

**Milly Southworth**

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**From:** Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> on behalf of Training Cornwall ALC <training@cornwallalc.org.uk>  
**Sent:** 27 January 2023 11:37  
**To:** CornwallALC Enquiries; Sarah Mason  
**Cc:** Training Cornwall ALC  
**Subject:** February/March CALC training Bulletin  
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Information Classification: CONTROLLED

**TO ALL CALC MEMBERS****Please find attached our Spring Training programme.**

Highlights include:

- **Tuesday 7 March at 7pm -9pm. Being A Good Chair.** Face to Face training session led by Sarah Mason at St Mark's Church Hall, Sticker, PL26 7HG, **£30 plus VAT per delegate**
- **Tuesday 21 March 6.30pm - 8.30pm. Code of Conduct.** Online zoom training led by Sarah Mason, **£20 plus VAT per delegate**

Our CALC online training prices remain at the 2021-2022 level this year (£20 plus VAT per delegate) but as we return to more CALC face to face sessions these will be charged at £30 plus VAT per delegate to cover the extra costs incurred. **CALC SPECIAL OFFER: if the 2 sessions above are booked together (one face to face and one online) we will give a 10% discount to your council – total payable will be £45 plus VAT per 2 session booking. Quote SPECIAL OFFER when booking.**

The attached PDF provides an overview of training opportunities for **February and March 2023** - dates are also on the [CALC website](#) with a list of training information and booking instructions. Courses include:

- The popular and highly respected finance courses from **Steve Parkinson, including a variety of Year-end and Audit and VAT sessions to suit your council and councillors.**
- Communication and information governance sessions with **Breakthrough Communications, from Data Protection and GDPR to Community Engagement.**
- A wide range of **E-learning modules** are available from **SWALC/Nimble** and includes **Equality, Diversity and Inclusion essentials to An Introduction to Local Councils .**
- Our website calendar also lists [NALC webinars](#) and the free LGA Personal Safety for Councillors webinar : **Tuesday 21 Feb 2023 at 2pm**, book direct through this link: [LGA Personal Safety for Councillors](#) .

To make a booking for courses led by Sarah Mason, Steve Parkinson, Andrew Towler or SWALC/Nimble please reply to: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) with the following details:

Course Name:  
Course Date you require:  
Delegate Name(s):  
Council Name/Email for invoicing purposes:  
Email address for each of the delegate(s):

N.B. 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.

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](mailto:training@cornwallalc.org.uk)

Kind regards,

Isabelle Risner

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URL: [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

Think of the Environment - Do You Need To Print This?

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## Cornwall Association of Local Councils Training and Development Bulletin: February & March 2023

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

The list below shows training available in February and March 2023

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

Most courses including Steve Parkinson and SWCLA e-modules can be booked by emailing booking requests to us at the CALC training email address: [training@cornwallalc.org.uk](mailto: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 \(breakthroughcomms.co.uk\)](https://breakthroughcomms.co.uk)

[Online events \(nalc.gov.uk\)](https://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 31/01/2023 and may be subject to change.

**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, please do get in touch at [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

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CALC TRAINING SCHEDULE FEBRUARY 2023								
Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Wednesday	01/02/2023	Breakthrough	10am-12pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	01/02/2023	LGA	6pm-7.30pm	Handling Online Abuse and Intimidation	Zoom	Council & Govt. Dept	FREE	Available
Thursday	02/02/2023	Steve Parkinson	10am-11.30am	Year-end & Audit - Income & Expenditure Accounts	Zoom	Officers	£30 plus VAT	Available
Thursday	02/02/2023	Breakthrough	9am-11am	Recruiting and Retaining a More Diverse Pool of Councillors	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Friday	03/02/2023							
Monday	06/02/2023	Breakthrough	6pm-8pm	Councillors: Data Protection for Councillors	Zoom	Councillors	£30 plus VAT	Available
Monday	06/02/2022	Andrew Towler	6.30pm-8.30pm	Planning Refresher	Zoom	Officers & Councillors	£30 plus VAT	FULL
Tuesday	07/02/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Tuesday	07/02/2023	Breakthrough	10am-12pm	Crisis Communications for Councils	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	08/02/2023	Breakthrough	11am-1pm	Managing Difficult People & Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	09/02/2023	Steve Parkinson	10am-11.30am	Year-end & Audit - Receipts & Payment Accounts (over £25,000)	Zoom	Officers	£30 plus VAT	Available

Thursday	09/02/2022	Breakthrough	11am-1pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks & Officers	£30 plus VAT	Available
Friday	10/02/2023	Breakthrough	12pm-2pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks and officers	£30 plus VAT	Available
Monday	13/02/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	Zoom	Clerks & Officers	£30 plus VAT	Available
Tuesday	14/02/2023	Breakthrough	10am-12pm	How Councils Can More Effectively Engage with Young People	Zoom	Clerks, officers and finance staff	£30 plus VAT	Available
Wednesday	15/02/2023	Breakthrough	11am-1pm	Dealing with Local and Regional Media	Zoom	Clerks, officers and finance staff	£30 plus VAT	Available
Thursday	16/02/2023	Breakthrough	9am-11am	Social Media for Councils: Getting Started, creating an effective social media strategy and getting it right	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	16/02/2023	Steve Parkinson	10am-11.30am	Internal Controls	Zoom	Clerks and councillors	£30 plus VAT	Available
Friday	17/02/2023							
Monday	20/02/2023							
Tuesday	21/02/2023	Breakthrough	11am-1pm	Social Media for Councils: Advanced Strategies and Tactics Across Multiple Platforms	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Tuesday	21/02/2023	LGA	6pm-7.30pm	Personal Safety for Councillors	Zoom	Council & Govt. Dept	FREE	Available
Tuesday	21/02/2023	CALC	6.30pm-8.30pm	CALC AGM: Shire Hall Suite, Bodmin, PL31 2DQ	In Person	All Welcome	FREE	Please let us know if you are able to attend
Wednesday	22/02/2023	Breakthrough	10am-12pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers and councillors	£30 plus VAT	Available



