

# News Bulletin - 19 April 2023

20 April 2023 08:22

|         |                                                 |
|---------|-------------------------------------------------|
| Subject | News Bulletin - 19 April 2023                   |
| From    | <a href="#">Society of Local Council Clerks</a> |
| To      | pcclerk@blackthornparishcouncil.org.uk          |
| Sent    | 19 April 2023 09:30                             |



Dear Tracey

## Membership Survey

We'd like to thank all members who took the time to complete our biennial Membership Survey which closed on Friday 7 April. The results are currently being analysed and we are using the data to help us enhance and evolve SLCC services – a summary of the findings will be available on the website soon and will be published in a future edition of The Clerk magazine.

## Invest in our Planet

On 22 April every year, communities come together to advance sustainability and climate action in commemoration of Earth Day. The international day is part of Earth Month when environmental issues take centre stage. To highlight this important occasion, we have arranged a Climate Change Themed Summit, which will take place on 26 April providing a chance to take action and discover how to:

- Plan and deliver your climate change commitments
- Enable people in your community to act on climate change and save energy
- Use The Great Collaboration Toolkit to explore what else could be done in your area
- Go paperless to help your council become carbon neutral

To attend the virtual event [click here](#).

## SLCC podcasts

Listen to the next two SLCC podcasts which were recorded at the Community Governance (CG) celebratory graduation event in March where Shelley Parker FSLCC, SLCC External Affairs Manager, chatted to Alistair Jones, Associate Professor from De Montfort University (DMU) who is the liaison between SLCC and the university. Alistair discusses the academic standards of the Community Governance qualification which he says is “absolutely brilliant.”

Also, hear from various graduates who discuss why they took their Level 4, 5 and 6 CG qualifications and what it means to them. [Click here to listen to the podcasts](#).

Sincerely,

**Your News**



### **SLCC Officer & Clerk to Attend Coronation of The King and Queen Consort**

We are pleased to announce that Angie Hurren BEM FSLCC, SLCC Community Governance (CG) Course Leader, and Libby White BEM FSLCC, Clerk to Great Shelford Parish Council, have been invited to attend the Coronation of His Majesty The King and Her Majesty The Queen Consort at Westminster Abbey on Saturday 6 May 2023.

[More...](#)



### **Cemetery of the Year Awards 2023**

The FREE to enter Cemetery of the Year awards is now open to any Burial Authority (cemetery or churchyard) within the UK – we would like to encourage all of our members to enter the online competition. The closing date is 31 July 2023.

[More...](#)



### **Are local councils attracting councillors with non-visible disabilities - can you help?**

SLCC are supporting student, Daphne Dunning PSLCC, with her dissertation for the BA Honours Degree in Community Governance. We invite all officers and councillors to kindly assist by taking part in a 10-minute survey based around whether the trend of under representation of disabled people in public and political life is reflected in councils in the local council sector in England and Wales.

Any assistance you can offer will be appreciated, the survey is open until 28 April and can be accessed by clicking here.

[More...](#)



### **Government Proposes New Holiday Let Rules**

The Department of Levelling-Up Housing and Communities (DLUHC) has just published a consultation document which, amongst other things, proposes in England the introduction of a new use class for short term lets and a new type of permitted development right that would allow the change of use from a dwellinghouse to a short term let without a planning application. It would also enable neighbourhood planning groups to set out relevant policies in their neighbourhood plan the circumstances where they would support, or not, new short term lets for their area.

[More...](#)



### Annual Leave Increase – a Reminder

As we approach the start of April in a little more than a week, we think it useful to remind all members on Green Book (National Joint Council for Local Government Services) terms and conditions, that the pay award for last year (2022/23) included agreement that annual leave entitlement for all employees will increase by one day from 1st April 2023.

[More...](#)



### Public Emergency Alerts to be Sent to all UK Smartphones

A siren-like alert will be sent to smartphone users across the UK next month to test a new government public warning system. It allows the government and emergency services to send urgent messages warning the public of life-threatening situations like flooding or wildfires.

The test is expected to take place in the early evening of 23 April.

[More...](#)



### Pilot to Support Users of .gov.uk Domains

Conducting parish council business in a safe and secure manner, protecting ourselves and our constituents against cyber harm is a priority for all clerks. However, adopting modern IT with time, funding and resourcing constraints is not without its challenges. That's why the Central Digital & Data Office (CDDO) is starting work on a new service to help parish councils successfully operate, and reap the benefits, of having a secure .gov.uk domain.

The first iteration of the Small Organisation Helper Service will be developed over the spring and summer of 2023 with the support of ten parish councils and their domain registrars.

[More...](#)



### JOINT PANEL ON ACCOUNTABILITY AND GOVERNANCE (JPAG) PRACTITIONERS' GUIDE

### JPAG Governance & Accountability Practitioners' Guide 2023 – Available Now!

The 2023 edition of the Practitioners' Guide has been issued by the Joint Panel on Accountability and Governance (JPAG). The guide applies to Annual Governance and Accountability Returns in respect of financial years commencing on or after 1 April 2023.

