



Training, Events & Members Services Report

2024/2025

IMPACT SNAPSHOT

786

Bookings received
throughout the year

161

Attended Free January
sessions

50

Training and events

DEVELOPMENT SNAPSHOT

1

**New Members Services
partner**

- WorkNest - Mediation

1

New Key Event

- Biodiversity Seminar

5

New Resources

- Glossary of Common Terms
- Clerks Induction 23 page Booklet
- Councillor Induction 20 Page Booklet
- Clerks Handover Checklist
- Aide Memoire suite of resources

PROJECTS

DETAILS

OUTCOME

Website

To continue the development of the website with improved display and functionality. The development and launch of Pro-Pathways For Councillors bringing together resources to support councillors in their roles encompassing BMKALC knowledge, national guidelines, and publications, as well as linked recommended learning pathways for professional personal development for both new and experienced councillors all in a dedicated area of the website.

New advanced and improved functions:

- Pro-pathways For Councillors Year 1 & Year 2 launched
- Advice & Benefits display improved
- Annual Business Calendar added

Achieving Biodiversity: Turning Council Goals Into Action

Our first partnership seminar this full day biodiversity seminar was run in partnership with BMKALC and Berk, Bucks and Oxon Wildlife Trust to inspire and empower Town Council and Parish Councils to take action for nature locally.

With keynote addresses from sector experts, speakers from our principal authorities Buckinghamshire Council and Milton Keynes City Council, panel discussions and Q&A sessions.

Our Exhibitors included local groups who have been working with their local authorities to improve biodiversity where they live, local and national conservation and species action groups, and ecological experts..

- An event that reached full capacity
- The feedback from both delegates and exhibitors was outstanding.
- Our shared mission, vision, and values were effectively communicated during the event and its promotion.

Free January

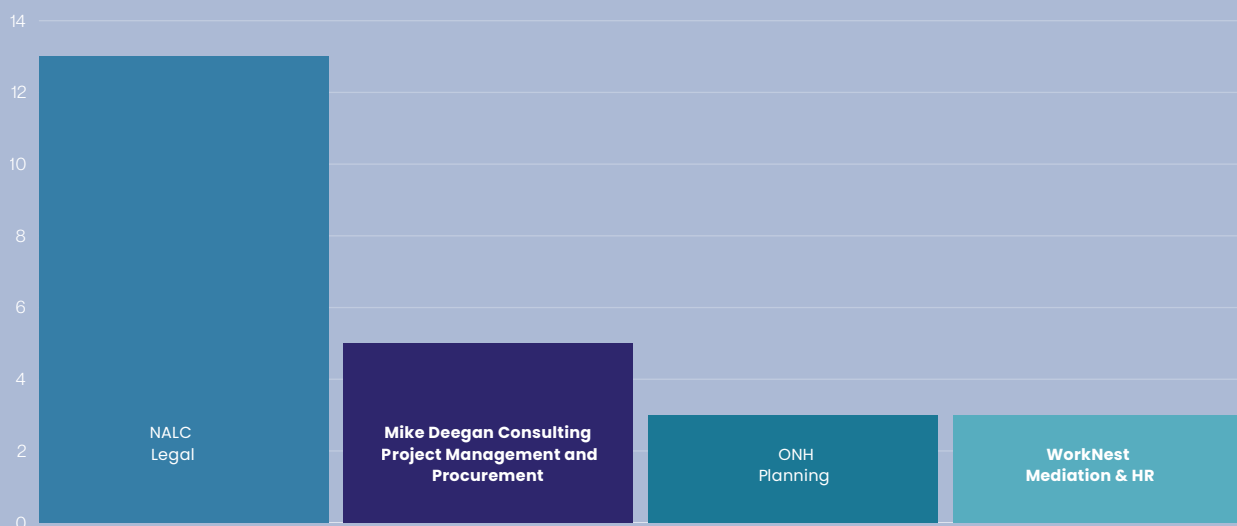
Enhancing the broader range of 'real value' training and free information and learning opportunities available to our members.

