

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 30 July 2025 11:13
To: CornwallALC Enquiries
Cc: Training Cornwall ALC
Subject: RE: TRAINING UPDATE 30/07/2025

Information Classification: CONTROLLED

Dear All,

Please note the revision to the training schedule on **Monday 3 November**. This session is for **Chairing Skills** and not Councillor Skills, as previously advertised – please accept my apologies for the error.

Tuesday 12 August 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>FULLY BOOKED</u>	Online via Teams
Wednesday 3 September 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>PLACES AVAILABLE</u>	Online via Teams
Tuesday 9 September 2025 6.30pm-8.30pm	Chairing Skills for Councillors	<u>FULLY BOOKED</u>	Online via Teams
Monday 15 September 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>FULLY BOOKED</u>	Online via Teams
Tuesday 16 September 2025 6.30pm-8.30pm	Councillor Skills for Councillors	<u>PLACES AVAILABLE</u>	Online via Teams
Wednesday 24 September 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>PLACES AVAILABLE</u>	Online via Teams
Monday 6 October 2025 7pm-9pm	Code Conduct for Councillors	<u>LAST FEW PLACES</u> Venue: Hosted by Wadebridge TC Town Hall, The Platt, Wadebridge, PL27 7AQ	In-person
Tuesday 7 October 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>NEW DATE SCHEDULED</u> Venue: TBC Likely to be in the St Breward Area. expression of interest taken for face-to-face delivery of Code of Conduct training	In-person
Monday 3 November 2025 6.30pm-8.30pm	Chairing Skills for Councillors	<u>NEW DATE SCHEDULED</u> Venue: TBC – expression of interest taken for face-to-face delivery of Chairing Skills training	Online via Teams

Kind regards,

Julie Calleya

Administration Officer
 Cornwall Association of Local Councils
 Unit 1a, 1 Riverside House
 Heron Way
 Newham
 TRURO
 Cornwall TR1 2XN

Tel : 01872 326969
 Email : training@cornwallalc.org.uk or enquiries@cornwallalc.org.uk
 URL: www.cornwallalc.org.uk

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From: Julie Calleya
Sent: 29 July 2025 15:40
To: CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Cc: Training Cornwall ALC <training@cornwallalc.org.uk>; Lee Dunkley <Lee.Dunkley@cornwall.gov.uk>
Subject: TRAINING UPDATE 30/07/2025

Dear All,

We would like to draw your attention to the training opportunities offered by CALC and additional online training sessions offered by our external providers including:

- The long-awaited planning training from **Andrew Towler**, specialist and independent planning consultant, including **An Introduction to Planning and Planning Enforcement & Appeals**.
- The popular and highly respected finance courses from **Steve Parkinson**, including Budgeting, Finance for Councillors and Internal Audit 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.

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Monday 3 November 2025 6.30pm-8.30pm	Councillor Skills for Councillors	<u>NEW DATE SCHEDULED</u> Venue: TBC – expression of interest taken for face-to-face delivery of Chairing Skills training	Online via Teams

Details are correct at the time of being published but may be subject to change and all prices quoted exclude vat.

Code of Conduct - for all councillors (returning and newly elected) are required to attend training within 6 months of taking office.

The training will cover the following aspects: Application of the code - General Obligations, Registering and declaring interests – Dispensations, Sanctions - Bias and Pre-Determination

Chairing Skills - for those who wish to improve their skills for the successful leadership of the council and effective meetings. The training is suitable for chairs, vice-chairs and anyone taking up position within a committee.

Learn how the role of the Chair is vital to running well prepared, well organised and effective meetings. The session will consider the leadership of the chair, preparing to chair a meeting, the legal powers and duties of the chair, using standing orders for chairing meetings, managing council meetings, public participation and decision making and managing conflict in meetings.

Councillor Skills - for those who wish to learn more about the role and how to be a successful/good councillor. The training is suitable for all councillors, whether you are new to the role or for those looking for a refresher.

The session will cover roles and responsibilities, the legal framework and house rules, meetings and chairmanship and dealing with confidential matters and claims under FOI.

Please email your booking requests to: training@cornwallalc.org.uk and provide the following information:

In the Subject Line: **CODE OF CONDUCT * CHAIRMANSHIP * COUNCILLOR SKILLS** (delete as necessary)

Date and Time of Preferred Session:

Delegate Name:

Delegate Email Address:

Name of Council:

Invoice Email Address:

Name of Clerk:

Clerk Email Address:

Tuesday 30 September 2025	An Introduction to Planning	Andrew Towleron	6.30pm-8pm	Cost £35
Wednesday 15 October 2025	An Introduction to Planning	Andrew Towleron	6.30pm-8pm	Cost £35
Wednesday 22 October 2025	Planning Enforcement & Appeals	Andrew Towleron	6.30pm-8pm	Cost £35
Tuesday 25 November 2025	Planning Enforcement & Appeals	Andrew Towleron	6.30pm-8pm	Cost £35

Thursday 11 September 2025	Budgeting	Steve Parkinson	10am	Cost £35
Tuesday 16 September 2025	Finance for Councillors	Steve Parkinson	10am	Cost £35
Wednesday 24 September 2025	Internal Controls	Steve Parkinson	10am	Cost £35
Tuesday 30 September 2025	Budgeting	Steve Parkinson	10am	Cost £35
Tuesday 14 October 2025	Budgeting	Steve Parkinson	10am	Cost £35
Thursday 23 October 2025	Finance for Councillors	Steve Parkinson	10am	Cost £35

