

news update

Lifelong Learning and development is the training arm of APSE, a full list of our 2011 programme can be found at the end of this newsletter

Supervisory skills training

In these tough economic times it is encouraging to see that local authorities are continuing to give priority to developing front line supervisors in catering and cleaning, street cleansing and StreetScene, building maintenance and housing repairs, and transport. At these development events APSE strives to get the message across that front line supervisors don't need to have the word "manager" in their job title to demonstrate leadership – local authorities can be setting examples of leadership at every level in their organisations.



For councils wanting to take advantage of this training in-house, costs can work out as little as £60 per delegate

Don't be scared off by figures!

If you haven't got a handle on how to work out your unit costs, how to price up a job or understand a balance sheet, then read on....

Many local authority supervisors and managers suddenly find themselves responsible for managing and controlling a budget but don't have the required knowledge of profit and loss, rate of return and other finance terms.

Following a successful pilot, APSE has developed a "finance for operational managers" session to improve your understanding and confidence when it comes to figures. **Next sessions: 30 June, 2011 - Preston**



Recycle and WRAP

APSE's partnership with WRAP continues to grow with an opportunity for waste industry team leaders to understand the facts behind recycling i.e.

- why we do it
- what happens to the materials we collect
- and the barriers to recycling

So if you would like you team leaders to contribute to WRAP's vision of a world without waste where resources are used sustainably, please join us on any of the following events:

- 20 June 2011, London
- 12 July 2011, Birmingham
- 28 September 2011, Edinburgh
- 29 September 2011, Glasgow



Get Down to Derry!

Procurement Masterclasses are being hosted by 2 local authorities in Northern Ireland. Speakers from Walker Morris will be aiming to demystify the language of regulations, frameworks and OJEU procedures to ensure that you comply in all aspects of procurement. Don't miss out, places available at -

Down council 27 June 2011, Derry council 19 September 2011

First corporate manslaughter conviction

Cotswold Geotechnical was fined £385,000 in February in the first prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007.

Does your authority need to review its health and safety policies and procedures?

In conjunction with legal partners APSE is offering a range of health and safety refresher training including refreshers on CDM, corporate manslaughter and environmental services – see list at end of newsletter,



New events on the horizon:

- Tools for efficiencies and savings
Being faced with demands to provide a more cost effective service and make savings is a continuous challenge to local authorities. APSE has put together a "toolbox" of tried and tested methods that can be used across all service areas. Our first events will look at efficiencies in street cleansing:
11 July, Manchester or 15 September, Birmingham and Building Cleaning on 18 July, Birmingham
- Agency worker directive
New legislation comes into force on 1 October 2011 that will affect HR Managers and any line managers who use agency staff. If you need to understand the implications of this then come along on 10 June to Manchester.

Project management in Leisure services

Leisure services, trusts and sports partnerships across the UK have enjoyed the benefits of APSE's partnership with the newly formed IMSPA (formerly ISRM/ISPAL).



Project management is simply the tools and techniques we use to ensure that projects are successful and achieve what we set out to do.
If you are looking for a foundation understanding of how this could work in leisure our next events are:

- 05 July 2011, Bristol
- 22 August 2011, Chester
- 25 August 2011, Leeds
- 07 October 2011, Edinburgh

Renewables update

Stephen Cirell will be in Manchester on 19 July with an update on Solar PV, Wind Power and other technologies. This is a half day update and refresher explaining financial incentives such as the Feed in Tariffs and renewable heat.

Stephen will also make clear the relevance of renewable energy to local government.

"Duty to involve" making Community engagement work in Scotland

On site coaching for small or large groups is proving an excellent way of getting this message across in Scotland
Public involvement and community engagement – making community involvement more inclusive and accessible – are duties and responsibilities placed on local authorities. To ensure your council understands why consultation supports service improvement, financial planning and budgeting please join us on 24 August in Glasgow

School's back for Summer - with a whole school community approach

Schools are continuing to benefit from our highly successful lunchtime time supervisors modules developed by Jo Pike from Hull University:

"Getting the most out of lunchtimes at school"

Mid day supervisors across the UK have been inspired by modules of:

- The role of the lunchtime supervisor
- Promoting positive behaviour
- Encouraging healthier eating

If you want to find out more, APSE is holding overview events for Heads, school business managers, catering managers, and area training managers -

- 13 June 2011, Powys
- 21 June 2011, London
- 23 June 2011, Edinburgh

Are you making the most of your on-site training facilities?

