

**Milly Southworth**

**From:** Julie Calleya <Julie.Calleya@cornwall.gov.uk>  
**Sent:** 15 January 2026 11:58  
**To:** CornwallALC Enquiries  
**Cc:** Training Cornwall ALC  
**Subject:** CALC TRAINING BULLETIN - JANUARY - MARCH 2026

Information Classification: CONTROLLED

Dear Clerk,

We would like to wish all our members a very happy and healthy New Year!

We are delighted to share the following training schedule for January to March 2026 - dates are also on the [CALC website](#) with a list of training information and booking instructions.

Sessions include:

- A range of specialised courses delivered by CALC including Code of Conduct, **Civility & Respect**, Chairing Skills, Councillor Skills and **CiLCA Introduction 2026**
- The popular and highly respected finance courses from **Steve Parkinson**, including a variety of **Year-end and Audit, Finance 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](#)

Future sessions to include: **Digitisation of the AGAR Project** and focused events concentrating on AI within your council, including:

- Session 1: Getting started with AI in your council
- Session 2: AI for community engagement in 2026
- Session 3: AI for council operations in 2026

Further details will be released in due course and if you wish to express your interest in any of the above training sessions, please email [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

Monday 2 February 2026 1pm-2.30pm	<b>Assertion 10</b> With Mark Tomkins, Aubergine	<u>PLACES AVAILABLE</u>	Online via Teams	Cost £12.5 member £25 non-memb
Tuesday 10 February 2026 10am-12pm	<b>CiLCA 2026 Introductory Session</b> With Sarah Mason	<u>EXPRESSION OF INTEREST INVITED</u> Delegates will be sent an email with details on the NEW CiLCA Syllabus once we have secured a venue	In-person Venue TBC depending on geographical spread of interested parties	£37.50 mem £75 non-member

Tuesday 10 February 2026 6.30pm-8.30pm	Code Conduct for Councillors With Lee Dunkley	<u>PLACES AVAILABLE</u>	Online via Teams	Cost £25 member/no member
Tuesday 24 February 2026 6.30pm-8pm	Introduction to Planning With Andrew Towlerton	<u>PLACES AVAILABLE</u>	Online via Teams	Cost £35 member £70 non-member
Wednesday 4 March 2026 6.30pm-7.30pm	Enforcement & Appeals With Andrew Towlerton	<u>PLACES AVAILABLE</u>	Online via Teams	Cost £35 member £70 non-member
Monday 9 March 2026 6.30pm-8pm	National Planning Policy Framework: Proposed reforms and other changes With Andrew Towlerton	<u>BRAND NEW TRAINING SESSION</u> <u>PLACES AVAILABLE</u>	Online via Teams	Cost £35 member £70 non-member
Tuesday 17 March 2026 6.30pm-9pm	Civility & Respect, including the Pledge With Sarah Mason	<u>EXPRESSION OF INTEREST INVITED</u>	In-person Venue TBC depending on geographical spread of interested parties	Cost £37.5 member £75 non-member
TBC	Councillor Skills	<u>EXPRESSION OF INTEREST INVITED</u>	In-person Venue TBC depending on geographical spread of interested parties	Cost £37.5 member £75 non-member
TBC	Chairing Skills	<u>EXPRESSION OF INTEREST INVITED</u>	In-person Venue TBC depending on geographical spread of interested parties	Cost £37.5 member £75 non-member

#### Steve Parkinson Training Sessions

Tuesday 20 January 2026	Introduction to VAT	Fully Booked – join the waiting list	10am <b>FREE TO MEMBERS</b>	
Thursday 22 January 2026	VAT Partial Exemption	Only 6 spaces left!	10am	Cost £35
Tuesday 27 January 2026	New Clerks Finance	Fully Booked – join the waiting list	10am	Cost £35
Wednesday 28 January 2026	Internal Controls	14 spaces available	10am	Cost £35
Thursday 29 January 2026	Procurement	Fully Booked – join the waiting list	10am	Cost £35
Thursday 29 January 2026	Finance for Councillors	Available	6.30pm	Cost £35
Tuesday 10 February 2026	Finance for Councillors	Available	10am	Cost £35
Wednesday 18 February 2026	The Role of Internal Audit	Available	10am	Cost £35

Tuesday 24 February 2026	Procurement	13 spaces available	10am	Cost £35
Thursday 26 February 2026	Introduction to VAT	Only 1 space left!	10am <b>FREE TO MEMBERS</b>	
Tuesday 3 March 2026	New Clerks Finance	Available	10am	Cost £35
Wednesday 4 March 2026	Internal Controls	Available	10am	Cost £35
Tuesday 24 March	Introduction to VAT	Only 6 spaces left!	10am <b>FREE TO MEMBERS</b>	
Tuesday 14 April 2026	VAT Partial Exemption	Available	10am	Cost £35
Thursday 16 April 2026	Introduction to VAT	Available	10am <b>FREE TO MEMBERS</b>	
Thursday 23 April 2026	Procurement	Available	10am	Cost £35
Thursday 2 July 2026	VAT Partial Exemption	Available	10am	Cost £35