Wednesday 29 October 2025	Internal Controls	Steve Parkinson	10am	Cost £35
Tuesday 4 November 2025	Finance for Councillors	Steve Parkinson	6.30pm	Cost £35
Thursday 6 November 2025	Budgeting	Steve Parkinson	10am	Cost £35
Wednesday 19 November 2025	The Role of Internal Audit	Steve Parkinson	10am	Cost £35
Tuesday 25 November 2025	Finance for Councillors	Steve Parkinson	10am	Cost £35
Wednesday 10 December 2025	Internal Controls	Steve Parkinson	10am	Cost £35
Thursday 11 December 2025	Finance for Councillors	Steve Parkinson	10am	Cost £35

Monday 8 September 2025	Communicating with Your Community Part 1	Breakthrough	9.30am	Cost £35
Monday 11 August 2025	Communicating with Your Community Part 2	Breakthrough	9.30am	Cost £35
Friday 8 August 2025	Recruiting and retaining a more diverse pool of councillors	Breakthrough	9.30am	Cost £35
Tuesday 2 September 2025	How councils can more effectively engage with young people	Breakthrough	9.30am	Cost £35
Wednesday 13 August 2025	Crisis Communications for Local councils	Breakthrough	9.30am	Cost £35
Thursday 4 September 2025	Get the most from local and regional media	Breakthrough	9.30am	Cost £35
Monday 15 September 2025	Social media for councils: getting started	Breakthrough	10am	Cost £35
Monday 29 September 2025	Social media for councils: advanced strategies	Breakthrough	10am	Cost £35
Monday 18 August 2025	Councillors: chairing meetings effectively	Breakthrough	6pm	Cost £35
Monday 22 September 2025	Councillors: Social media skills	Breakthrough	6pm	Cost £35
Wednesday 6 August 2025	Emotional Intelligence and Resilience	Breakthrough	1pm	Cost £35
Thursday 31 July 2025	Dealing with Difficult people and conversations	Breakthrough	9.30am	Cost £35
Tuesday 16 September 2025	Dealing with Difficult people and conversations	Breakthrough	9.30am	Cost £35
Monday 8 September 2025	Councillors: data protection training	Breakthrough	6.30pm	Cost £35
Friday 5 September 2025	Data protection & GDPR: Part 1	Breakthrough	9.30am	Cost £35
Monday 29 September 2025	Data protection & GDPR: Part 2	Breakthrough	10am	Cost £35
Friday 15 August 2025	Data protection & GDPR: Part 3	Breakthrough	9.30am	Cost £35
Friday 22 August 2025	Freedom of Information for Councils	Breakthrough	9.30am	Cost £35
Wednesday 17 September 2025	Boosting your council's identity: How to promote your council effectively	Breakthrough	1pm	Cost £35

Details are correct at the time of being published but may be subject to change and all prices quoted exclude vat.

SWCLA/NIMBLE E-LEARNING MODULES -

Offer a diverse range of training courses in conjunction with the **Southwest Local Councils Association** and Nimble. For more details see the CALC website. Courses cost £14-16 + vat per course per delegate.

Introduction to Local Councils	Standards in Public Life 2023	
Prevent Awareness	Cyber Security Awareness - Password Management	Cyber Security Awareness - Video Conferencing
Cyber Security Awareness - Phishing	Cyber Security Awareness Training – Basic	Introduction to Resilience
Introduction to Changing Behaviours	Introduction to Behavioural Agility	
Working with Volunteers Essentials	First Aid Essentials	Neurodiversity at Work Essentials
Anti-Bribery Essentials	Equality, Diversity and Inclusion Essentials	Fire Safety Essentials
Home Working Essentials	Information Security Essentials	Manual Handling Essentials
Modern Slavery Essentials	Personal Safety Essentials	Anti-Money Laundering Essentials
Bullying and Harassment Essentials	Customer Service Essentials	COSHH Essentials
Data Protection Essentials	DSE Workstation Assessment	Environmental Awareness Essentials
Freedom of Information Essentials	Health and Safety Essentials	Human Factors Essentials
Infection Control Essentials	Menopause Essentials	Mental Health Essentials
Stress Management Essentials	Team Leadership Essentials	Time Management Essentials
Unconscious Bias Essentials	Working at Height Essentials	
And Civility & Respect modules provided	by Breakthrough Communications:	
Social Media	Leadership in Challenging Situations	Emotional Intelligence

Details are correct at the time of being published but may be subject to change and all prices quoted exclude vat.

HOW TO BOOK -

As a reminder, to make a booking for courses led by CALC/Steve Parkinson or SWALC/Nimble please email: training@cornwallalc.org.uk with the following details:

In the Subject Line: **Course Name**

Date and Time of Preferred Session:

Name of Council:

Name of Clerk:

Clerk Email Address:

Delegate Name:

Delegate Email Address:

Invoice Email Address (if applicable):

To book **Breakthrough Comms** courses follow this link to their website : [County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](https://www.breakthroughcomms.co.uk)

Our website calendar also lists [NALC webinars](#) and further dates are listed on the [CALC website](#) with a list of training information and booking instructions.

