

HR Essentials for Town and Parish Councils

Online training via Microsoft TEAMS

Delivered by Kim Puttock, Lewis Anderson Enterprises Ltd

Good employment practice starts long before a problem lands on your desk. This three-part programme is designed to guide councils through the full employment journey - from establishing sound governance and legal foundations, to managing people effectively day-to-day, and handling difficult situations early and with confidence when they arise.

Each session focuses on proactive HR management, clear governance and building the confidence to act correctly the first time. Delegates will learn how to avoid common pitfalls, strengthen their council's employment practices and know when and how to bring in further support.

Sessions can be booked individually or as a full three-part course. Together, they provide delegates with the knowledge, practical tools and confidence needed to manage council employment matters effectively, fairly and lawfully.

DETAILS OF EACH PART OF THE EVENT ON BELOW PAGE.

To access Booking Form, click on date/link below you wish to attend:

Thursdays

15th Oct (Part 1), 29th Oct (Part 2), 12th Nov (Part 3), all 6:00-8:00PM

Wednesdays

28th Oct (Part 1), 11th Nov (Part 2), 25th Nov (Part 3), 10:00AM-12:00

Noon

COST per member delegate, per session £55

Reduced price if attending all 3 sessions:

COST per member delegate, for all 3 sessions - £150

Session 1 – Foundations of Council Employment & Governance

- The Council as Employer: Understanding key employment legislation
- Roles and Responsibilities: Clerk, other officers, councillors and the HR Committee
- Contracts of Employment: Key contract clauses and considerations
- Policies with Purpose: Vital policies built to support the council and staff
- Managing Risk: Common risks and actions to take to safeguard your council

Session 2 – Managing People Effectively

- Recruitment and Appointment: Managing hiring from advert to day one
- Inductions & Probations: Staying compliant when welcoming new starters
- Performance Management: Setting expectations and supporting success
- Managing Absence: Attendance, sickness and supporting staff wellbeing
- Record-Keeping: Who, what, when, where & why employment records are kept

Session 3 – Preventing & Resolving Difficult Situations with Confidence

- Prevention and Cure: Acting early to avoid situations escalations
- Disciplinary & Grievances: Robust processes to support the council and its employees
- Officer-Member Relations: Building strong working relationships with professional boundaries
- Managing Change: Handling the transition with restructures, resignations and more
- Knowing your Limits: Seeking professional support & advice from the right places at the right time

Kim is an established and experienced HR and local government specialist, serving as Clerk to both town and parish councils in England. Drawing on experience as an internal auditor and more than 20 years in senior leadership roles across local government and the charity sector, she brings extensive expertise in HR, governance, leadership and organisational development.

Holding an **MBA** and a **Level 7 CIPD qualification**, Kim combines strategic leadership experience with a practical understanding of the challenges and opportunities facing local councils today.

Kim chairs the **Suffolk SLCC Branch**, serves on the **Suffolk ALC Board and HR Committee**, and sits on the **Union for Local Council Staff (formerly ALCC) Committee**, where she actively champions good practice and professional development within the sector

Please place your booking through your clerk

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