

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
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To: CornwallALC Enquiries
Cc: Training Cornwall ALC
Subject: CALC NEWS BULLETIN 24/09/2025
Attachments: CALC AUTUMN 2025 TRAINING BULLETIN.docx; Eventbrite Talks Oct Nov Dec 2025.docx; National Assembly 15 September - Read-Only.pptx; Councillors-Statement-of-Assurance Sep 2025.pdf

Information Classification: CONTROLLED

To All Members –

We would like to draw your attention to a number of [news items](#) that may be of interest for members and some important dates for your diaries:

Dates for Your Diary

Monday 29 September at 10.30am to 12pm – **Clerks to Smaller Councils online meeting** – please contact Julie Larter, clerk to Carlyon Parish Council who will send out the meeting link on clerk@carlyon-pc.gov.uk
Thursday 16 October at 9.30am for 10am start – **Larger Councils Committee meeting**, hosted by Falmouth Town Council at the Atherton Suite
Tuesday 11 November – 6.30pm for 7pm start – **CALC AGM at St Erme Community Centre**
Tuesday 18 November – 11am to 11.30am – **FREE Briefing for clerks on Assertion 10**

News Items

1. A gentle reminder about **Election invoices**: All those with uncontested elections in May should this week have received invoices. For those with contested elections in May, Cornwall Council's elections team are aware that they have yet to be produced and have advised that these will likely be with you by the end of the month.

2. **NALC 2025 Governance Elections** – Nominations are now open from 15/9 to 31/10 2025. Every two years NALC refreshes its leadership through National Assembly elections and Direct elections, and you are encouraged to nominate yourself or encourage a colleague to step forward and make your voice heard. For further information visit <https://www.nalc.gov.uk/about/committees-and-meetings/committee-elections/direct-elections.html>

3. **SAVE THE DATE: Online Briefing on Assertion 10: Digital and Data Compliance**. Clerks are encouraged to attend this **FREE FOR MEMBER** briefing on **Tuesday 18 November at 11am** – more details to follow in due course.

4. **New Councillors Statement of Assurance** - The [Improvement and Development Board](#) has introduced the Councillor's Statement of Assurance. This initiative strengthens the sectors commitment to creating positive, supportive and respectful parish and town council environments.

While parish and town councils can demonstrate their organisational commitment by signing the [Civility and Respect Pledge](#), councillors themselves must also personally commit to upholding these values in their daily work and interactions.

Councillors who lead with civility and respect set the tone for their council and help ensure that council meetings and decision-making are effective, inclusive and fair.

The statement is not a legal document or contractual obligation. It is a public affirmation of personal values and conduct. Together, the Councillor's Statement of Assurance and the Civility and Respect Pledge give parish and town councils and councillors the tools to create a positive and professional culture.

Simply download the editable PDF form attached, fill in your details and declaration, then save and return the completed statement to your parish or town council

<https://www.nalc.gov.uk/resource/councillors-statement-of-assurance.html>

5. LGA virtual event: Better mental health for councillors – Looking after your wellbeing

This FREE event is aimed at new and recently elected councillors.

The Local Government Association (LGA) is hosting [a virtual government-funded event from 1:30 to 3:00pm on 24 September on some of the internal and external factors that can impact councillors' wellbeing and resilience as an elected member](#). The event will look at:

- Some of the definitions of mental health and illness
- The concept of risk and protective factors
- Basic psychology and tackling unhelpful thinking patterns
- Why the role of councillor is vulnerable to additional stress
- Managing social media
- Managing relationships with colleagues and constituents
- The role of exercise, diet, and green space

6. Rights of Way Improvement Plan Baseline Survey – Cornwall Council wants to understand the experiences and priorities of people using public rights of way as part of a baseline survey. The survey results will help shape a new Rights of Way Improvement Plan, which must balance the needs of everyone, including walkers, horse riders, cyclists, and people with mobility challenges or sensory impairments.

The survey opened in July and is available until **28 September** at [Let's Talk Cornwall](#).

Town and parish councils are also invited to provide written representation to help inform the plan, by emailing rowip@cornwall.gov.uk by **31 October 2025**.