Places for each training opportunity are limited and will be allocated on a first come first-served basis.

A minimum of one week's notice is required for all cancellations, should you need to make amendments to a booking, please contact us ASAP to arrange this. 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.

Should 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.

Please note that I will be on annual leave from 31/07 to 10/08 and bookings will be processed upon my return. Confirmation of bookings will be sent out ASAP.

Kind regards,

Julie Calleya
Administration Officer
Cornwall Association of Local Councils
Unit 1a, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 01872 326969

Email : training@cornwallalc.org.uk or enquiries@cornwallalc.org.uk

URL: www.cornwallalc.org.uk

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Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 30 July 2025 09:58
To: CornwallALC Enquiries
Cc: Training Cornwall ALC
Subject: CALC NEWS BULLETIN 30/07/2025
Attachments: LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025-26.pdf; Current planning consultations - Briefing Note June 2025.pdf; Flexible Working Checklist 2.docx; Family leave leaflet.pdf

Information Classification: PUBLIC

To All Members –

We would like to draw your attention to a number of [news items](#) that may be of interest for members.

1. **NALC** has released the Local Government Service Pay Agreement 2025/26 and encourages employers to implement this pay award as soon as possible – please see attached. This information is available on the CALC website and the link to the NALC website is here: <https://www.nalc.gov.uk/resource/local-government-services-pay-agreement-2025-26.html> - you will be required to login to access this information.

2. The SLCC have recently released the following article which you may be of interest to members:
Ministerial Visit to Falmouth Underscores the Power of Local Councils to Deliver Big
<https://www.slcc.co.uk/ministerial-visit-to-falmouth-underscores-the-power-of-local-councils-to-deliver-big/>

3. **Cornwall Council** has just released the quarterly planning newsletter – please see attached. You can find this Summer2025 edition and past editions, plus the Neighbourhood Planning newsletter at <https://www.cornwall.gov.uk/planning-and-building-control/planning-news/>.

You may also like to read the attached Briefing Note which explains the number of consultations on changes to planning that will be introduced in advance of plan-making reforms and include the following:

- Reform of planning committees
- Speeding up build out of new homes and
- Biodiversity net gain

Each of the proposals will have an impact and our Planning Policy Team have produced a short briefing paper (attached) on the proposals and some thoughts on how they will affect planning in Cornwall. We will be drafting a response to each of the relevant consultations, but you are encouraged to make your own comments.

Please contact localplan@cornwall.gov.uk if you have any questions.

4. A reminder that the final date to enrol for the current (2021) **CiLCA portfolio** is 30 July for the **1 August 2025** intake. This will allow approximately 15 months for candidates to complete their portfolios before this version, along with the current online platform, closes on 31 December 2026.

Please note that payment for the qualification **must** also be received by **31 July 2025** to be on this final cohort. After this date, the next opportunity to register will be February 2026.

5. **NALC** has partnered with **Action with Communities in Rural England (ACRE)** to launch a new survey designed to help parish and town councils enhance their flood resilience. The short survey will capture what information and support parish and town councils need to better plan for flooding. The results will directly shape the development of practical resources tailored to local needs, ensuring that any future resources are genuinely helpful and relevant. Member council participation will help both organisations deliver meaningful action that improves community resilience.

Parish and town councils are encouraged to respond to the survey **by 23:45 on 29 August 2025**. To ensure a broad and representative range of input, we request one response per parish or town council. This initiative supports Action 20 of the Rural Flood Resilience Partnership Action Plan, which aims to help communities plan for flooding. The survey link is [here](#).

6. **James Corrigan** has issued a **Family Leave checklist** and **Family Leave** Information Leaflet to help members in dealing with flexible working requests and you are encouraged to note the need for using one of the eight grounds to refuse a flexible work request.

Please note this information is not endorsed by CALC but is supplied by James Corrigan who provide HR and Governance support services to local councils.

7. CALC Training Opportunities

Reminder – all councillors must undertake Code of Conduct training within 6 months of taking office.

CALC will be offering a number of training sessions for new and re-elected councillors to attend Code of Conduct, Chairing Skills and Councillor Skills training. We are currently working on an Autumn schedule to include training for Planning, Safeguarding, H&R and Civility & Respect.

The current schedule, including training dates for CALC, Andrew Towleron, Steve Parkinson and Breakthrough can be viewed here: <https://www.cornwallalc.org.uk/documents/2024057> and we will inform you of any changes to this schedule as it is constantly being updated.