If you have a suitable training room in your authority for external hire, please let us know. APSE encourages local authorities to use their training facilities as a HOST for our public events – free places for your staff can also be exchanged. If this interests you, please contact Jan Kennedy jkennedy@apse.org.uk 01617721810 to discuss further.



APSE forthcoming training courses from lifelong learning and development

Public courses

Date	Course	Location
13 June 11	Developing your lunchtime supervisors	Powys
15 June 11	Street cleansing and Street scene supervisory skills	Manchester
17 June 11	Supervisory skills for the building maintenance and repairs sector	Leeds
20 June 11	Waste and Streetscene Recycling workshop for team leaders	London
21 June 11	Developing your lunchtime supervisors	London
22 June 11	Health and Safety in Waste and Environmental Services	Edinburgh
23 June 11	Developing your lunchtime supervisors	Edinburgh
24 June 11	CDM regulations refresher Masterclass (half day event)	Birmingham
27 June 11	Procurement in Northern Ireland Masterclass	Down
30 June 11	Finance for operational managers	Preston
05 July 11	Project Management in Leisure services	Bristol
06 July 11	Street cleansing and Street scene supervisory skills	Bristol
08 July 11	Senior managers PRINCE2® project management overview	Manchester
11 July 11	Tools for efficiencies and savings in street cleansing	Manchester
12 July 11	Waste and StreetScene Recycling workshop for team leaders	Birmingham
13 July 11	Catering service, Cleaning service supervisory skills for team leaders	Birmingham
14 July 11	Supervisory skills for the building maintenance and repairs sector	Birmingham
18 July 2011	Tools for efficiencies and saving in Building Cleaning	Birmingham
19 July 11	Renewable Energy Masterclass Refresher	Manchester
20 July 11	Refresher - Corporate Manslaughter and Corporate Homicide	Edinburgh
25 July 11	Managing your time effectively	London
3 August 11	Transport services – Supervisory skills for team leaders	Newcastle
4 August 11	Catering and Cleaning service supervisory skills for team leaders	Liverpool
22 August 11	Project Management in Leisure services	Chester
23 August 11	Writing, developing and delivering service level agreements	Liverpool
24 August 11	A Duty to Involve	Glasgow
25 August 11	Project Management in Leisure services	Leeds
01 September 11	Accident Investigation Masterclass	Glasgow



APSE forthcoming training courses continued...

Public courses

02 September 11	Catering and Cleaning supervisory skills for team leaders	Glasgow
05 September 11	Managing your time effectively	Leeds
13 September 11	CDM regulations refresher Masterclass (half day event)	London
15 September 11	Tools for efficiencies and savings in street cleansing	Birmingham
16 September 11	Presentation and facilitation skills	Manchester
19 September 11	Procurement in Northern Ireland Masterclass	Derry
21 September 11	Sustainable Procurement Masterclass	Leeds
22 September 11	Writing, developing and delivering service level agreements	Warwick
26 September 11	Street cleansing and Street scene supervisory skills	Liverpool
28 September 11	Waste & Street scene recycling workshop for team leaders	Edinburgh
29 September 11	Waste & Street scene recycling workshop for team leaders	Glasgow
30 September 11	Refresher - Corporate Manslaughter and Corporate Homicide	Glasgow
4 October 11	Street cleansing and Street scene supervisory skills	Southampton
6 October 11	Writing, developing and delivering service level agreements	Edinburgh
7 October 11	Project Management in Leisure services	Edinburgh
11 October 11	Managing attendance in local government - Scotland	Glasgow
12 October 11	Senior managers PRINCE2® project management overview	Manchester
13 October 11	Cleaning in food premises - A managers toolkit	Nottingham

What are the costs* of attending?

Public courses: £139 or £119 for 3 delegates

Masterclasses: £219 or £189 for 3 delegates

Masterclass refresher £128 or £110 for 3 delegates

All costs are exclusive of vat

*apse member rate

To book or enquire about availability, please contact **John Clough** at jclough@apse.org.uk or call 0161 772 1810