



# Employment and Information Governance Essentials

## Aim

This course will provide straightforward explanations of the rules around essential areas of employment and information governance that affect the work of electoral services teams.

## Objectives

1. Understanding the responsibilities and duties of returning officers and electoral registration officers when employing temporary staff, including HMRCs Real Time Information PAYE reporting and pensions auto-enrolment.
2. Understanding the responsibility and duties relating to information governance, including data protection requirements.
3. Awareness of relevant legislation and guidance relating to employment and information governance.

## Who is this course for?

Electoral administrators and other local authority managerial staff who may have the task of employing temporary staff and responsibility for handling electoral data and information.

## Course overview

You will learn about the duties and responsibilities of employing temporary staff and handling electoral data and information. The course will consider the impact these duties have on the electoral services team and outline good practice solutions.

The course will be delivered online using a mixture of presentation material, handouts and example documents.

Discussion will take place during the day to enable you to exchange knowledge, experience, and ideas.

Each course runs from 10:00 until 16:00 with suitable breaks, including for lunch.

## Dates and venues

Wednesday 13 October 2021	Online – via Microsoft Teams
Wednesday 12 January 2022	Online – via Microsoft Teams

## Cost

<b>First delegate</b>	AEA member – £296 (plus vat) With member support fund discount <b>£200 (plus vat)</b>
<b>Second delegate from the same authority</b>	AEA member – £149 (plus vat) With member support fund discount <b>£100 (plus vat)</b>
<b>Subsequent delegates from the same authority*</b>	AEA member - £149 (plus vat) With member support fund discount <b>£50 (plus vat)</b>
<b>Non-member</b>	Non-member – <b>£386 (plus vat)</b>

Non-members who would like to join the Association can apply for membership online at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

\*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

## Terms and conditions

### Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)