



Local Council People & Development (LCPD) Training & Events Terms & Conditions

1. Introduction

Hampshire Association of Local Councils (Hampshire ALC), as the accountable body, aims to keep the costs of all courses/events at reasonable levels to make them accessible. However, it takes considerable amounts of administrative time to organise these courses/events. In addition, Hampshire ALC incurs the real added costs of venue hire, speaker expenses/fees and catering arrangements, where applicable. Hampshire ALC must, as a minimum, break-even financially on courses/events therefore it is important to have the following terms and conditions. We urge those that book training and events on behalf of others, to make them aware of these conditions.

Please note that information in the 'Training & Events Directory' and on the 'Training & Events Calendar' is correct at the time of issue, however alterations may occasionally be necessary due to circumstances beyond our control. Courses/events may need to be cancelled if an insufficient number of delegates are registered to attend.

2. Conditions of booking

- 2.1. All the information requested on the booking form should be provided at the time of booking.
- 2.2. Bookings will be acknowledged by e-mail within 21 working day of receipt of the completed booking form.
- 2.3. Further emails will be sent in advance of the course/event giving more details, including directions to the venue or online joining instructions, where applicable.
- 2.4. It is your responsibility, or that of the person booking the course/event place, to advise us of any requirements related specifically to disability, as well as any special dietary requirements, where applicable.
- 2.5. Each course/event has a limited number of spaces and is booked on a first-come first-served basis.
- 2.6. If a course/event is fully booked, we will add your request to our reserve list. If a delegate is added to reserve list, they will be contacted in the event of a cancellation.
- 2.7. You are liable for any costs incurred to attend a course/event you are booked on.
- 2.8. We reserve the right to cancel a course/event at any time, or offer an alternative date, without any liability for consequential or indirect loss.

3. Training & event fees

Invoices will be sent to the council, or if specifically requested the individual booking the course, approximately 14 days before the course/event date. All fees are subject to VAT.

3.1. Fee Structure

Fees for delegates from Hampshire ALC member councils and Hampshire ALC Development Partners are set at a level to offer access to information, networking and development opportunities at a price that reflects their payment of the current year's affiliation fee and the subsidy grant provided by Hampshire County Council.



Fees for delegates from Berkshire ALC member councils and non-Hampshire Development Partners are set at a level to offer access to information, networking and development opportunities at a price that reflects their payment of the current year's affiliation fee.

Subject to the funding agreement with the Berkshire ALC Executive and the demand for training by Berkshire ALC members, the Berkshire ALC will fund the majority of training places for delegates from Berkshire ALC member councils. This is on the proviso that the delegate attends the course. Berkshire ALC Executive reserve the right to charge for non-attendance without good reason. Berkshire ALC member councils will be advised of any course places not funded by Berkshire ALC.

Delegates from councils that are not Hampshire ALC members, Berkshire ALC members or Development Partners will be charged the Hampshire ALC member council delegate fee plus 50%. This policy is subject to variation depending on the course/event. Please note this also applies to independent delegates that are not councillors or employees of a local council.

In summary the rates are as follows:

1. Hampshire ALC Member Councils/Hampshire Development Partners (standard rate)
2. Berkshire ALC Member Councils/Non-Hampshire Development Partners (standard rate + 25%)
3. Non-Member Councils (standard rate + 50%)

3.2. Cancellations, transfers and non-attendance

All cancellations and requests to transfer must be made in writing by email to training@hampshirealc.org.uk and will be acknowledged in writing by email.

There is no charge for transferring a booking to another appropriate person from the same organisation as long as the request is made in writing by email before the course/event.

There is no charge for cancellations received 14 days or more days before the start of the course/event.

Cancellations received less than 14 days before the start of the course/event are subject to a cancellation fee of 100% of the course/event fees.

If the delegate fails to attend the course/event, the full course/event fee is payable.

5. Media

Hampshire ALC may, on occasion, record or photograph events for use in marketing materials or promotional activities. We will advise you prior to the recording or photography so that you can inform us at that time if you do not wish to be included.

6. Use of your data

We only use your data for the purposes of processing course/event bookings and invoice requirements. Where external training providers are used to deliver our courses, only the delegate and council names are communicated to the trainer.



7. External Speakers

Hampshire ALC carefully selects external speakers at its conferences, meetings and learning events in the belief that they will present accurate, reliable and appropriate information and views. Unless specifically stated, we do not necessarily endorse, approve, guarantee, or certify the accuracy, reliability, appropriateness or other aspects of the information and views of speakers.

Any opinions provided by the speaker do not necessarily represent the views of Hampshire ALC or its members. Reference to any specific commercial product, process or service by trade name, trademark or otherwise does not imply or constitute an endorsement, recommendation, or other support from the ALC or its members.

If you have any questions regarding these terms and conditions, please email training@hampshirealc.org.uk