Training Schedule August 2025 - November 2025

Tuesday 12 August 2025 BOOKED	6.30pm-8.30pm Online via Teams	Code Conduct for Councillors	FULLY
Wednesday 3 September 2025 AVAILABLE	6.30pm-8.30pm Online via Teams	Code of Conduct for Councillors	PLACES
Tuesday 9 September 2025 BOOKED	6.30pm-8.30om Online via Teams	Chairing Skills for Councillors	FULLY
Monday 15 September 2025 BOOKED	6.30pm-8.30pm Online via Teams	Code Conduct for Councillors	FULLY
Tuesday 16 September 2025 AVAILABLE	6.30pm-8.30om Online via Teams	Councillor Skills for Councillors	PLACES
Wednesday 24 September 2025 AVAILABLE	6.30pm-8.30pm Online via Teams	Code Conduct for Councillors	PLACES
Monday 6 October 2025 PLACES LEFT	6.30pm-8.30pm Venue: Hosted by Wadebridge TC, Town Hall, The Platt, Wadebridge, PL27 7AQ	Code Conduct for Councillors	LAST FEW
Tuesday 7 October 2025 AVAILABLE	6.30pm-8.30pm Venue: TBC, likely to be in St Breward area.	Code Conduct for Councillors	PLACES
Monday 3 November 2025 AVAILABLE	6.30pm-8.30pm Venue: TBC depending on location of member interest and volume	Chairing Skills for Councillors	PLACES

Note: Expression of Interest taken for face-to-face delivery of Code of Conduct training on Tuesday 7 October and Chairing Skills on Monday 3 November – please email your expression of interest to: training@cornwallalc.org.uk

8. Other Training Opportunities

CCTV and Data Protection Compliance Webinar - Monday, 4 August 10.30am to 12.30pm

Yorkshire LCA would like to invite members to join this training session. Darren Briddock (see below) will provide the training session and the registration link is below. The cost is £36.50 per delegate. Please note that the bursary only applies to YLCA members.

Register via Zoom: https://us02web.zoom.us/webinar/register/WN_PM6iZ5G6T1v0ZIYvosSZ_A



**CCTV AND DATA PROTECTION
COMPLIANCE WEBINAR
MONDAY, 4 AUGUST 2025
10.30AM TO 12.30PM
COST: £36.50 OR £18.25 WITH SMALL
COUNCIL BURSARY**



Trainer: Darren Briddock, Breakthrough Communications

The use of CCTV by councils raises important considerations under data protection laws. This webinar provides essential guidance on how to operate CCTV systems in compliance with GDPR and other regulations. We'll cover the legal basis for CCTV usage, requirements for signage and notifications, data retention policies, and procedures for responding to subject access requests. By understanding the regulatory landscape and implementing best practices, you can use CCTV effectively to enhance public safety while respecting individuals' privacy rights. This session is crucial for councils that currently use or are considering implementing CCTV systems.

National Allotment Society - Tenancy Agreements and Policies & Site Facilities / Health and Safety

Somerset ALC has kindly agreed to extend the above training to CALC members, details as follows:

Mon, 20 Oct 6pm - 7:30pm:

Part one:

Tenancy Agreements and Policies:

- Types of allotment, and the basics of legislation
- Newer trends, including the inclusion of allotments in new developments
- Land acquisition
- Management options and responsibilities
- The pros / cons for the self-management of allotments by Local Authorities
- What to include within the tenancy agreement
- Standard clauses in line with allotment legislation
- Templates available
- Issues that can arise
- Practical tips, using examples from day-to-day problems

Mon, 27 Oct 6pm - 7:30pm:

Part Two:

Site Facilities / Health and Safety:

- Site accessibility
- What types of facilities can be included on site?
- What policies and procedures need to be covered?
- The importance of plot cultivation and inspection
- Health and Safety risk assessments, insurance and implications for volunteers carrying out maintenance on site
- Security for sites
- Practical tips, using examples from day-to-day problems

- The dates are being sold as one event/ticket - £40pp
- We have booked them in for 6pm to allow Clerks / Councillors that work full time the best chance to attend.

To book:

- Bookings can be made via the SALC website: [Training Events - The Somerset Association of Local Councils \(SALC\)](#)

9. Job Adverts

Part Time Clerk & RFO – St Tudy – Closing Date Monday 11 August 2025

Part Time Clerk & RFO for three parishes in Penwith - St Buryan, Lamorna & Paul, Zennor & Sancreed – Closing Date Friday 8 August 2025

Kind regards,

Julie Calleya
Administration Officer
Cornwall Association of Local Councils
Unit 1a, 1 Riverside House
Heron Way
Newham

TRURO
Cornwall TR1 2XN

Tel : 01872 326969

Email : training@cornwallalc.org.uk or enquiries@cornwallalc.org.uk

URL: www.cornwallalc.org.uk

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Government Planning Consultations and Working papers

There have been a series of five documents published over the last week by Government. Some are badged as consultations and some are called working papers, but they amount to the same thing practically in terms of giving an indication of the government's direction of travel, with an opportunity for us to comment or prepare for any potential changes.

Most of them inter-relate to each other. The very highest-level summary is that the proposals include reducing the scope of applications that can be determined by committees and introduce a new category of medium developments (between 10 and 50 houses) instead of the current distinction between minor and major applications at 10 homes. This new category links across to proposed reduced requirements for biodiversity net gain on minor and (the new) medium category sites. There are further proposals around sanctions for developers that don't build out consented sites.

We also expect further changes to the National Planning Policy Framework in the summer following the publication of national development management policies, which we anticipate to potentially narrow its scope to focus more on rules and expectations around the preparation of local plans.