There will be a formal consultation on the draft document in spring 2026. See [Let's Talk Cornwall](#) for details

7. Autumn Loan Shark Awareness Talks - From this talk you will gain a basic & working knowledge surrounding illegal money lenders (loan sharks) i.e. what makes them illegal, how they operate and find new borrowers, the effects that they have on borrowers, who we the Stop Loan Shark team are, how we operate plus how to link this knowledge into a conversation with a service user, family member or friend to find out if they could potentially be in debt to an illegal money lender and just as importantly, how to make a report and what happens next.

It is estimated that 1.2 million people in England alone are currently in debt to loan sharks and this figure is estimated to rise to 3 million within the next 3 years!!

All the awareness talks will be held via Microsoft Teams and will start at 09:30. The links to the talks will be sent out to attendees as an Outlook calendar invite a few days before each talk.

To book your place onto a talk then "copy & paste" the relevant link into your browser. The "booking office" will close at 11:00 on the day before the talk.

Talks are being delivered on the following dates (please see the attached flyer)

Tuesday 7 October at 9.30am

Thursday 23 October at 9.30am

Thursday 6

November at 9.30am

Wednesday 26 November at 9.30am

Thursday 11 December at 9.30am

Tuesday 16

December at 9.30am

If anyone has difficulty booking onto any of the talks, then please email Dave Monk direct and he will be able to assist you – dave.monk@birmingham.gov.uk

8. Cornwall Local Plan: Planning to 2050 – everyone is welcome to join the events all around Cornwall, organised by Cornwall Council to find ways to treasure what's important and shape the rules for local planning in Cornwall. Find out more at [The Cornwall Local Plan: Planning to 2050](#)

9. Permission in Principle - Cornwall Council's Development Management Team have prepared some guidance notes to help local councils understand how to consider "Permission in Principle" applications [guidance to help local councils](#)

10. Empty Home Loan Scheme – Cornwall Council in partnership with Lendology CIC has launched a new scheme to help home owners renovate and restore vacant homes – turning unused space into valuable housing.

Join the free **Empty Homes Back to Life** webinar on Wednesday 19 November at 1pm [here](#)

11. Work Nest Employment Law and HR experts have created a simple free ['Preventing sexual harassment in the workplace' checklist](#), based on the EHRC's latest guidance.

It covers how to:

- Develop and communicate a clear policy
- Deliver the right training
- Respond effectively to harassment complaints

CALC Training Opportunities

12. Code of Conduct - for all councillors (returning and newly elected) are required to attend training within 6 months of taking office. For those elected in May, the deadline is 5th November 2025.

CALC will be offering a number of training sessions for new and re-elected councillors to attend Code of Conduct and Chairing Skills training.

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

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>

We will inform you of any changes to this schedule as it is constantly being updated

CALC Training Schedule Autumn 2025

Wednesday 24 September 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>FULLY BOOKED</u>	Online via Teams
Monday 6 October 2025 7pm-9pm	Code Conduct for Councillors	<u>FULLY BOOKED</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>LAST FEW PLACES AVAILABLE</u> Venue: Hosted by St Breward PC In St Breward Area - TBC	In-person
Tuesday 28 October 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>PLACES AVAILABLE</u>	Online via Teams
Monday 3 November 2025 6.30pm-8.30pm	Chairing Skills for Councillors	<u>PLACES AVAILABLE</u> Venue: Hosted by Liskeard TC The Public Hall, 3-5 West Street, Liskeard PL14 6BW	In-person
Monday 17 November 2025 10am-12pm	Chairing Skills for Councillors	<u>PLACES AVAILABLE</u> Venue: TBC Expression of interest invited for this session and training is likely to be held in the Truro area, depending on numbers.	In-person
Monday 17 November 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>NEW DATE SCHEDULED</u>	Online via Teams

Note: Please see the latest Bulletin (attached) for external providers schedules including Andrew Towleron, Steve Parkinson and Breakthrough Communications.

