



## FINANCE DAY

Join us for a full day of local council finance!

Find out more on page 2



## LEARN SOMETHING NEW THIS AUTUMN

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.



## CONFIDENT CLERKS

Core skills for effective clerks, including paperwork; confidence and resilience; forward planning; elections and more!

Find out more on page 4

## SOCIAL MEDIA SKILLS FOR COUNCILLORS

How to engage with residents and use social media effectively while avoiding common pitfalls.

Find out more on page 6





# FINANCE DAY

## For Councillors, Clerks and RFOs

**Finance Day – 22<sup>nd</sup> October – 9:30 – 16:30**

Whether you're a Councillor, Clerk, RFO or another council officer with responsibility for finance, this practical one-day course will help you build confidence in the key financial responsibilities of your council. Delivered by local council finance expert, Steve Parkinson, the day will provide clear, up-to-date guidance on the topics that matter most, with plenty of opportunities to ask questions and discuss real-life challenges.

Topics include:

- Procurement
- VAT
- Budgeting
- Internal controls
- Audits and the changes for the 2026/27 AGAR

Throughout the day, you'll have the opportunity to learn directly from Steve, explore practical examples, and network with fellow councillors and council officers from across Oxfordshire. OALC staff will also be available throughout the event to answer any additional questions and provide support.

Refreshments and lunch are included, so please let us know of any dietary requirements when booking.

**Cost: £125.00 + VAT**

# Upcoming Courses

## OALC

|                                                               |                        |               |        |         |                           |
|---------------------------------------------------------------|------------------------|---------------|--------|---------|---------------------------|
| RPII Operational Play Area Inspections                        | 14 & 15<br>September   | 9:30 – 16:00  | Benson | £360.00 | <a href="#">Book Here</a> |
| NEW! HR for Town and Parish Councils                          | 16 September           | 11:00 – 12:00 | Online | Free    | <a href="#">Book Here</a> |
| New Clerks' Training                                          | 29 September           | 10:00 – 16:00 | Benson | £125.00 | <a href="#">Book Here</a> |
| Councillor Fundamentals                                       | 1 October              | 18:30 – 21:00 | online | £70.00  | <a href="#">Book Here</a> |
| Finance Day                                                   | 22 October             | 10:00 – 16:00 | Benson | £125.00 | <a href="#">Book Here</a> |
| Planning: How to respond effectively to planning applications | 9 November             | 10:00 – 13:00 | Witney | £70.00  | <a href="#">Book Here</a> |
| NALC Legal Update                                             | November –<br>date TBC | 10:00 – 11:00 | online | FREE    | Coming soon               |
| Confident Clerks: Core Skills for Effective Clerks            | 19 November            | 9:00 – 16:00  | Benson | £125.00 | <a href="#">Book Here</a> |
| Parish Pros (Saturday)                                        | 28 November            | 9:30 – 13:00  | Benson | £85.00  | <a href="#">Book Here</a> |
| Roles and Responsibilities                                    | 3 December             | 10:00 – 16:00 | Benson | £125.00 | <a href="#">Book Here</a> |
| Get Your AGAR Approved First Time!                            | 7 January              | 10:00 – 11:30 | Online | £50.00  | <a href="#">Book Here</a> |
| Leading Your Council                                          | 20 January             | 10:00 – 13:00 | Benson | £70.00  | <a href="#">Book Here</a> |
| Councillor Fundamentals                                       | 3 February             | 18:30 – 21:00 | online | £70.00  | <a href="#">Book Here</a> |
| Beyond the Basics: Risk, Funding & Annual Meetings            | 25 February            | 10:00 – 16:00 | Benson | £125.00 | <a href="#">Book Here</a> |
| New Clerks' Training                                          | 2 March                | 10:00 – 16:00 | Benson | £125.00 | <a href="#">Book Here</a> |

# Confident Clerks: Core Skills for Effective Clerks

This practical, confidence-boosting course is designed for new, developing and experienced clerks who want to feel on top of the essentials and run their council smoothly, lawfully, and professionally.

You'll gain clear, usable guidance on:

- **Clerk's paperwork** — agendas, minutes, standing orders, asset registers, and good record-keeping
- **Confidence and Resilience** - managing councillors, staff and the public; managing conflict
- **Forward planning** — helping your council set priorities, manage workloads, and plan ahead effectively
- **Budgeting basics** — understanding precepts, monitoring spend, and supporting sound financial decisions
- **Elections and co-options** — knowing what to do, when to do it, and how to stay compliant

By the end of the session, you'll feel more confident in your role, better equipped to support councillors, and ready to apply best practice straight away in your council.

Ideal for clerks, deputies, and anyone wanting a refresher on the fundamentals of effective clerking and to develop resilience when dealing with difficult situations.

Lunch and refreshments will be provided, so please let us know of any dietary requirements when booking.

