Local Council Public Advisory Service (LCPAS) is a consultancy that offers expert professional services to parish and town councils and parish meetings in England

Advice

LCPAS offer expert advice on legal and procedural matters by a respected and experienced practitioner. We also recognise that there are many occasions where just having someone to talk to or bounce off an idea is needed. We offer help and support whatever the situation. Our advice is also enabling, we want to help you achieve your goals and complete projects. We do not judge or question what you want to achieve, our role is to help manage a situation or make your aspirations reality.

We respond to telephone and email enquiries on the same day as we receive them. If a legal opinion is required our partners, Marshall Hatchick Solicitors will respond to a request within 24 hours.

We also partner Picasso HR, who provide employment related advice. In addition we partner Heelis and Lodge who provide an internal audit service and can assist with financial inquiries. We also are in negotiation with a planning consultant to come on board and assist with complicated or sensitive planning issues.

Our partners offer a desktop service at no additional cost to councils who subscribe to our services. They are also able to offer follow on services if required at an agreed rate with you.

LCPAS are building a team of experts in their field to provide the best possible advice service available to councils.

We offer 42 hours of helpline support per week. We also are happy to work outside of our office hours by arrangement. If you wish to meet with us, as a subscribing council, we only charge for our mileage and make no charge for our time. This is because there are some occasions where meeting in person is much more productive than a telephone conversation.

We also are happy to consult with councils via video links and conference calls. We have a mobile number and therefore if you wish us to call you back, you can text message us.

We want to ensure that our services are as accessible as possible.

Help Line: 01787 279204 Mobile: 07787777320
Monday – Friday 9am – 5pm,
Saturday 9am – 11am

Email: admin@lcpas.co.uk

Website: www.lcpas.co.uk

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At LCPAS we believe that keeping councils up to date with legislative changes and sector development is crucial to helping councils work within the law. The scope of our training is as wide and diverse as council’s powers, duties and services. We offer, the role of councillors, councils and public office and chairing skills training, clerk training and training on all aspects of councils work and responsibilities.

We also offer training in some areas of councils work that have not been offered before. We in addition offer bespoke training to councils, delivered at a venue and on topics of the council’s choice. We have developed a menu of available modules and we are also happy to write new material for a bespoke course.

*The most important consideration is that the training is comprehensive and that we ensure that everyone who attends has got the most out of it and enjoyed their time with us.*

Our training is delivered at comfortable venues with ample free parking, with refreshments provided. We are thrilled by the attendance at our courses and the excellent feedback we have received. We are developing an excellent training team to help us reach as many councils who wish to attend as possible in their localities.

We also strive to keep our training affordable and LCPAS has a policy of a no quibble refund if a delegate booked on a course cannot attend.

LCPAS are developing an online training portfolio which we hope to launch shortly. These modules could be taken by individual councillors or as a council as a whole. We aim to make many of the courses free to subscribing councils and offer to non-subscribing council for a modest cost.

We are also developing filmed training courses on topical issues for download or viewing via our You Tube channel for subscribing councils. Webinars (seminars) will also be available on various topics, live via the internet which also allows live interaction between the tutor and the delegates.

We also offer our off the peg modules and training material for delivery by a third party or by the clerk or a councillor for a fee. This service also include periodic updates to the material in line with legislative changes. These will be available for download from our website.

We will be running a number of events including a regular networking event for clerks and councillors, this also will include the opportunity to meet the LCPAS team, share experiences and have your burning questions answered. Also new up to date IT training and practical grants and funding courses are in the process of being produced.
Additional Services

As an overview but not exhaustive, we offer salary reviews and job evaluations, recruitment assistance and help with appraisals. In addition we can provide contracts of employment and related policies and assist with grievances, disciplinary and performance management. We also offer support at meetings and can help to find temporary clerks to cover sickness, holidays or where it is taking time to recruit a new clerk.

In addition we help with trouble shooting, mediation and dispute resolution. We can assist in setting up social media platforms and communications, surveys and parish plans. We also offer advice on all types of contracts, leases, asset transfers, village halls, charity law, affordable housing and project work.