Other Training Opportunities & Events

13. Local Council Planning training session - Join Cornwall Council's Planning Policy team on **Tuesday 30 September, 4.00-5.15pm**, for updates on:

- **Latest Planning Changes** – With Rob Lacey, Planning Policy Manager
- **Neighbourhood Planning** – Latest on the Neighbourhood Priorities Statement (NPS) pilot and getting started with NPS

This will be an online event via Teams and clerks, councillors and officers are encouraged to attend. There is no need to book and places are not limited for each council. If you have any questions about the event, please email

positiveplanning@cornwall.gov.uk.

The presentations from this event will be available afterwards on [Cornwall Council's Local Council Planning Training web page](#)

14. Local Council Planning Training session - Join Cornwall Council's Planning Policy team on **Monday 6 October at 2.00 pm for Renewable Energy: Solar and Wind**

Emily Rubin, Senior Project Lead Policy Team will start the session on:

- Overview of planning policy
- Key findings of the Cornwall Land Use Study

- Latest on renewables including consultations and upcoming NSIP thresholds

Representatives of the Renewable Energy industry from Scottish Power will be available to inform viewers about direct community benefits and continued agricultural activities delivered as part of schemes as well as key facts on this energy infrastructure. The session will finish with a Q&A opportunity. Please use the link below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 348 402 210 043

Passcode: fL6XG6YM

Dial in by phone

[+44 20 7660 8305](#), [194458557#](#) United Kingdom, City of London

[Find a local number](#)

Phone conference ID: 194 458 557#

15. National Allotment Society - Tenancy Agreements and Policies & Site Facilities / Health and Safety - online
Somerset ALC has kindly agreed to extend this 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 \(SALC\)](#)

16. NALC Events – are designed to provide valuable insights, share best practices and foster collaboration across the sector, whether you are looking to enhance your skills, gain new knowledge or connect with others.

Please log in to your NALC account or create a new account to make a booking.

- Beyond the precept – exploring alternative income sources – 24/9/25
- Local democracy in action – 17/10/25
- Planning for the future – navigating the new planning framework – 29/10/25
- People in action – 14/11/25
- The art of communication – navigating tough decisions – 26/11/25
- Green growth – building a sustainable future together – 17/12/25
- Mastering asset management – navigating new responsibilities – 28/1/26
- Future leaders – attracting young talent to parish and town councils – 25/2/26
- The housing puzzle – putting parish and town councils at the heart of the solution – 25/3/26

Job Adverts – for further information please click [here](#)

17. Clerk & RFO – Ludgvan Parish Council – Closing Date Friday 3 October 2025 at 12pm
18. Deputy Town Clerk – St Ives Town Council – Closing Date Monday 6 October 2025 at 5pm

Should you have any questions in relation to any item within this Bulletin, please get in touch by email at enquiries@cornwallalc.org.uk

Kind regards,

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URL: www.cornwallalc.org.uk

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CALC AUTUMN 2025 TRAINING BULLETIN**CALC Training Sessions**

Wednesday 24 September 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>FULLY BOOKED</u>	Online via Teams	Cost £25
Monday 6 October 2025 7pm-9pm	Code Conduct for Councillors	<u>FULLY BOOKED</u> Venue: Hosted by Wadebridge TC Town Hall, The Platt, Wadebridge, PL27 7AQ	In-person	Cost £27.50
Tuesday 7 October 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>PLACES AVAILABLE</u> Venue: Hosted by St Breward PC	In-person	£27.50
Monday 3 November 2025 6.30pm-8.30pm	Chairing Skills for Councillors	<u>PLACES AVAILABLE</u> Venue: Hosted by Liskeard TC The Public Hall, 3-5 West Street, Liskeard PL14 6BW	In-person	Cost £37.50/£75 non-member
Monday 17 November 2025 10am-12pm	Chairing Skills for Councillors	<u>PLACES AVAILABLE</u> Venue: TBC Expression of interest invited for this session and training is likely to be held in the Truro area, depending on numbers.	In-person	Cost £37.50/£75 non-member
Monday 17 November 2025 6.30pm-8.30pm	Code Conduct for Councillors	<u>NEW DATE SCHEDULED</u>	Online via Teams	Cost £25