Take aways:

- **The Government are proposing what would be significant changes to the types of schemes that are allowed to go to committee, meaning that all minor applications i.e. for less than 9 dwellings would not go to committee. For context, in 2024:**
 - **Our delegation rates were approximately 98%**
 - **95% of our decisions in that period were aligned with Town or Parish Council views**
 - **155 major applications were validated by the Council**
 - **105 applications went to committee, and 22 of these were majors.**
- **Should we no longer be able to take minor applications to committee we would need to consider the number of planning committees that are required. However, this is still only a consultation and will take some time to come into force if enacted so we should respond and prepare but also acknowledge that the current regime will apply for much of the coming year.**
- **The Government are proposing new categories of development sizes by changing the current minor/major delineation of 10 homes or more to a minor/medium/major delineation of 9 or less/10 – 49/and 50 or more. This is generally felt to make sense but has implications related to the changes to committee thresholds and also Biodiversity Net Gain (BNG) requirements.**

We will engage with colleagues and members in order to draft responses. Relevant links to documents can be found at the end of this document in Appendix 1.

The proposals:

Planning committees

The [Planning and Infrastructure Bill](#) included:

- a new power for the Secretary of State to set out which planning functions should be delegated to planning officers for a decision and which should instead go to a planning committee or sub-committee;
- a new power for the Secretary of State to control the size and composition of planning committees; and
- a new requirement for members of planning committees to be trained, and certified, in key elements of planning.

This is the latest in a series of reports and consultations on committee structures. These proposals link to the work on reforming site thresholds because of the introduction of the new medium category of development for sites between 10 and 50 homes.

The detailed proposals can be summarised as:

- Tier A proposals (minor sites – less than 9 dwellings and minor issues etc) would have to be delegated and cannot be taken to committee.
- Tier B (those not in tier A, or any application for planning permission where the applicant is the local authority, a councillor or officer, Section 73 applications to vary conditions and Review of mineral planning conditions). Tier B applications will normally expected to be delegated unless the Chief Planner and Chair of Committee agree it should go to Committee based on a gateway test
- A member will need to have some form of training certification before they make committee decisions.
- The maximum size of a planning committee is to be 11 members.

The key implications of the proposals:

- Minor (tier A) applications (anything less than 9 homes) **cannot** go to committee
- the presumption is that majors would not go to committee but that would be subject to a gateway test with the chair of committee and the Chief Planning Officer.
- It would further reduce the numbers of applications going to our committees.

The Government suggest that one intended consequence is that it will free up capacity for members to focus on policy setting.

Reforming site thresholds

This paper explores the idea of creating a new category of medium residential development which could cover developments between 10 and 50 dwellings. The stated aim is to remove and streamline requirements on small and medium sites and strengthen requirements on major sites. This is aiming to ensure that planning is targeted and proportionate and helps small and medium enterprise builders (SMEs) to deliver homes. This recognises the contribution SMEs can make to meeting housing need by delivering large numbers of smaller sites (which are often less than 50 houses). However, the number of SMEs active in construction have been in decline for some time and the planning system has been cited as one area that stifles the growth of the sector, through uncertainty and timescales associated with securing contributions (including the BNG small sites requirement – the subject of another of this set of consultation documents), increased complexity and delivery costs of developing small sites.

In order to broaden choice, the current minor and major categories would be amended to form three new planning thresholds. Each would have a different approach to the provision of infrastructure, financial contributions etc.

The new thresholds are proposed as:

- **very small sites** – less than 0.1 ha
- **minor** – will be taken to be anything which does not fall within either medium or major definitions (i.e. sites under 10 dwellings or less than 0.5ha if no number is known)
- **medium** – where the number of dwellings to be provided is between 10 and 49; and the site is less than 1 hectare (and if there is no known number of dwellings, the site is between 0.5 and 1 hectares)
- **major** – where the number of dwellings to be provided is 50 or more or the site is more than 1 hectare

This is summarised in the following table:

	Determination Period (weeks)	Affordable housing required?	Building safety levy?	Delegated Decision?	BNG required?	Reduced validation?
Small	8	No ¹	No	Yes	No ²	yes
Medium	13	Yes	No ³	Yes ⁴	simplified	minimised
Major	13	Yes	Yes	Yes ⁴	Yes	streamlined

¹ Except for Designated Rural Area applications that would continue to make a contribution in lieu of affordable housing provision on site

² to be subject to consultation later this year

³ Subject to a separate consultation

⁴ Delegation of some medium and major development types subject to separate consultation

The proposals also include:

- Minimising validation and statutory information requirements to simplify and reduce the paperwork involved in making a planning application.
- Increased scope for 'permission in principle' applications, including in the 10 – 50 dwellings category.
- A range of options are also set out for setting a threshold of development size where mixed tenure development is required as it should apply to help improve build out and sale times.
- More land and financing options for SMEs: Homes England will release more of its land exclusively to SMEs, and a new National Housing Delivery Fund to be confirmed at the spending review will support long-term finance options, such as revolving credit facilities and lending alliances.
- A new pilot to unlock small sites for SMEs: the Small Sites Aggregator will bring together small brownfield sites that would otherwise not have been developed, and attract private investment to build new social rent homes and address temporary accommodation challenges. Building on a model developed by Lloyds Banking Group's Social Housing Initiative, the Small Sites Aggregator will be trialled this year with input from Bristol, Sheffield and the London Borough of Lewisham and with the support of their regional authorities. This will help tackle the housing shortage, address unviable small plots of land, and create local jobs supporting the government's Plan for Change.

