



Employment and Information Governance - Essentials



Aim	To provide straightforward explanations of the rules relating to some of the essential areas of employment and information governance that affects the work of the electoral services team.
Objectives	<ol style="list-style-type: none">1. Understanding of the responsibilities and duties of Returning Officers and Electoral Registration Officers when employing staff, including RTI and auto-enrolment.2. Understanding of the responsibility and duties relating to information governance, including changes to data protection rules.3. Awareness of the relevant legislation and guidance relating to these two vital areas of responsibility.
Audience	Electoral administrators and other local authority managerial staff who may have the task of employing staff and with the handling of electoral data and information.

Course Overview	<p>A one-day course that concentrates on the duties and responsibilities when employing staff and handling electoral data and information. The course will consider the impact these duties have on the electoral services team and good practice solutions.</p> <p>Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.</p> <p>It will be delivered using presentational material, handouts and example documentation.</p> <p>Group discussion will take place to enable the sharing of knowledge, experience and ideas.</p> <p>A practical exercise will be undertaken to draw out and reinforce key points.</p>	
Dates and Venues	16 October 2018	Camden – Crowndale Centre
	30 January 2019	Camden – Crowndale Centre
	28 March 2019	Camden – Crowndale Centre
	8 July 2019	Cambourne
Cost of Attendance	First delegate	AEA member – £275 (plus vat)
		Non-member – £358 (plus vat)
	Second and subsequent delegates from the same Authority*	AEA member – £138 (plus vat)
		Non-member – £179 (plus vat)
	<p>Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join</p>	
	<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p>	
	<p>If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>	