Code of Conduct - for all councillors (returning and newly elected) are required to attend training within 6 months of taking office. For those elected in May, the deadline is 5th November 2025. 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, 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, house rules, meetings and chairmanship, dealing with confidential matters and claims under FOI. There are no scheduled sessions as yet and if your council is interested in Councillor Skills training, please send an expression of interest email to training@cornwallalc.org.uk

External Trainer - Hosted by CALC

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

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

An Introduction to Planning - for Parish/Town Councillors and Clerks covering the basic principles of planning including policy, applications, appeals and enforcement. This session will also include tips on increasing the effectiveness of the responses that Parish and Town Councils send through to local planning authorities and the opportunity to ask questions of an experienced planning consultant who has worked for local Councils, a volume house builder and a planning consultancy.

Enforcement & Appeals - this session looks at what local councils can do when they consider a bad or unlawful planning decision has been made. It will explore, amongst other things, what is a breach of planning control, planning enforcement, planning appeals, judicial review and the other resources that are available to local councils.

External Trainer – Steve Parkinson

Wednesday 24 September 2025	Internal Controls	Steve Parkinson ONLY 4 SPACES LEFT	10am	Cost £35
Tuesday 30 September 2025	Budgeting	Steve Parkinson ONLY 3 SPACES LEFT	10am	Cost £35
Thursday 2 October 2025	VAT Partial Exemption	Steve Parkinson	10am	Cost £35
Tuesday 14 October 2025	Budgeting	Steve Parkinson	10am	Cost £35
Thursday 23 October 2025	Finance for Councillors	Steve Parkinson ONLY 3 SPACES LEFT	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 ONLY 13 SPACES LEFT	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
Thursday 22 January 2026	VAT Partial Exemption	Steve Parkinson	10am	Cost £35
Wednesday 28 January 2026	Internal Controls	Steve Parkinson	10am	Cost £35
Thursday 29 January 2026	Finance for Councillors	Steve Parkinson	6.30pm	Cost £35
Tuesday 10 February 2026	Finance for Councillors	Steve Parkinson	10am	Cost £35
Wednesday 18 February 2026	The Role of Internal Audit	Steve Parkinson	10am	Cost £35
Wednesday 4 March 2026	Internal Controls	Steve Parkinson	10am	Cost £35
Tuesday 14 April 2026	VAT Partial Exemption	Steve Parkinson	10am	Cost £35
Thursday 2 July 2026	VAT Partial Exemption	Steve Parkinson	10am	Cost £35

Finance for Councillors - this session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include roles and responsibilities * setting a budget and precept * financial control * the annual governance & accountability return * internal and external audit * how VAT applies to local councils

Budgeting - this session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets.

Topics include - setting a budget and precept * contingencies and reserves * how the council tax base affects the budget * inflation * budget monitoring

The Role of Internal Audit - for councillors and officers who want to understand the role of the internal auditor, what to expect from them and how to appoint one. (Please note, this is NOT a training session for people who want to undertake internal audits)

This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.

Topics include - legislation and guidance * roles and responsibilities * Internal controls * how the council appoints an internal auditor * Scope of internal audit * reviewing internal control * internal audit reports

Internal Controls - this session gives councillors and officers an understanding of the need for internal controls and how they work, with practical examples and case studies.

Topics include - roles and responsibilities * financial risks * purpose of internal controls * case studies * examples of controls * review of internal controls

VAT Partial Exemption - for clerks, finance staff and councillors of councils that lease or hire out land and buildings (such as village halls, community centres, meeting rooms or markets), who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities.