Biodiversity Net Gain changes

Minor development classes became subject to BNG requirements from 2nd April 2024. This has presented reported challenges to minor developments of:

- increased costs and/or time from additional steps in the planning process.
- increased costs from delivering habitat enhancements where sites may be more constrained so opportunities for onsite BNG may be limited, impacting viability.
- developing knowledge and expertise amongst developers, ecologists and local planning authorities.

The deadline for the consultation response is 24th July 2025 and we will prepare a draft response for consideration in advance of that date.

A number of options are set out for potentially resolving issues that arise from current exemptions, including:

Options to amend exemptions from BNG on small sites:

- Option 1 - Removing the existing exemptions for self and custom build development and replacing it with an exemption for all single dwellings;

- Option 2 – Amending the scale of development that falls below the ‘de minimis’ threshold. This tests options for a higher de minimis threshold so more minor development would be exempt in practice (recognising that very small scales of development struggle to make adequate BNG provision on such small sites); or
- Option 3 - A full exemption for all minor developments , which would remove the existing exemption for self and custom build development. The ‘de minimis’ exemption (potentially with a higher threshold) would remain to capture other developments which have no or little impact on habitats.
- A partial exemption would apply to development within all parks, public gardens, playing fields and sporting grounds provided there is no substantive change to the existing use of land (for example that it remains a playfield or sports pitch).
- Development whose sole or primary objective is to conserve or enhance biodiversity would be exempted.

Further changes to the small sites metric to simplify its use and improve clarity of how BNG should be calculated and reported. These changes include:

- Extending its use to cover the new medium scale development class.
- Removal of the trading rules to help provide flexibility of how habitat is created
- Allowing small sites to utilise off-site BNG provision – recognising that it may be difficult to provide effective spaces on small sites.
- Simplifying and amalgamating small site habitats to make it simpler to use and more widely understood.

The government is also working on standardised digital metrics and tools to ensure consistency in how BNG is measured. Additional support proposed includes training, digital tools, and funding support.

Biodiversity Net Gain and Nationally Significant Infrastructure Projects

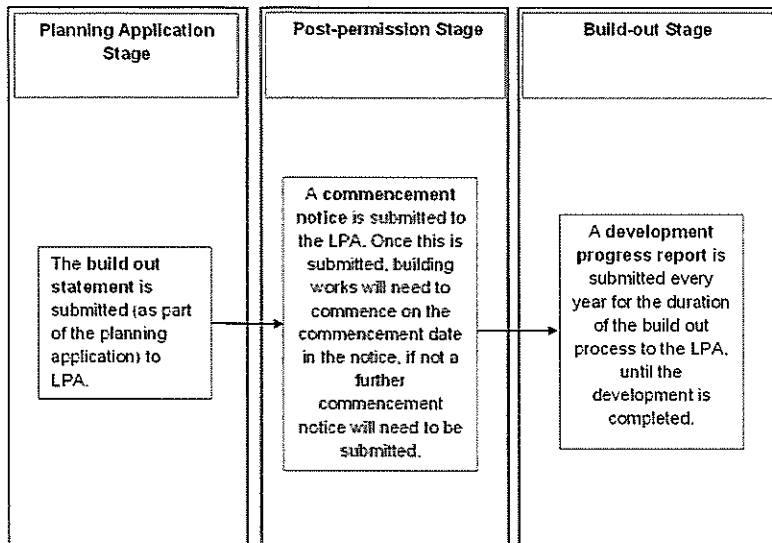
There is a further paper on BNG requirements in relation to Nationally Significant Infrastructure Projects (NSIPs). The proposal is that from May 2026, BNG will be applied to NSIPs such as large transport and energy projects. Whilst these sorts of applications are very rare in Cornwall and we do not intend to respond formally to the paper, the Cornish Lithium proposals have been registered as an NSIP.

Speeding up build out

There are currently over 26,000 units with consent which are not built in Cornwall – and approx. 10% of these are in construction at present. This is frustrating but also important to see in the context of annual targets of 4,421 homes per year, and the practical lead in times to development after grant of consent which are often 1 to 2 years on anything other than the smallest sites.

New powers would be introduced to force developers to commit to delivery timeframes before being given permission. These proposed powers include a requirement for developers of sites of more than 50 homes to inform the Local Planning Authority that they have commenced and to report on annual building progress against meeting their target build rate. Failure to do so could result in completion notices, a ‘delayed homes penalty’, refusal to accept further planning applications or exceptionally compulsory purchase of sites.

The proposed process is illustrated in this diagram:



More detailed proposals set out lessons on making homes easier to build out, encourage a range of types and tenures of housing, increase affordable housing in schemes of more than 2,000 homes (rare in Cornwall) and build out by small and medium enterprise.

Slow build out is of great frustration to communities that rightly expect homes, infrastructure and services that have been promised as part of a planning approval to be delivered as quickly as possible. Developers are responsive to commercial incentives and build out homes at a rate that is beneficial to their business and reflective of the wider economic environment. But there are a number of reasons that sites are not brought forward and these include contractual reasons, problems in discharging conditions or legal agreements, viability or due to ability of the local market to absorb additional new housing.

Whilst punitive measures against developers have caught the headlines, there are a number of different measures proposed by Government to ensure that consented schemes are delivered. There are a relatively small number of truly ‘stalled’ sites in Cornwall and we already work to unblock their delivery wherever possible, including the use of accelerator funding from Government. Further measures and funding to assist in unlocking delivery would be welcomed.