**Cost: £125.00 + VAT**



# Upcoming Finance Courses

Parkinson Partnership LLP

| Course                     | Available Dates                                         | Time                                                             | Format | Price  |                           |
|----------------------------|---------------------------------------------------------|------------------------------------------------------------------|--------|--------|---------------------------|
| Procurement                | 16 September<br>20 October<br>26 November               | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |
| Finance for Councillors    | 22 September<br>29 October<br>3 November<br>10 December | 18:30 – 20:00<br>18:30 – 20:00<br>10:00 – 11:30<br>10:00 – 11:30 | online | £35.00 | <a href="#">Book Here</a> |
| VAT Partial Exemption      | 29 September                                            | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |
| Internal Controls          | 30 September<br>18 November                             | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |
| New Clerks' Finance        | 1 October<br>24 November                                | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |
| Budgeting                  | 8 October<br>21 October<br>5 November<br>17 November    | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |
| Introduction to VAT        | 13 October<br>12 November<br>8 December                 | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |
| The Role of Internal Audit | 14 October                                              | 10:00 – 11:30                                                    | online | £35.00 | <a href="#">Book Here</a> |

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



# Social Media Skills

## for Councillors

**Social Media Skills for Councillors: 15 September or 26 November 18:30 – 20:30**

Social media provides councillors an opportunity to engage and communicate with their residents. Building up two-way conversations through the power of digital platforms has never been easier, but it can be tricky to get started and to know where to focus your time and effort.

We walk you through the essential ways to get the most out of key social media platforms as a local councillor, what issues to be mindful of, and we provide top tips to engage with your residents.

**Cost: £35 + VAT**

# Upcoming Courses

## Breakthrough Communications

|                                       |                              |                                |        |        |                           |
|---------------------------------------|------------------------------|--------------------------------|--------|--------|---------------------------|
| Social Media for Councillors          | 15 September<br>26 November  | 18:30 – 20:30                  | online | £35.00 | <a href="#">Book Here</a> |
| Dealing with Local and Regional Media | 16 September<br>25 November  | 13:00 – 15:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Boosting Your Council's Identity      | 17 September<br>18 November  | 10:00 – 12:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Data Protection: Part 3               | 17 September<br>21 September | 18:30 – 20:30<br>13:00 – 15:00 | online | £35.00 | <a href="#">Book Here</a> |
| Social Media: Advanced                | 22 September<br>16 November  | 10:00 – 12:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Data Protection for Councillors       | 28 September<br>5 October    | 18:30 – 20:30                  | online | £35.00 | <a href="#">Book Here</a> |
| Data Protection: Part 1               | 5 October<br>20 October      | 11:00 – 13:00<br>18:30 – 20:30 | online | £35.00 | <a href="#">Book Here</a> |
| Communicating with the Community<br>2 | 5 October                    | 13:00 – 15:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Emotional Intelligence and Resilience | 7 October                    | 10:00 – 12:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Canva: Getting Started                | 8 October                    | 13:00 - 15:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Data Protection: Part 2               | 12 October                   | 11:00 – 13:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Freedom of Information                | 12 October                   | 14:30 – 16:30                  | online | £35.00 | <a href="#">Book Here</a> |
| Recruiting Councillors                | 13 October                   | 10:00 – 12:00                  | online | £35.00 | <a href="#">Book Here</a> |
| Canva: Advanced                       | 15 October                   | 10:00 – 12:00                  | online | £35.00 | <a href="#">Book Here</a> |

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

# Nimble e-learning

## **Bullying and Harassment Essentials - £16**

This e-learning course helps managers and employees to identify common bullying behaviours, and equips all staff with knowledge on correct procedures and channels for reporting workplace bullying and harassment. The course includes a range of interactive activities and videos to help build awareness and ensure we all contribute towards a safer, happier and healthier working environment.

## **DSE Workstation Assessment Essentials - £16**

This e-learning course helps managers and employees to identify common bullying behaviours, and equips all staff with knowledge on correct procedures and channels for reporting workplace bullying and harassment. The course includes a range of interactive activities and videos to help build awareness and ensure we all contribute towards a safer, happier and healthier working environment.

## **Personal Resilience for Councils and Councillors - £16**

### **An introduction to emotional intelligence and personal resilience**

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



# 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

The graphic is a teal-colored poster with a large pink number '6' on the left. At the top left is the OALC logo (Oxfordshire Association of Local Councils) featuring a red rhinoceros. At the top right is the CILCA logo (Certificate in Local Council Administration) in a purple circle. The main title 'CILCA TRAINING' is in large blue letters, with 'WHAT IS INCLUDED?' below it. There are four icons: a person at a presentation board, a lightbulb with a checkmark and question mark, a computer monitor with three people icons, and two speech bubbles. Each icon is in a pink rounded rectangle with text. At the bottom, it says 'Only £350 for OALC member councils' and 'See our website for more details'.

**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.