- We successfully conducted nine training and information sessions within a span of five weeks.
- The feedback received was 100% positive

Members Services Analysis

Page 1

Expert Partner Referrals



Members Services Analysis

Page 2

EAP Programme 3 new member councils signed up (26 councils in total)
with 181 employees/members accessing the service

Website contact 63 online enquiries

Website visits 800 – 1000 unique users per month

A unique visitor is a term used in marketing analytics which refers to a person who has visited the website at least once and is counted only once in the reporting time period. So if the user visits the web more than once, it counts as one visitor only. It's also called a "Unique User".

Website engagement Average engagement time BMKALC site – 1m 23s

A good Average Engagement Time is 49 seconds, according to data from Google Analytics, the average engagement times per user between 0:20–1:33, for an average of 49 seconds on any given website.

Training
Observations &
Trends

Downward trend continues nationally in training and development uptake for CALCS across the board in 2024/2025.

The upcoming Local Elections For Buckinghamshire adding to the downturn although we anticipate post election new Councillor intake will see a recovery for late 2025.

Feedback Analysis

- A consistently high 95% and above, overall satisfaction rate
- Above 95% of the participants said the training had contributed to their professional knowledge, skills and/or growth.

Training & Events 2024 - To Date

KNOWLEDGE BITES

(Learning at Lunchtime sessions)

New! Knowledge Bites – Resolving Conflict through Mediation

New! Knowledge Bites – Annual Parish Meeting

New! Knowledge Bites – Employment Rights, New Legislation Briefing

New! Knowledge Bites – Casual Vacancies November Pre-elections Update

New! Knowledge Bites – Election Countdown 2025

FREE JANUARY

Planning & Council Asset Management

AI for Local Councils: Unlocking the Future of Communication and Engagement

Issuing A Compliant Contract of Employment

Councillor Induction

Creating a Strategic Vision Plan For Your Community

Agendas & Minutes Explained

Make your council's website work harder for you

Buckinghamshire Elections 2025 Update

Creating a Strategic Vision Plan For Your Community

General

Finance For Councillors – Budgeting & Financial Management

CiLCA Group 1 & 2 Intake

Allotments: Cultivation & Managing Non-cultivation – In Person Workshop

Risk Assessment Compliance For Local Councils

New! Councillor Essentials Parts 1 to 3

New! Listed Buildings and Conservation Areas

New! Allotment Management: Legal & Theory

Strategic Thinking & Planning Interactive Workshop

Village Greens

Commonland

Rights of Way

New! Managing Your Village Hall

Agendas & Minutes Explained

AI for Local Councils: Unlocking the Future of Communication and Engagement

Business Resilience/Business Continuity Planning

Councillor Essentials Parts 1 to 3

Chairing Skills In-person

New! AI For Local Councils

Agendas And Minutes for Town & Parish Councils

CiLCA Introduction

HR Essentials For Councils, Staffing Committees & Councillors

Improving Internal Council Communications

Addressing Conflict Between Employees & Members

Allotment Management

Audit & Local Councils

HR Essentials

Planning Application Responses

The Planning Framework

Training & Events 2024 – To Date

The Planning Framework
Report Writing for Local Councils
Planning Demystified Workshop
Property Law for Town & Parish Councils
Quotes, Tenders & Contract Management
Data Protection for Councils: Dealing With Data Subject Rights & Information Security
Freedom Of Information For Parish, Town & Community Councils
S106 and Community Infrastructure Levy (CIL) training
The Essentials of being a Good Employer
Transparency and Publication

Training budgets across the sector should be increased to support the building of organisational capacity within local councils. All local councils should dedicate resources to training and skills development for councillors and for their workforce – The Future Of Local Councils 2022 SLCC



Buckinghamshire & Milton Keynes
Association of Local Councils

EMPOWERING CLERKS, COUNCILLORS AND COUNCILS DELIVERING FOR THEIR COMMUNITIES