Improving transparency and securing delivery

- More land and financing options for SMEs: Homes England will release more of its land exclusively to SMEs, and a new National Housing Delivery Fund to be confirmed at the spending review will support long-term finance options, such as revolving credit facilities and lending alliances.
- A new pilot to unlock small sites for SMEs: the Small Sites Aggregator will bring together small brownfield sites that would otherwise not have been developed, and attract private investment to build new social rent homes and address temporary accommodation challenges. Building on a model developed by Lloyds Banking Group's Social Housing Initiative, the Small Sites Aggregator will be trialled this year with input from Bristol, Sheffield and the London Borough of Lewisham and with the support of their regional authorities. This will help tackle the housing shortage, address unviable small plots of land, and create local jobs supporting the government's Plan for Change. This appears to be linked to a scheme in Bristol but there is little detail at this stage.
- Separately to the technical consultation, the associated working paper includes proposals to rescind applications or permit the compulsory acquisition of sites if not built out. Whilst we welcome the intent of this, the compulsory acquisition of sites is likely to require significant financial resource to see through in terms of the site costs themselves, but also the legal and professional fees involved, and the ability to cash flow onward delivery or find alternative developers so is likely to be used only in extremis.

Planning and Housing Service

June 2025

Appendix 1

The consultations and related papers (and links)

Planning Committees:

- Reform of planning committees (technical consultation):
<https://www.gov.uk/government/consultations/reform-of-planning-committees-technical-consultation>

Planning Reform Working papers:

- Speeding up build out: <https://www.gov.uk/government/publications/planning-reform-working-paper-speeding-up-build-out> (which sets out the Government's overall strategy) and the associated technical consultation on increasing transparency:
<https://www.gov.uk/government/consultations/implementing-measures-to-improve-build-out-transparency-technical-consultation>
- Reforming site thresholds: <https://www.gov.uk/government/publications/planning-reform-working-paper-reforming-site-thresholds>

Biodiversity net gain

- Improving the implementation of BNG for minor, medium and brownfield development: <https://www.gov.uk/government/consultations/improving-the-implementation-of-biodiversity-net-gain-for-minor-medium-and-brownfield-development>
- BNG for NSIPs: <https://www.gov.uk/government/consultations/biodiversity-net-gain-for-nationally-significant-infrastructure-projects>

Other:

- Major reservoirs programme (not Cornwall): [Government steps in to build first major reservoirs in 30 years - GOV.UK](#)
- [Improving flood resilience in Mousehole - GOV.UK](#) – we are already involved in this to facilitate planning consent for related matters.

Document	Type of response	Deadline
Reform of planning committees	Technical consultation	27 th July 2025
Speeding up build out	Working paper	7 th July 2025
Improving transparency	Technical consultation	7 th July 2025
Site thresholds	Working paper	9 th July 2025
BNG changes related to site size	Consultation	24 th July 2025
BNG changes related to NSIPs	Consultation	24 th July 2025



Flexible Working Checklist

Checklist item	Guidance (for internal use)	Notes
Date request received	Record exact date – this is important for time limits	
Is it a valid request?	The request must be in writing and include: <input type="checkbox"/> The date of the request <input type="checkbox"/> That it is a statutory request for flexible working <input type="checkbox"/> Details of how the employee wants to work flexibly and proposed start-date <input type="checkbox"/> Details of any previous applications, including date of last request	
How many requests have been made in the past 12 months?	Employees can make up to 2 formal requests in any 12-month period.	
What is the required response date?	You have 2 months from the date of the request to respond to it (including any appeal).	
Any extensions agreed to required response date?	Extensions to the response date must be agreed with the employee and recorded in writing. Include details of revised response date here.	
Who is handling the flexible working request?	Include details of name and position	
Is the employee disabled?	Employers with actual or constructive knowledge of disability must make reasonable adjustments to the employee's working pattern to remove any substantial disadvantage that the employee's disability causes to them. This needs to be factored-in if relevant	
Are there any other potential discrimination risks?	For example, a request based on childcare may	

	indicate a risk of indirect sex discrimination if refused (unless justified).	
Can the request be agreed without a meeting?	Sometimes, requests can be agreed without needing to follow a full, formal process. The outcome should still be communicated in writing and any permanent contractual changes clearly recorded.	
Date of flexible work meeting	Record the date the meeting is held to discuss the request.	
Outcome of flexible working request	Confirm the outcome in writing. Offer right of appeal if rejected.	
If request is rejected, on what ground(s) has it been rejected?	<input type="checkbox"/> it will cost your business too much <input type="checkbox"/> you cannot reorganise the work among other staff <input type="checkbox"/> you cannot recruit more staff <input type="checkbox"/> there will be a negative effect on quality of work <input type="checkbox"/> there will be a negative effect on the business's ability to meet customer demand <input type="checkbox"/> there will be a negative effect on performance <input type="checkbox"/> there's not enough work for your employee to do when they've requested to work <input type="checkbox"/> there are planned changes to the business, for example, you intend to reorganise or change the business and think the request will not fit with these plans	
Do you have an explanation as to why refusal on this ground is reasonable?	Please note that this is not a current legal requirement but the Employment Rights Bill proposes to introduce a requirement that the reason for refusal of a request must be reasonable.	
Trial period offered?	If a trial period is offered on new terms, ensure that the response time for handling the request is extended to	



	cover the trial period and diarise the new deadline	
Appeal received?	Record the date the appeal is received. Arrange meeting without delay and in line with internal policy.	
Appoint appeal officer	Appoint an officer to handle the appeal. It should be someone who was not involved in original decision.	
Consider need to extend time to deal with appeal?	The original two-month time limit includes any appeal. If necessary, seek an agreement to extend time to deal with the appeal. Record the new response date here.	
Appeal outcome	Send appeal outcome to employee in writing. Confirm outcome and date of outcome here.	