This year's Practitioners' Guide has had only [limited changes which are detailed here](#).

SLCC members can access the guide as a free download [in the advice library here](#).





For Local Council Professionals •

### **Nominations for SLCC's Annual Awards are now open!**

You can nominate your colleague(s) for the SLCC Annual Awards which celebrate the skills, dedication and professionalism of senior officers serving councils large and small throughout England and Wales.

Submit your nomination(s) before the closing date on Friday 1 September 2023 and a panel appointed by the SLCC Board of Directors will determine the best three nominees in each category. The winners will be announced at National Conference.

[More...](#)

## **Your Training & Events**

Don't forget that your local branch offers opportunities to network with your fellow clerks, discuss current issues, receive training, and most of all feel supported in your role as a clerk. [Click here to find your next branch meeting.](#)

### **Featured Climate Change Summit**

**26 April 2023, 9:45am – 4:25pm**

Join this one-day, virtual summit for an opportunity to engage with the latest advice and guidance relating to climate change.

Sector experts will lead the themed sessions encouraging in-depth discussion and debate on planning, delivering and driving local climate action, all from the comfort of your home or office.

Open to clerks, deputy clerks, responsible financial officers from councils of any size across England and Wales, and anyone with an interest in the local council sector.

[Register here](#)

### **Getting People Engaged with your Social Media Content Webinar**

**24 April, 11:00am – 12:00pm**

Do you ever find that your social media content isn't reaching as many people as you'd like it to?

This 1-hour webinar will help you learn how to increase engagement and reach your audience, including: understanding the content your audience is most likely to engage with, adding call-to-actions to increase engagement, and encouraging positive/reducing negative engagement.

[Register here](#)

### **Project Management Webinar**

**3, 10 & 17 May, 2:00pm – 3:00pm**

As the devolution agenda moves forward, councils are increasingly finding services and assets transferred to them often with little in the way of follow up support. Ensuring this transfer is achieved successfully and with the minimum disruption to the user community requires careful management. Equally, internal change initiatives to improve performance or reduce costs present challenges to achieve effective results.

Project Management provides a toolbox to facilitate the planning and coordinated execution of

activities to achieve targeted outcomes within deadlines and budgeted costs.

[Register here](#)

### **Creating Accessible Word and PDF Documents: Getting the Basics Right Webinar**

**4 May, 10:00am – 11:30am**

Most local council websites contain downloadable documents in Word or PDF format. These serve a wide range of purposes from records of council meetings to local area information or application/request forms. Under the Public Sector Website Accessibility legislation, these forms need to meet accessibility standards.

This 1.5 hour webinar will take you through the basics of how to check your own Word documents for accessibility, how to recognise problems (and sort them!), and how to turn an accessible Word document into an accessible PDF document.

[Register here](#)

### **Creating Accessible Word and PDF Documents: Getting the Basics Right Webinar**

**4 May, 10:00am – 11:30am**

Most local council websites contain downloadable documents in Word or PDF format. These serve a wide range of purposes from records of council meetings to local area information or application/request forms. Under the Public Sector Website Accessibility legislation, these forms need to meet accessibility standards.

This 1.5 hour webinar will take you through the basics of how to check your own Word documents for accessibility, how to recognise problems (and sort them!), and how to turn an accessible Word document into an accessible PDF document.

[Register here](#)

### **How to use Graphic Design Software – Canva Webinar**

**4 May, 2:00pm – 3:00pm**

Without an in-house graphic designer, creating presentations, eye-catching social media posts, posters, flyers, business cards and even online videos feels impossible, unless you have discovered Canva.com. Canva makes creating eye-catching, engaging marketing easy. In this webinar, Becky will share her screen and teach you how to use Canva from the basics to advanced tips. Perfect for anyone who doesn't have a dedicated communication and marketing officer.

[Register here](#)

### **Agendas and Minutes Webinar**

**Session one: 10 May, 10:00am – 11:00am**

**Session two: 17 May, 10:00am – 11:00am**

Agendas are the key tool for a successful meeting and minutes are a requirement at all local council meetings. This interactive course is designed for anyone who would like to acquire or improve their skills, knowledge and understanding of working effectively in meetings.

Agendas are the key tool for a successful meeting and minutes are a requirement at all local council meetings. This interactive course is designed for anyone who would like to acquire or improve their skills, knowledge and understanding of working effectively in meetings.

[Register here](#)

### **Menopause Awareness Webinar**

**11 May, 2:00pm – 3:00pm**

Around 3.5 million women aged over 50 years are currently employed in the UK, with symptoms having a huge impact on productivity and motivational levels.

This 1-hour webinar is designed to encourage conversations around practical needs and support, ensuring positive solutions across all levels of the council, and will cover Who is affected, Symptoms and how they can be recognised, Individualised solutions and more.

