
Modern slavery essentials
Personal safety essentials
Stress management essentials

IT and online skills courses

Cyber security awareness training – basic
Cyber security awareness – password management
Cyber security awareness – phishing
Cyber security awareness – video conferencing

Parish and town council courses

Introduction to local councils
Introduction to planning for local councils
Understanding precepts

Essential Skills Courses

Anti-bribery essentials
Anti-money laundering essentials
Bullying and harassment essentials
COSHH essentials
Customer service essentials
Data protection essentials
DSE workstation assessment essentials
Environmental awareness essentials
Fire safety essentials
First Aid essentials
Freedom of Information essentials
Health and Safety essentials
Home working essentials
Human factors essentials
Infection control essentials
Information security awareness essentials
Manual handling essentials
Menopause essentials
Mental health essentials
Modern slavery essentials
Neurodiversity at work essentials
Sexual harassment awareness essentials
Team leadership essentials
Time management essentials
Unconscious bias essentials
Working at height essentials
Working with volunteers essentials

All Nimble e-learning short courses cost £16 and take around 60 – 90 minutes to complete. They can be [booked online](#) but require immediate payment – unfortunately, these courses cannot be paid by invoice. You will need to create an account before booking a course.



CILCA Training

OALC
Oxfordshire Association of Local Councils

CILCA
Certificate in Local Council Administration

CILCA TRAINING WHAT IS INCLUDED?

- 4 training sessions and an introductory video
- Reviewing some of your work before it is submitted
- Online catch-up sessions to check progress and ask questions
- Informal support from other Oxfordshire candidates

Only £350 for OALC member councils
See our website for more details

The training assists and supports your own learning, giving direction on what the modules are looking for and how to approach answering them (but it doesn't give you the answers!)

Candidates are welcome to join the course at an appropriate time and can complete the units in any order.

Please only book the first session that you would like to attend – it does not need to be session 1.

Cost: £350.00 + VAT for all four sessions including refreshments and course materials.

[Book Here](#)

If you have not yet worked in the local council sector for **at least 12 months**, please contact us to discuss before booking.