

Cornwall Association of Local Councils Training and Development Bulletin: September to December 2022

Training and Development Services are an important part of the Associations' support for our members.

The list below shows training available to the end of the year from **September to December 2022**.

Currently training is mostly online – through either the Zoom or Teams online platforms, as indicated below.

Most courses including **Steve Parkinson, Andrew Towleron, Chris Moses** and **SWCLA** e-modules can be booked by emailing booking requests to us at the CALC training email address: training@cornwallalc.org.uk

Courses offered by **Breakthrough Communications** and **NALC** must be booked directly with the following weblinks:

[County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](http://breakthroughcomms.co.uk)

[Online events \(nalc.gov.uk\)](http://nalc.gov.uk)

Places are booked on a first come first served basis and we would advise members book as soon as possible to avoid disappointment - availability is correct at the time of publishing.

The online link to join the training and any documentation will be sent directly to delegates before the course. The session length is an indication of the time, however, as delegates are encouraged to ask questions and engage, sometimes a session may overrun.

The schedule below is current at 15/08/2022 and may be subject to change – please scroll down for the full calendar or use the links below:

Please use the links below to access the CALC full calendar and course descriptions on the CALC website:

<https://www.cornwallalc.org.uk/training1.html>

<https://www.cornwallalc.org.uk/list-of-courses.html>

A minimum of one week's notice is required for cancellations. Councils will be invoiced for training by CALC.

If you have any questions about training or would like to discuss future opportunities for one-off training events, please do get in touch at training@cornwallalc.org.uk

HR Training Sessions

This Autumn we are running a series of new HR focussed training sessions in association with **Chris Moses of [Personnel Advice & Solutions Ltd.](#)**

Chris has 20 years' experience of delivering HR and Employment Law support and works with many other County Associations nationally to deliver training for Local Councils.

We are running **3** sessions titled **The Essentials of being a Good Employer** on:

Wednesday 28th September at 6.30pm

Tuesday 25th October at 6.30pm

Thursday 3rd November at 6.30pm

Sessions will cost £30 plus VAT per delegate per session for members and **numbers are limited to 20 per session.**

and also, a more in-depth **3-part course** for **staffing committee members** on:

Tuesday 15th November at 6.30pm - Staffing Committees: Part 1 – Appraisal Skills

Tuesday 22nd November at 6.30pm - Staffing Committees: Part 2 – Managing Performance

Tuesday 29th November at 6.30pm – Staffing Committees: Part 1 – Effective Sickness & Attendance Management

The 3-part Staffing Committees training sessions cost £100 plus VAT per delegate – delegates are required to attend the entire course to appreciate the full benefits – **numbers are limited to 20 for each session**

Planning Training Sessions

We are again running the exceedingly popular **An Introduction to Planning** - in association with **Andrew Towleron Associates.**

Andrew is an experienced and qualified planner who has held senior planning positions in the public and private sectors. A parish clerk, he understands town and parish councils.

We are running 3 sessions on:

Monday 3rd October at 6.30pm

Monday 17th October at 6.30pm

Wednesday 2nd November at 6.30pm

Sessions will cost £30 plus VAT per delegate, per session for members and **numbers are limited to 20 per session.**

CALC Training Sessions

Sarah Mason will be running training sessions for:

Code of Conduct

We are running 2 sessions on:

Monday 19th September at 6.30pm

Monday 21st November at 6.30pm

Clerking The Meeting

Thursday 29th September at 10am-12noon

This in-person session will be at:

Treloweth Community Centre, Moorfield Road, Carn Brea, Redruth, Cornwall, TR15 3QB -

The ½ day session will cost £40 plus VAT per delegate (refreshments provided)

Numbers are limited to a maximum of 10

Finance Training Sessions

Delivered in association with **Steve Parkinson**, The Parkinson Partnership LLP

Steve is a former Town Clerk and an accountant with over 30 years' experience in public and voluntary sector finance. He now specialises in delivering training and advice on VAT and finance matters for the local council sector.

The Finance courses are consistently very popular and are restricted to 25 places each session.

The training schedule for all courses, from September through to March 2023 has now been released and includes a comprehensive selection, including dates for the popular Procurement programme, Budgeting, Year-end, Internal Control course and VAT courses (please provide your Councils VAT number)

Please follow the link to the CALC website for detailed descriptions.

<https://www.cornwallalc.org.uk/parkinson-partnership-finance-co.html>

Sessions will cost £30 plus VAT per delegate, per session for members and **numbers limited to 20 per session**.

SWALC/Nimble e-learning Training Sessions

The CALC website has full details of [e-learning modules](#) available in conjunction with the **South West Local Councils Association** and Nimble.