[Register here](#)

### **VAT: The Basics and Making VAT Digital Webinar**

**15 May, 11:00am – 12:00pm**

This 1-hour webinar will cover the basics of VAT, including, VAT and the council sector, business/non-business, zero, exempt and taxable supplies, registering for VAT, reclaiming VAT, partial exemption, where to find the law and further guidance, and making tax digital for VAT.

[Register here](#)

### **Cultural Competence Webinar**

**Session one: 15 May, 1:00pm – 3:00pm**

**Session two: 22 May, 1:00pm – 3:00pm**

This engaging and interactive training is designed for managers and staff who work with a wide range of stakeholders, colleagues and customers, all of whom are unique and different in their own way.

The course is intended to strengthen your ability to work collaboratively with people who have different values, characteristics and cultural backgrounds.

[Register here](#)

### **Question Storming Webinar**

**16 May, 10:00am – 11:00am**

Question storming is a bit like brainstorming only different, as you can only ask questions you can't answer them.

The idea is that often we think we know the answer to something without really exploring the question. By a group of people listening deeply to each other's questions and bouncing a question off the last question they heard, we can go deeper into our understanding of a subject. It's also really fun!

[Register here](#)

### **Creating a Strategic Vision for Shaping the Future Webinar**

**16 May, 2:00pm – 3:00pm**

A Parish, Town, or Community Council strategy should be aspirational, but it can be inspirational too.

When a team and a town understand the values of the council we can make powerful collaborations.

The Council strategy is key to this, it needs to be a developing living document. In addition it needs to have feelings, in the form of values.

[Register here](#)

### **Practical Advice for Owner / Operators of Public Play Spaces Webinar**

**18 May, 10:00am – 11:30am**

This webinar will look into the various stages of managing a playground project, with an emphasis on the practical issues facing owner / operators (particularly in the Town and Parish sector). Starting from the initial need, community consultation, area design, supplier choice, through project management, installation, safety standards to repairs and maintenance. The discussion will take into account topics such as material choice (steel, wood, plastics), environmental implications and current social issues affecting play area design (such as inclusivity).

[Register here](#)

Are you missing out? Ensure you are receiving the latest event updates for your area by reviewing your consent options. [Please login to the website to update.](#)

# Your Opportunities

Need Cover for Short-Term or Long-Term Absence?

The Local Council Consultancy (LCC) Locum Service will find you a locum who has the relevant skills to ensure that you can carry on with your council's key tasks, safe in the knowledge that you have the professional advice and support you need. [Click here to find out more.](#)



## **Responsible Financial Officer**

Salisbury City Council, Wiltshire  
Closing date: Thursday 20 April

[Click here to apply](#)



## **Clerk and Responsible Financial Officer**

North Hinksey Parish Council, Oxfordshire  
Closing date: Friday 21 April

[Click here to apply](#)



## **Responsible Financial Officer**

Burnham-on-Sea & Highbridge Town Council, Somerset  
Closing date: Monday 24 April

[Click here to apply](#)



## **Clerk and Responsible Financial Officer (RFO)**

Datchet Parish Council, Berkshire  
Closing date: Friday 28 April

[Click here to apply](#)



## **Director of Council Services/Town Clerk**

Calne Town Council, Wiltshire  
Closing date: Friday 28 April

[Click here to apply](#)



### **Town Clerk**

Oakham Town Council, Rutland  
Closing date: Sunday 30 April

[Click here to apply](#)

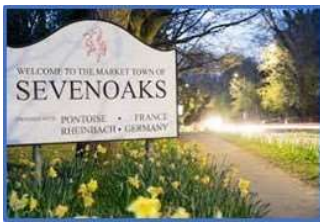


**Ventnor**  
Town Council

### **Full-time Town Clerk and Responsible Financial Officer**

Ventnor Town Council, Isle of Wight  
Closing date: Wednesday 3 May

[Click here to apply](#)



### **Deputy Clerk & RFO**

Sevenoaks Town Council, Kent  
Closing date: Wednesday 10 May

[Click here to apply](#)



### **Chief Officer**

Surrey Association of Local Councils, Surrey  
Closing date: Monday 15 May

[Click here to apply](#)

Advertise your vacancy with us! SLCC Jobs is the place to search for or advertise your local government role. [Click here to advertise today.](#)

## **Benefits of Your Membership**

Don't forget to make the most of the fantastic opportunities your membership brings to you and your council.

### **Discounts for Your Council**

Access fantastic money-saving benefits with SLCC Rewards! Take advantage of a wide range of online and offline discounts for the clerk as well as the council

### **Join the Community**

Join the discussions on our online, professional Forum and seek advice from your colleagues



Copyright © All rights reserved.

Our mailing address is:

Collar Factory, Suite 2.01, 112 St. Augustine Street, Taunton, Somerset TA1 1QN

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office as above.

You have received this email because you are an SLCC member.

If you no longer wish to receive our emails please [click here to update your consent preferences.](#)