This session is for those who already understand the rules of VAT (possibly from having attended one of our VAT sessions) and need to work out whether their council can reclaim VAT in relation to its use of land. This session is unlikely to be of benefit for councils spending less than £50,000 a year, or for anyone that doesn't already understand the difference between business and non-business activities or between taxable and exempt supplies. **This session explains when VAT cannot be reclaimed in relation to exempt activities and what options may be available if you are in that situation.**

Topics include - law and guidance * non-business, taxable and exempt uses of land * apportionment of costs * partial exemption calculations * occasional breaches * option to tax * capital goods scheme adjustments

External Trainer - Breakthrough

Friday 26 September 2025	Data protection & GDPR: Part 2	Breakthrough	9.30am	Cost £35
Monday 29 September 2025	Social media for councils: advanced strategies	Breakthrough	10am	Cost £35
Friday 3 October 2025	Data protection & GDPR: Part 1	Breakthrough	9.30am	Cost £35
Monday 6 October 2025	Councillors Data protection	Breakthrough	6.30pm	Cost £35
Tuesday 7 October 2025	Data protection & GDPR: Part 2	Breakthrough	9.30am	Cost £35
Wednesday 8 October 2025	Emotional intelligence & resilience	Breakthrough	1pm	Cost £35
Friday 10 October 2025	Recruiting & retaining councillors	Breakthrough	9.30am	Cost £35
Monday 13 October 2025	Communicating with Your Community Part 2	Breakthrough	9.30am	Cost £35
Friday 17 October 2025	Data protection & GDPR: Part 3	Breakthrough	9.30am	Cost £35
Monday 20 October 2025	Councillors: chairing meetings effectively	Breakthrough	6.30pm	Cost £35

Tuesday 21 October 2025	Crisis communications for local councils	Breakthrough	9.30am	Cost £35
Wednesday 22 October 2025	Dealing with difficult people	Breakthrough	9.30am	Cost £35
Friday 24 October 2025	Freedom of Information	Breakthrough	9.30am	Cost £35
Monday 3 November 2025	Data protection & GDPR: Part 1	Breakthrough	9.30am	Cost £35
Tuesday 4 November 2024	Communicating with young people	Breakthrough	11am	Cost £35
Friday 7 November 2024	Councillors' data protection	Breakthrough	6.30pm	Cost £35
Monday 10 November 2024	Communicating with your Community Part 1	Breakthrough	9.30am	Cost £35
Monday 10 November 2024	Councillors Data protection	Breakthrough	6.30pm	Cost £35
Wednesday 12 November 2024	Boosting your council's identity	Breakthrough	9.30am	Cost £35
Friday 14 November 2024	Social media: Part 1 Getting started	Breakthrough	9.30am	Cost £35
Monday 17 November 2024	Data protection: Part 2	Breakthrough	9.30am	Cost £35
Tuesday 18 November 2025	Social media: Part 2 Advanced	Breakthrough	9.30am	Cost £35
Thursday 20 November 2025	Councillors' social media skills	Breakthrough	6.30pm	Cost £35
Tuesday 25 November 2025	Dealing with Local and regional media	Breakthrough	10am	Cost £35

The full Breakthrough schedule to is listed on the CALC Training & Events Calendar here: <https://www.cornwallalc.org.uk/training1>

Data Protection for Councils Part 1: Foundations & theory - the legislative landscape is constantly changing. It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session walks councils through the theory and core principles of UK GDPR and other relevant legislation. We will explain what policies, practices and processes local councils need to have in place.

Data Protection for Councils Part 2: Accountability and lawfulness - this session deep dives into how councils demonstrate accountability with UK GDPR. We consider the different lawful bases for the processing of personal data. We will also delve deeper into how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.

Data Protection for Councils: Part 3: Data subject rights and information security - in this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant. Consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.

Councillors Training: Data protection training for parish and town councillors - it's important for any councillor to grasp how data protection laws relate to your role. This is true for new as well as longer serving councillors. This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.

External Trainer – SWCLA/Nimble E-Learning Modules

Offer a diverse range of short, dynamic online training courses in conjunction with the **Southwest Local Councils Association** and Nimble. For more details see the CALC website - <https://www.cornwallalc.org.uk/calcnaic-elearning-modules> 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

HOW TO BOOK -

As a reminder, to make a booking for courses led by CALC/Steve Parkinson/Andrew Towleron 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 \(breakthroughcommms.co.uk\)](https://breakthroughcommms.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.

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

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.

Non-attendance to training places will automatically be charged.

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.