



Cornwall Association of Local Councils Training and Development Bulletin | October to December 2026

Welcome to the latest CALC Training and Development Bulletin. We are pleased to offer a varied programme of opportunities designed to support councillors, clerks and staff in their roles. Whether you are new to the sector or looking to refresh and develop your knowledge, we hope you will find sessions that meet your needs. Training and Development Services are an important part of the Associations support for our members. The lists below show training available from October to December 2026.

CALC Organised Sessions

Wednesday 30 September 2026	Code of Conduct for Councillors ONLINE with Lee Dunkley	6.30pm 8.30pm	£25 member & non-members
Tuesday 6 October	CORNWALL LOCAL COUNCIL CONFERENCE * FULLY BOOKED * Join the waiting list here Royal Cornwall Showground, Wadebridge	Full day	£37.50 members only
Tuesday 13 October 2026	Enforcement & Appeals ONLINE with Andrew Towleron	6.30pm 8.30pm	£35 £70 non-members
Wednesday 4 November 2026	Personal Safety Awareness for Councillors ONLINE with PC Ian Reeves.	6.30pm 7.30pm	FREE to members
Wednesday 11 November 2026	Clerk Drop-in Session ONLINE with Mary Gosling	2pm-3pm	FREE to members
Wednesday 11 November 2026	Chairing Skills IN-PERSON with Lee Dunkley Venue TBC - Helston Area	6.30pm 8.30pm	£37.50 £75 non-members
Tuesday 24 November 2026	Councillor Skills IN-PERSON with Lee Dunkley ClayTAWC, 1 Fore Street, St Dennis, PL26 8AF	6.30pm 8.30pm	£37.50 £70 non-members
Tuesday 19 January 2027	Clerking Essentials IN-PERSON with Lee Dunkley Venue TBC - Lostwithiel Area	6.30pm 8.30pm	£65 £130 non-members
Wednesday 20 January 2027	Clerking Essentials IN-PERSON with Lee Dunkley Venue TBC - Carn Brea Area	6.30pm 8.30pm	£65 £130 non-members
Expression of interest invited	The Councillors Guide to Employment: Being A Good Employer IN PERSON with Joan Mallard	6.30pm-8.30pm	£37.50 £75 non-members

Please note: Details are correct at the time of being published but may be subject to change. All prices quoted exclude VAT.

For instructions on how to book, please see page 4

The Parkinson Partnership LLP: ONLINE Training Sessions for MEMBERS ONLY

Tuesday 29 September 2026	VAT Partial Exemption	10am-11.30am	Cost £35
Wednesday 30 September 2026	Internal Control	10am-11.30am	Cost £35
Wednesday 14 October 2026	The Role of Internal Audit	10am-11.30am	Cost £35



Tuesday 20 October 2026	Procurement	10am-11.30am	Cost £35
Thursday 29 October 2026	Finance for Councillors	6.30pm-8pm	Cost £35
Wednesday 18 November 2026	Internal Controls	10am-11.30am	Cost £35
Thursday 26 November 2026	Procurement	10am-11.30am	Cost £35

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Breakthrough Communications: ONLINE Training Sessions for MEMBERS ONLY