Types of family leave

Eligible employees may be entitled to maternity leave, adoption leave, paternity leave, ordinary parental leave, shared parental leave and parental bereavement leave depending on their circumstances.

Unless otherwise stated the following types of leave attract a statutory weekly rate of £184.03 (expected to be £187.18 from April 2025), or 90% of average weekly earnings (Whichever is lower). Councils may adopt their own policies to pay over and above the statutory minimum if they so wish.

Maternity leave

Who is entitled? An employee who is pregnant/has given birth.

Minimum period of continuous employment: None

Entitlement: 52 weeks.

- SMP is 90% of your gross average weekly earnings (before tax) for the first 6 weeks.
- April 2025 the rate of statutory maternity pay and maternity allowance is expected to increase from £184.03 to £187.18.

Paternity leave (birth)

Who is entitled? An employee who is: the biological father of the child, or the mother's partner, who will have responsibility for the child's upbringing.

Minimum period of continuous employment: 26 weeks

Entitlement: One or two weeks, or two non-consecutive periods of paternity leave of one week each.

- The statutory weekly rate of Paternity Pay is £184.03 (expected to be £187.18 from April 2025, or 90% of average weekly earnings (whichever is lower).

Adoption leave

Who is entitled? An employee who has adopted a child, individually or as a couple, within the UK or overseas. When adopting as a couple, they must decide which of them will take adoption leave and which will take paternity leave.

Minimum period of continuous employment: None

Entitlement: 52 weeks.

- Pay is 90% of their gross average weekly earnings (before tax) for the first 6 weeks.
- Then £184.03 (expected to be £187.18 from April 2025) a week or 90% their gross average weekly earnings (whichever is lower) for the next 33 weeks.



Ordinary parental leave

Who is entitled? Birth and adoptive parents of a child under the age of 18 who have responsibility for the child.

Minimum period of continuous employment: One year

Entitlement: 18 weeks' leave before the child's 18th birthday.

For HR advice or support, please go to www.chrgs.co.uk or by email support@chrgs.co.uk.



Types of family leave

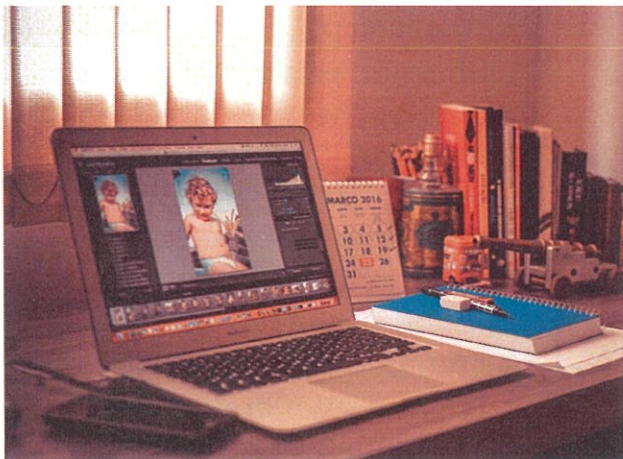
Eligible employees may be entitled to maternity leave, adoption leave, paternity leave, ordinary parental leave, shared parental leave and parental bereavement leave depending on their circumstances.

Shared parental leave

Who is entitled? Mothers, partners, fathers and adoptive parents.

Minimum period of continuous employment: 26 weeks

Entitlement: 52 weeks minus the maternity leave or adoption leave already taken, to be shared between the parents.



Paternity leave (Adoption)

Who is entitled? An employee who: has adopted a child as part of a couple (but who has chosen to take paternity leave and not adoption leave); or is the partner of someone who has adopted a child, who will have responsibility for the child's upbringing.

Minimum period of continuous employment: 26 weeks

Entitlement: One or two weeks, or two non-consecutive periods of paternity leave of one week each.

Parental bereavement leave

Who is entitled? Employees who are bereaved parents of a child under the age of 18, or a stillborn child after 24 weeks of pregnancy.

Minimum period of continuous employment: None

Entitlement: One or two weeks' leave.

Neonatal care leave

(child born on or after 6 April 2025)

Who is entitled? Employees who are parents of a child whose neonatal care starts within a period of 28 days (starting from the day after the child's birth), where the child's neonatal care lasts for a period of at least seven days (starting from the day after the care begins.)

Minimum period of continuous employment: None

Entitlement: One week for every uninterrupted week the child receives neonatal care, up to a maximum of 12 weeks.

For HR advice or support, please go to www.chrgs.co.uk
or by email support@chrgs.co.uk.