This includes a new module titled **An Introduction to Local Councils**. This costs £16 per delegate and provides a 'work at your own pace' interactive computer-based introduction to council business and procedure, suitable as part of a new councillor's induction.

For more details see the CALC website.

<https://www.cornwallalc.org.uk/calcnalc-elearning-modules.html>

Breakthrough Communications Training Sessions

CALC have partnered with [Breakthrough Communications](#), who offer a wide range of communications and information governance training sessions designed for local council clerks, officers and councillors.

Course subject titles include:

Communications - 5 courses

Digital Communications and Engagement - 5 courses

Data Protection and Freedom of Information - 3 courses

Chairmanship, Interpersonal Skills and Diversity within your Council - 5 courses and

Dealing with the Media - 3 courses

Sessions will cost £30 plus VAT per delegate, per session for members and will be invoiced by CALC.

Each course lasts 1 ½ - 2 hours, is delivered via the Zoom online platform and is available on multiple dates.

<https://www.cornwallalc.org.uk/breakthrough-communications.html>

Please note: Breakthrough Comms are revising their training schedule from the beginning of September - we will advise you of any changes once it becomes available.

NALC Online Events programme

NALC has a varied calendar of events which include:

Working between the tiers: 28 September 2022 — 12.00 – 13:15

Local councils and communication strategies: 26 October 2022 — 12.00 – 13:15

NALC member: £30 – Non-member: £40

Sponsors: BHIB Councils Insurance, Blachere Illumination and CCLA

Empowering Communities: 7 November 2022 - 10am to 4 pm - Hybrid Conference: In person or virtual attendance tickets available

Conference Location: America Square Conference Centre, One America Square, London, EC3N 2LB.

<https://www.cornwallalc.org.uk/nalc-events.html>

Booking Instructions

To book for **CALC, Steve Parkinson, Andrew Towleron, Chris Moses and SWALC** please reply to: training@cornwallalc.org.uk with the following details:

Course Name:

Course Date you require:

Delegate Name(s):

Council Name for invoicing purposes:

Email address for each of the delegate(s):

Council VAT number: required for Steve Parkinson VAT courses only

To book **Breakthrough Comms courses** follow this link and book direct through the website: [County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](http://County Association Training Events - Breakthrough Communications (breakthroughcomms.co.uk))

To book **NALC webinars** follow this link and book direct with NALC - [Online events \(nalc.gov.uk\)](http://Online events (nalc.gov.uk)) please note: you need to select the **member rate** (CALC members are automatic members of NALC)

Please note - A minimum of one week's notice is required for all cancellations.

Councils will be invoiced for all training by CALC.

Please confirm that delegates are willing for their contact details to be shared with CALC or outside training providers, solely for the purposes of this training.

CALC TRAINING SCHEDULE SEPTEMBER 2022

Day	Date	Provider	Time	Course Title	Platform	Audience	Trainer	Cost Per Delegate	Current Availability
Thursday	01/09/2022								
Friday	02/09/2022								
Monday	05/09/2022								
Tuesday	06/09/2022	SP	10am-11.30am	Finance for Councillors	Zoom	Councillors	Steve Parkinson	£30 plus VAT	FULLY BOOKED
Wednesday	07/09/2022								
Thursday	08/09/2022	SP	10am-11.30am	Procurement	Zoom	Councillors, officers & finance staff	Steve Parkinson	£30 plus VAT	FULLY BOOKED
Friday	09/09/2022								
Monday	12/09/2022								
Tuesday	13/09/2022	SP	10am-11.30am	VAT for Unregistered Councils (VAT126)	Zoom	Clerks, councillors and finance staff	Steve Parkinson	£30 plus VAT	7 spaces available
Wednesday	14/09/2022								
Thursday	15/09/2022	SP	10am-11.30am	Budgeting for Clerks & Finance Staff	Zoom	Clerks, officers and finance staff	Steve Parkinson	£30 plus VAT	1 space left
Friday	16/09/2022								
Monday	19/09/2022	CALC	6.30pm-8.30pm	Code of Conduct	Zoom	Councillors	CALC	£20 plus VAT	Available
Tuesday	20/09/2022	SP	10am-11.30am	Budgeting for Clerks & Finance Staff	Zoom	Clerks, officers and finance staff	Steve Parkinson	£30 plus VAT	Available
Wednesday	21/09/2022								
Thursday	22/09/2022	SP	10am-11.30am	Internal Controls	Zoom	Clerks and councillors	Steve Parkinson	£30 plus VAT	Available
Friday	23/09/2022								
Monday	26/09/2022								
Tuesday	27/09/2022	CALC	10am-12pm	CiLCA - Module 4 & 5	Zoom	Clerks and officers	CALC	Closed	Closed