Monday 5 October 2026	Data Protection & GDPR: Part 1	11am-1pm	Cost £35
Monday 5 October 2026	Communicating with Your Community Part 2	1pm-3pm	Cost £35
Monday 5 October 2026	Councillors' Data Protection	6.30pm-8.30pm	Cost £35
Wednesday 7 October 2026	Emotional Intelligence and Resilience	10am-12pm	Cost £35
Monday 12 October 2026	Data Protection & GDPR: Part 2	2.30pm-4.30pm	Cost £35
Monday 12 October 2026	Freedom of Information	2.30pm-4.30pm	Cost £35
Tuesday 13 October 2026	Recruiting and Retaining Councillors	10am-12pm	Cost £35
Monday 19 October 2026	Data Protection & GDPR: Part 3	11am-1pm	Cost £35
Tuesday 20 October 2026	Data Protection & GDPR: Part 1	6.30pm-8.30pm	Cost £35
Wednesday 21 October 2026	Dealing with Difficult People	10am-12pm	Cost £35
Thursday 22 October 2026	Crisis Communications	9.30am-11.30am	Cost £35
Thursday 22 October 2026	Councillors: Chairing Meetings Effectively	6.30pm-8.30pm	Cost £35
Monday 2 November 2026	Data Protection & GDPR: Part 1	1pm-3pm	Cost £35
Monday 9 November 2026	Communicating with Your Community Part 1	10am-12pm	Cost £35
Tuesday 10 November 2026	Engage Effectively with Young People	1pm-3pm	Cost £35
Tuesday 10 November 2026	Data Protection & GDPR: Part 1	6.30pm-8.30pm	Cost £35
Thursday 12 November 2026	Recruiting and Retaining Councillors	10am-12pm	Cost £35
Thursday 12 November 2026	Social Media: Getting Started	1pm-3pm	Cost £35
Monday 16 November 2026	Social Media Advanced	10am-12pm	Cost £35
Monday 16 November 2026	Data Protection & GDPR: Part 3	1pm-3pm	Cost £35
Wednesday 18 November 2026	Boosting your Council's Identity	10am-12pm	Cost £35
Thursday 19 November 2026	Data Protection & GDPR: Part 2	6.30pm-8.30pm	Cost £35
Wednesday 25 November 2026	Local and Regional Media	10am-12pm	Cost £35
Wednesday 25 November 2026	Data Protection & GDPR: Part 3	6.30pm-8.30pm	Cost £35
Thursday 26 November 2026	Councillors' Social Media Skills	6.30pm-8.30pm	Cost £35



Monday 30 November 2026	Councillors' Data Protection	6.30pm-8.30pm	Cost £35
Tuesday 1 December 2026	Communicating With Your Community Part 1	1pm-3pm	Cost £35
Thursday 3 December 2026	Recruiting and Retaining Councillors	10am-12pm	Cost £35
Monday 7 December 2026	Data Protection & GDPR: Part 1	10am-12pm	Cost £35
Wednesday 9 December 2026	Communicating with your community Part 2	10am-12pm	Cost £35
Thursday 10 December 2026	Freedom of Information	10am-12pm	Cost £35
Monday 14 December 2026	Data Protection & GDPR: Part 2	11am-1pm	Cost £35
Tuesday 15 December 2026	Councillors' Data Protection	6.30pm	Cost £35
Friday 18 December 2026	Data Protection & GDPR: Part 3	1pm	Cost £35

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Nimble E-Learning modules in association with SWLCA: ONLINE Training Sessions for MEMBERS ONLY

The Nimble E-learning modules have been produced in association with Nimble e-learning platforms and provide an opportunity for member councils to ensure their councillors and officers have an introductory understanding of key topics. The Nimble e-learning modules are self-paced and not time restricted so there is no limit on the time delegates need to complete each module. Learners can save their progress and pick up at a later stage – so ideal for anyone with limited time or other influencing factors. Login access does not expire, and learners will be encouraged to reset their password at the start of their learning journey, this password will be for the individual, whether they are enrolled on one or many modules.

All Modules cost £16 + VAT, with the exception of Introduction to Local Councils which, costs £18 + VAT.

Introduction to Local Councils	Standards in Public Life 2023	Emotional Intelligence
Infection Control Essentials	Menopause Essentials	Mental Health Essentials
Unconscious Bias Essentials	Team Leadership Essentials	Time Management Essentials
Prevent Awareness	Cyber Security Awareness - Password Management	Cyber Security Awareness - Video Conferencing
Cyber Security Awareness - Phishing	Cyber Security Awareness Training – Basic	Stress Management Essentials
Introduction to Changing Behaviours	Introduction to Behavioural Agility	Introduction to Resilience
Leadership in Challenging Situations	Working at Height Essentials	Sexual Harassment Awareness Essentials
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
Social Media		

Other Partner Training Opportunities

Cornwall Council also offers an online training portal including Safeguarding modules, although CALC does not have any specific information relating to the modules on offer.

To access the Cornwall Council Learning Hub, please email Cynthia Hennessey with a Purchase Order (PO) for £35, together with the delegates name and email address. Access will then be arranged directly with the learner.