Wednesday	22/02/2023	NALC	12pm-1.15pm	NALC Events: Social Isolation and Loneliness from The Local Council Perspective	Zoom	Clerks, officers and councillors	POA	Available
Wednesday	22/02/2023	Steve Parkinson	6.30pm-8pm	Finance for Councillors (evening)	Zoom	Councillors	£30 plus VAT	Available
Thursday	23/02/2023	Steve Parkinson	10am-11.30am	VAT for VAT Registered Councils	Zoom	Clerks, finance staff and Cllrs.	£30 plus VAT	Available
	23/02/2023	Breakthrough	2pm-4pm	Freedom of Information for Clerks & Officers	Zoom	Clerks and officers	£30 plus VAT	Available
Friday	24/02/2023							
Monday	27/02/2023							
Tuesday	28/02/2023	Breakthrough	6.30pm-8.30pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available
Tuesday	28/02/2023	Steve Parkinson	10am-11.30am	VAT for Unregistered Councils (VAT126)	Zoom	Clerks, finance staff and Cllrs.	£30 plus VAT	Available
Tuesday	28/02/2023	Andrew Towleron	6.30pm-8.30pm	Planning: Enforcement & Appeals	Zoom	Officers & Councillors	£30 plus VAT	Limited Availability

CALC TRAINING SCHEDULE MARCH 2023								
Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Wednesday	01/03/2023	Breakthrough	9.30am-11.30am	Recruiting and Retaining a More Diverse Pool of Councillors	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	02/03/2023	Steve Parkinson	10am-11.30am	Year-end & Transparency - Councils under £25,000	Zoom	Officers	£30 plus VAT	Available

	02/03/2023	Breakthrough	12pm-2pm	How Councils Can More Effectively Engage with Young People	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Friday	03/03/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks & Officers	£30 plus VAT	Available
Monday	06/03/2023	Breakthrough	11am-1pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks and officers	£30 plus VAT	Available
	06/03/2023	Breakthrough	6pm-8pm	Councillors: Data Protection Training	Zoom	Councillors	£30 plus VAT	Available
Tuesday	07/03/2023	Steve Parkinson	10am-11.30am	Year-end & Audit - Income & Expenditure Accounts	Zoom	Officers	£30 plus VAT	Available
	07/03/2023	CALC	7pm-9pm	<b>CALC: BEING A GOOD CHAIR</b> St Marks Church Hall Chapel Hill, Sticker, St. Austell, PL26 7HG	In Person	Chairs & Councillors	£30 plus VAT	Available
	07/03/2023	Breakthrough	6pm-8pm	Councillors: Chairing Meetings Effectively	Zoom	Councillors	£30 plus VAT	Available
Wednesday	08/03/2023							
Thursday	09/03/2023	Steve Parkinson	10am-11.30am	Procurement	Zoom	Councillors, officers & finance staff	£30 plus VAT	Available
Friday	10/03/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	Zoom	Clerks & Officers	£30 plus VAT	Available
Monday	13/03/2023							
Tuesday	14/03/2023	Steve Parkinson	10am-11.30am	Year-end & Audit - Receipts & Payment Accounts (over £25,000)	Zoom	Officers	£30 plus VAT	Available
	14/03/2023	Breakthrough	10am-12pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	15/03/2023	Breakthrough	10am-12pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available



	15/03/2023	NALC	12pm-1.15pm	NALC Events: Tackling the Housing Crisis the Local Way - With Custom and Self-build Homes	Zoom	Clerks, officers and councillors	POA	Available
Thursday	16/03/2023							
Friday	17/03/2023	CALC	10am-3pm	CALC: CiLCA Unit 1 Treloweth Community Hall Moorfield Road, Pool, Redruth, TR15 3QB	In Person	Clerks and Officers	N/A	Closed session
Monday	20/03/2023	Breakthrough	11am-1pm	Social Media for Councils: Getting Started, creating an effective social media strategy and getting it right	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Tuesday	21/03/2023	Steve Parkinson	10am-11.30am	Year-end & Transparency - Councils under £25,000	Zoom	Officers	£30 plus VAT	Available
	21/03/2023	CALC	6.30pm-8.30pm	CALC - CODE OF CONDUCT	Zoom	Councillors	£20 plus VAT	Available
Wednesday	22/03/2023	Breakthrough	10am-12pm	Social Media for Councils: Advanced Strategies and Tactics Across Multiple Platforms	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	23/03/2023	Steve Parkinson	10am-11.30am	Year-end & Audit - Receipts & Payment Accounts (over £25,000)	Zoom	Officers	£30 plus VAT	Available
Friday	23/03/2023	Breakthrough	6pm-8pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available
	24/03/2023							
Monday	27/03/2023							
Tuesday	28/03/2023	Steve Parkinson	10am-11.30am	Year-end & Audit - Receipts & Payment Accounts (over £25,000)	Zoom	Officers	£30 plus VAT	Available
Thursday	29/03/2023	NALC online	12 noon - 1.15 pm	NALC Events: What local councils can do about emergency planning	Zoom	Clerks, officers and councillors	POA	Available
Friday	30/03/2023	Steve Parkinson	10am-11.30am	VAT for Unregistered Councils (VAT126)	Zoom	Clerks, finance staff and Cllrs.	£30 plus VAT	Available

All details correct at the time of publishing.