We know at LCPAS just how important reliable computer equipment and software are to councils of all sizes. It is almost impossible for councillors and council staff to operate effectively without computers and broadband. We advise on software and license options and on fantastic free software options from accounting applications to full office programs.

We also understand that council staff do not always have the capacity to build websites or keep them updated. It can be time consuming uploading and updating pecuniary interest forms, minutes, agendas and related information. We have developed a number of cost effective solutions to help councils, councillors and their staff.

Our partners Heelis and Lodge Auditors offer an excellent and affordable internal audit service and can assist with any financial queries you may have.

New Services

We are about to launch a number of new services to compliment our existing range.

EZELEGAL is about to launch plain English summaries of Acts, Bills, consultations and topic notes on council law and procedures.

New clerk mentoring service, this is to help both the clerk and council settle into the new role and new employee. Being a clerk can be a lonely job and if you are new to the role it is essential that you can access assistance and ask questions, however trivial you may believe they are. We offer a one year comprehensive package that includes practical training, one to one support and the opportunity to meet other clerks and share experiences.

LCPAS are also developing a trade index which we hope will prove very useful for councils. We are also continuing to populate our subscriber’s document download area on our website.

LCPAS is a consultancy that offers professional services to parish and town councils. We are independent of any other party or organisation. We also do not receive funding by grant or anything in kind from any other authority or organisation. We are a business that exists to provide services to local councils, parish meetings, principle authorities and members of the public. As LCPAS is a business it is responsive and able to react to changes very quickly for the benefit of councils. We offer councils an alternative choice to traditional support services and we sit very comfortably alongside them. We have low cost subscription and no penalties for withdrawing. We also do not sell on or allow any other party access to our subscribers’ database. We have a transparent subscription fee which is not based on the size of a council’s electorate, therefore every parish or town council pays the same
Jayne Cole is a widely recognised and popular expert in the Parish and Town Councils and Parish Meetings field and is renowned for delivering advice on complex issues in clear, non-jargon language with straightforward solutions. Friendly and approachable, you will find it easy to discuss any matter with Jayne in the knowledge that it will be in complete confidence.

As CEO of LCPAS Jayne is responsible for the overall running of the consultancy. In addition Jayne is also responsible for delivering advice, writing and delivering training, running the training team, producing advice notes and documents, PR, our website, developing and delivering new services, marketing, social media platforms and the financial management of our operations.

Jayne has been advising Parish, Town Council and Parish Meetings in law and procedure for many years, spending seven years as Deputy Chief Executive Officer for Suffolk Association of Local Councils.

This has also included help with disputes, relationships, services, transfer of assets, employment, theft and fraud, appearing as an expert witness in County Court, Employment Tribunals, Employment Disciplinary and Standards Adjudications, Writing and delivering technical training for councillors and officers plus speaking at conferences and events. Jayne also advised colleagues in principle authorities on matters relating to local councils. Jayne delivered and ran the Certificate in Local Councils in Suffolk and assisting councils take their QPS, QPT applications forward and qualify. Jayne also has helped councils recruit staff, advised on appraisals, job evaluations, salaries, grievances and other employment related issues. Jayne has vast experience in writing and advising on Standing Orders, Financial Regulations, Contracts, Deeds, Agreements and all other related documents as well as creating advisory notes and summaries of Acts, Bills, Consultations and topic notes. In addition Jayne is an experienced Computer Engineer and can help with IT, Networking & Social Media related matters whatever your query is, or problem you need help with, Jayne will be very happy and able to assist you.

Over the years Jayne has also served as vice-chair to a parish council, served as a member of Standards Committee taking part in adjudications, served on an Equality and Inclusion Panel, served on a Monitoring Officers group, served as an officer to a town council and has participated in many national programs. Jayne has also served on many community groups including chair of PTA, playgroup and preschool group, village hall committee and helped other various community fundraise.

