



Yorkshire Local Councils Associations

ONE-DAY CONFERENCE 2022

Friday 23 September 2022, Holiday Inn, Leeds/Wakefield (M1, J40)

From 9.00am to 6.30pm

Kindly sponsored by Breakthrough Communications, Streetscape Products and Services Ltd and Churches, Charities and Local Authorities (CCLA)



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DRAFT PROGRAMME

(YLCA reserves the right to alter this programme at any time)

There will be several exhibitors at the event, please visit them to see what they have on offer and chat to them about their services/products.

To enter the prize draw you will need to get the form signed by each exhibitor.

- 9.00am Registration open to delegates with refreshments – please remember to log your car registration number at the YLCA desk upon arrival.
- 9.30am **Welcome to delegates** by the President of the Yorkshire Local Councils Associations
- 9.45am **Keynote speaker** – Dr Jonathan Owen, Chief Executive of the National
to 10.45am Association of Local Councils with, opportunities for questions from the floor.
- 10.45am **All things climate – Communities and Engagement Panel of the Climate Commission** - The speakers will talk about work of the Regional Policy Forum that local councils can join, the Climate Action Plan and how local councils can work with the Climate Commission on the Climate Emergency and feed into the Plan. Andy Gouldson, Yorkshire and the Humber Climate Commission (YHCC) Co-Director and Jatinder Singh Mehmi, YHCC Commissioner and Member of the Climate Commission and Engagement Panel (Environment Agency).
- 11.45am Refreshments
- 12.00pm Move to workshop rooms
Block 1
- i. **Grant writing and grant funding opportunities for the local council sector**
The aim of the session is to help local councils build a case for external funding by showing delegates how to effectively prepare an application, understand and meet eligibility criteria - Mike Deegan, Consultant
 - ii. **NALC Young Councillor of the Year 2021 – Councillor Michaela Biscomb**
Michaela will speak about her work for Kippax Parish Council and how she became Young Councillor of the Year in 2021, as part of the NALC Star Councils Awards

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- iii. **Be prepared – planning for the unexpected**
Business continuity is a subject that some councils don't think about – but they should! This session will cover how local councils can plan for the unexpected and consider what to include in a basic plan to guarantee the day-to-day business continuity of the council – Presented by YLCA
- iv. **Green Travel Project – Local councils working collaboratively**
Local Councils in the parishes of Harden, Wilsden, Cullingworth and Denholme have worked as a team to deliver a local Green Travel Project. You will hear first-hand how they went about it and the benefits of councils clustering together to deliver services for their communities

1.00pm Lunch – in the restaurant and bar area

2.00pm Move to workshop rooms
to 3.00pm Block 2

- i. **How to generate income from your council's community facilities**
Learn how to use a business strategy tool known as the "Business Model Canvas", to increase the income streams you get within your local council, such as venue and facility hire - John Fagan, Scribe Accounts.
- ii. **Appointing, structuring, and using a committee system for council business**
This session will provide councils with information about how to appoint, structure and use committees lawfully, to enhance the work of the council. It will also look at delegation to officers such as the Clerk and Responsible Financial Officer (RFO). - Presented by YLCA
- iii. **Grant writing and grant funding opportunities (repeat session)**
The aim of the session is to help local councils build a case for external funding by showing delegates how to effectively prepare an application, understand and meet eligibility criteria - Mike Deegan, Consultant
- iv. **How to Engage Effectively with Young People**
Young people can be a challenging demographic for councils to reach and engage with. In this session we will explore how to understand the issues that matter to young people, how to effectively reach and engage with them online and offline, and how best to work with them to improve different aspects of your community - Dan Purchase, Director, Breakthrough Communications (Sponsor)

3.00pm Move to workshop rooms
to 4.00pm Block 3

- i. **Your council working smarter by using the functionality of Microsoft 365**
Councils will learn about various functions within Microsoft 365, including Teams, and how using these functions will benefit the council to help save money and time - David Hall, Managing Director and Dan Beecher, Business Development Manager, CloudyIT
- ii. **How to manage the council's finances and understand the budget setting process**
The administration of the public funds held by a council is an important aspect of the authority's work. The session will provide an overview of how to manage those funds with appropriate diligence, complete budget setting and manage a budget throughout the year - Presented by YLCA
- iii. **Effective policies and procedures: the key to successful meetings**
Many councils are unsure about what policies they should have. This session will cover the mandatory/statutory policies (to ensure the council is lawful), and how having policies and procedures in place helps the council run effectively - Presented by YLCA

Continued/...

iv. **Government reform to the Planning System**

In the Queen's Speech on Wednesday 11 May 2022, the Government set out a series of proposed reforms to the planning system through the Levelling-Up and Regeneration Bill. These have been '*informed*' by the "*responses to the Government's 2020 White Paper 'Planning for the Future'*". Come along to this session to learn about the proposals - Andrew Towleron, Planning Consultant

4.00pm to 4.15pm Refreshment break

4.15pm Move to workshop rooms
Block 4

i. **Resilience and Emergency Planning**

This session will cover how parish/town councils can support their communities in an emergency, measures that can be put in place to enable that, who should be contacted in an emergency, and the emergency reporting mechanisms that a local council should have in place. (A general workshop that would suit councils in the whole of the Yorkshire area) - Lee Brayfield, Resilience and Emergency Planning, North Yorkshire County Council

ii. **Data Protection and the General Data Protection Regulation (GDPR)**

The GDPR became law in 2018 and councils have a duty to ensure that they are compliant. This session will run through how councils can achieve compliance - Dan Purchase, Director, Breakthrough Communications (Sponsor)

iii. **Understanding the use of Standing Orders and Financial Regulations -**
Presented by YLCA

iv. **Local Council Insurance, including risk assessments.**

What do councils need to consider when reviewing an insurance policy? How do risk assessments play a part in ensuring that a council's finances and business are protected? - Brian Brooks, Risk Manager and Lee Cleaver, Account Broker, of BHIB Insurance

****Don't forget to submit your Exhibitors Prize Form at the YLCA Desk, to be drawn after Block 5 workshops in the main conference hall at the end of the conference****

5.15pm to 6.15pm Move to workshop rooms
Block 5

i. **Government Reform to the Planning System (repeat session)**

In the Queen's Speech on Wednesday 11 May 2022, the Government set out a series of proposed reforms to the planning system through the Levelling-Up and Regeneration Bill. These have been '*informed*' by the "*responses to the Government's 2020 White Paper 'Planning for the Future'*". Come along to the session to learn about the proposals - Andrew Towleron, Planning Consultant

ii. **Effective policies and procedures: the key to successful meetings (repeat session)**

Many councils are unsure about what policies they should have. This session will cover the mandatory/statutory policies (to ensure the council is lawful), and how having policies and procedures in place helps the council run effectively - Presented by YLCA

iii. **Councils exercising an adequate duty of care for their officers, other employees, and volunteers**

All employers have a duty of care for their staff, including volunteers. This is an aspect of local council work that all councillors need to have a good understanding of - Alan Barker, Member of the Chartered Institute of Personnel and Development (CIPD)

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- iv. **How to manage the council's finances and understand the budget setting process (repeat session)**
The administration of the public funds held by a council is an important aspect of the authority's work. The session will provide an overview of how to manage those funds with appropriate diligence, complete budget setting and manage a budget throughout the year - Presented by YLCA

- 6.15pm Move to the main conference hall for the drawing of the Exhibitors Prize Form and prize to be awarded.
- 6.30pm Close of conference. Thank you for attending.