#### Breakthrough Training Sessions

Friday 23 January 2026	Freedom of Information for Councils	<b>Breakthrough</b>	10am	Cost £35
Monday 30 March 2026	Freedom of Information for Councils	<b>Breakthrough</b>	10.30am	Cost £35
Tuesday 10 February 2026	Boosting your council's identity: How to promote your council effectively	<b>Breakthrough</b>	9.30am	Cost £35
Monday 26 January 2026	Data Protection & GDPR: Part 3	<b>Breakthrough</b>	9.30am	Cost £35
Thursday 19 February 2026	Data Protection & GDPR: Part 3	<b>Breakthrough</b>	9.30am	Cost £35
Wednesday 4 March 2026	Data Protection & GDPR: Part 3	<b>Breakthrough</b>	6.30pm	Cost £35
Thursday 19 March 2026	Data Protection & GDPR: Part 3	<b>Breakthrough</b>	1pm	Cost £35
Monday 19 January 2026	Data Protection & GDPR: Part 2	<b>Breakthrough</b>	9.30am	Cost £35
Monday 9 February 2026	Data Protection & GDPR: Part 2	<b>Breakthrough</b>	10.30am	Cost £35
Tuesday 10 February 2026	Data Protection & GDPR: Part 2	<b>Breakthrough</b>	6.30pm	Cost £35
Monday 9 March 2026	Data Protection & GDPR: Part 2	<b>Breakthrough</b>	1pm	Cost £35
Monday 26 January 2026	Data Protection & GDPR: Part 1	<b>Breakthrough</b>	6.30pm	Cost £35
Tuesday 3 February 2026	Data Protection & GDPR: Part 1	<b>Breakthrough</b>	9.30am	Cost £35
Monday 2 March 2026	Data Protection & GDPR: Part 1	<b>Breakthrough</b>	1pm	Cost £35
Thursday 22 January 2026	Councillors' Data Protection	<b>Breakthrough</b>	6pm	Cost £35
Monday 16 February 2026	Councillors' Data Protection	<b>Breakthrough</b>	6pm	Cost £35
Monday 23 March 2026	Councillors' Data Protection	<b>Breakthrough</b>	6pm	Cost £35

Monday 19 January 2026	Councillor's Chairing Meetings Effectively	<b>Breakthrough</b>	6.30pm	Cost £35
Tuesday 10 March 2026	Councillor's Chairing Meetings Effectively	<b>Breakthrough</b>	6.30pm	Cost £35
Tuesday 27 January 2026	Dealing with Difficult People and Conversations	<b>Breakthrough</b>	10am	Cost £35
Wednesday 4 February 2026	Dealing with Difficult People and Conversations	<b>Breakthrough</b>	10am	Cost £35
Wednesday 11 March 2026	Dealing with Difficult People and Conversations	<b>Breakthrough</b>	10am	Cost £35
Thursday 5 March 2026	Emotional Intelligence and Resilience	<b>Breakthrough</b>	10am	Cost £35
Monday 2 February 2026	Councillor's Social Media skills	<b>Breakthrough</b>	6.30pm	Cost £35
Thursday 26 February 2026	Social Media for Councils: Advanced Strategies	<b>Breakthrough</b>	10am	Cost £35
Thursday 12 February 2026	Social Media for Councils: Getting Started	<b>Breakthrough</b>	10am	Cost £35
Tuesday 24 February 2026	Dealing with Local and regional media	<b>Breakthrough</b>	9.30am	Cost £35
Thursday 22 January 2026	Crisis Communications for Local Councils	<b>Breakthrough</b>	9.30am	Cost £35
Tuesday 17 March 2026	Crisis Communications for Local Councils	<b>Breakthrough</b>	10am	Cost £35
Thursday 5 February 2026	How Councils Can Engage More Effectively with Young People	<b>Breakthrough</b>	9.30am	Cost £35
Thursday 5 March 2026	Recruiting and Retaining a More Diverse Pool of Councillors	<b>Breakthrough</b>	1pm	Cost £35
Monday 2 March 2026	Communicating with your Community Part 2:	<b>Breakthrough</b>	10am	Cost £35
Monday 2 February 2026	Communicating with your Community Part 1:	<b>Breakthrough</b>	10am	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	
<b>And Civility &amp; Respect modules provided</b>	<b>by Breakthrough Communications:</b>	
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.

The cost of the training will be £35 plus vat for members (£70 + vat for non-members) per delegate per course (unless specified) and if you would like to book, please email us at [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

For any bookings, please also include the following information:

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):

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.

Non-attendance for training places will automatically be charged, unless we have cancelled the booking with prior agreement with the trainer.

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.

Councils will be invoiced for all training by CALC.

If you have any questions, please get in touch by emailing [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

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.

By placing a booking, you consent to your delegates details being 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)

Please note, all details are correct at the time of publishing and may be subject to change.

Kind regards,

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

*The content of this email is intended for the named Council in membership of the Association and is based on the information provided at the time of the enquiry. The Association is neutral and unbiased and the advice given is for the benefit of the named council as a whole and the information provided is in line with current best practice. Details of the CALC Privacy Statement can be accessed from our website [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk).*

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