Jayne has two children who are both at University, David is studying History at Ipswich UCA and Sophie is at Brighton Institute of Modern Music taking a song writing degree. Jayne was born in Essex and has lived the majority of her life in West Suffolk.
Julia Prior was trained in the Women’s Royal Army Corps with the Signals Regiment serving in UK and Hong Kong as a Data Telegraphist. After leaving the forces Julia used her army training working in London for Marine Midland Bank, Shipping Companies and Chrysalis Records. After which Julia returned to her home town of Gosport in Hampshire and became a book-keeper for a Fareham ESSO garage. This included office administration, bought ledger accounts, stock ordering and staff training. This led to a position with B & Q as a Remedial Works Administrator responsible for liaising with B & Q’s customers and also kitchen and bathroom fitters. This entailed negotiation on costs and organising the work in a timely fashion and ensuring that all work was carried out to the customers’ satisfaction. After three years in this role, Julia set up her own business dealing in books. This involved sourcing stock, financial management and dealing with members of the public. In 2009 Julia in partnership with Jayne, opened a shop selling books, gifts and an art gallery and training facilities. Julia was completely responsible for the day to day running of the enterprise and business development. A number of different courses were offered and Julia was responsible for the tutors and the administration of each event. During this time Julia ran a short story competition and produced and edited a book of the winning stories which was subsequently published. Julia was a regular guest on Radio Suffolk’s Lesley Dolphin show, recommending good reads for adults and children. This led to an opportunity to take all of Julia’s many skills and interest with an opening with Suffolk Libraries.

As DCEO of LCPAS, Julia is responsible for the day to day administration of the office, bookings for training and the accounts. Julia also undertakes a marketing and advertising role, sources suitable event and training venues and also liaises with councillors and clerks requiring appointments and additional or follow up work. Julia is also responsible for handling subscriptions and renewals and also has a role as a LCPAS trainer.

Julia was born in Gosport in Hampshire and moved to Suffolk in 2009. During Julia’s time in Suffolk she has served on a Market Town Partnership and a Town Team (Mary Portas pilot bid). Julia enjoys playing an active role in the community and has helped at various local events. Julia has an interest in antiques, auctions and often attends antique fairs.
An annual subscription to LCPAS begins from the day the council takes it out and is renewable from that date each year.

Subscribers within the annual subscription have free access to our helpline 42 hours per week, access to legal opinions from solicitors, HR experts and financial assistance from our partners. They also have access to our documents, monthly newsletters, bulletins on legislative changes and EZELEGAL documents and summaries. Also included is access to the majority of our additional services and our new services as they launch including the trade index when completed. Subscribers also receive preferential rates for our events and networking. Subscribing councils also only pay mileage if we are requested to attend meetings at their locality, our time is given freely.

We have extensive knowledge regarding parish meetings and their powers, duties and functions. To this end we are developing a special area on our website for subscribing parish meetings with specific information and documents that relate solely to these authorities. We will also be running training events for parish meetings.

Non-Subscribers also have access to our services at an hourly rate and can attend our training. We want to be as inclusive as possible although subscription is the most cost effective way to access LCPAS. We understand that not all councils may wish to subscribe but may still wish to access our training, events and services.

**Subscription Fees**

Town Councils £200.00 per year

Parish Councils £100.00 per year

Parish Meeting £25.00 per year

We do offer a discount to clerks with more than one council, if all or most of their councils wish to subscribe. We also offer a clerk or individual subscription, please contact for details.

**Training Fees**

Individual events vary from £20 to £45 per delegate

(Variations are due to venue cost and length of the course)

We will be offering the new CiLCA 2015, please contact us for details

**Bespoke Training**

This can be at a councils venue and topics of their choice. We supply the equipment, materials and tutor at a cost of £100 plus mileage. We offer a menu of available topics or alternatively we can write new material in accordance with the councils requirements.

You can download a subscription form from our website [http://www.lcpas.co.uk/subscription-form.php](http://www.lcpas.co.uk/subscription-form.php)

Forms can be submitted by email admin@lcpas.co.uk or by post

LCPAS, Flat 3 Merton House, Church St, Clare, Suffolk CO10 8PD

Or contact us on tel: 01787 279204 - email admin@lcpas.co.uk for details or to notify us of your subscription.