Cynthia Hennessey | HR Advisor (Talent Development)

Cornwall Council | Innovation and Digital Service

cynthia.hennessey@cornwall.gov.uk

Digital Skills	Equality, Diversity and Inclusion	Health and Safety
Leading and Managing	Personal Development	Safeguarding
Workplace Skills	Wellbeing	Adult Care and Wellbeing
Children		

Please note prices may be subject to change in April 2027. Module titles may differ slightly to those advertised.

HOW TO BOOK:

To make a booking for courses led by CALC/Steve Parkinson/Andrew Towler or SWALC/Nimble please email: training@cornwallalc.org.uk with the following details:

To make a booking, please provide the following information:

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 make a booking for courses led by Breakthrough Communications, please follow the [link](#) to their website.



To make a booking for NALC Events, please follow the [link](#) to their website - you will need to login to complete any bookings.

Booking T&C's

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. If you need to amend a booking, please contact us as soon as possible. Councils will be invoiced for all training by CALC.

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.

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

Course Descriptions

Code of Conduct

All councillors (returning and newly elected) are required to attend training within 6 months of taking office. This session will cover application of the code, general obligations, registering and declaring interests, dispensations, sanctions, bias and pre-determination. This online training provides an opportunity for discussion and participation, with real-life examples used to demonstrate how the Code applies to councillors in practice.

Enforcement & Appeals

When planning decisions are challenged, understanding the available options is essential. In this informative and thought-provoking webinar, planning expert Andrew Towlerton will guide participants through the complex world of planning enforcement and appeals, helping local councils navigate situations where they believe a planning decision may be flawed or unlawful. The session will cover breaches of planning control, enforcement procedures, planning appeals, judicial reviews and the range of remedies and actions available to local councils. Combining expert knowledge with practical examples, this webinar will equip councillors and clerks with the confidence and understanding needed to engage effectively in the enforcement and appeals process and safeguard the interests of their communities.

Personal Safety Awareness for Councillors

With increasing incidents of intimidation, abuse and online targeting of elected representatives, Devon & Cornwall Police are offering this timely and practical session exclusively for town and parish councillors. Led by the Force Elected Official Advisors, the presentation will cover personal safety, social media risks, cyber security, dealing with harassment and threatening behaviour, staying safe at meetings and events, and what support is available from the police. The one-hour online session will allow for a full open Q&A, giving councillors the opportunity to raise concerns, seek advice and discuss real-world situations directly with the officers. Whether you are a new councillor or an experienced member, this is an excellent opportunity to strengthen your awareness, confidence and personal security in carrying out your public role. Training presented by Ian Reeves from Devon & Cornwall Police.

Chairing Skills

For those who wish to learn more about, and improve their skills with, the successful leadership of the council and effective meetings. The training is particularly useful for chairs and vice chairs of committees and full



council; although it is also suitable for all councillors as it gives a guide to roles, responsibilities and effective meetings. The session will consider the leadership of the chair, preparing to chair a meeting, legal powers and duties, use of standing orders, managing council meetings, public participation, decision making and managing conflict in meetings. The session is interactive, and active participation is very much encouraged.

Councillor Skills

Suitable, and recommended, for all councillors whether new to the role or for those looking for a refresher. This session will focus on the role and how to be a successful/good councillor. The session will cover roles and responsibilities across the council and within the community, the legal framework and house rules, meetings, engagement, and the council's place as a local advocate and community leader.

Clerking Essentials

Whether you're brand new to the clerk's chair or have been doing the job for years, this in-person half-day CALC session (9.30am–3.15pm) is a relaxed, practical way to build confidence, refresh your knowledge, and pick up tips you can use straight away. We'll cover the essentials of agendas and minutes, the legal framework you work within, finance basics, planning, everyday tools and templates, and some of the real-world scenarios clerks and council staff face in Cornwall. There will be a half-hour refreshment break in the middle, and plenty of opportunities to ask questions and share experiences. The session is suitable for new and established clerks, as well as other office or administrative staff working in local councils.

The Councillor's Guide to Employment: Being A Good Employer

This practical session provides councillors, particularly those with Staffing Committee responsibilities, with an overview of their role as an employer and the key responsibilities that come with managing and supporting council employees. Through practical examples, discussion and interactive activities, participants will gain the knowledge and confidence to make informed employment decisions and contribute to a positive workplace culture.

Upcoming Partner Training Sessions

We offer an extensive programme of training opportunities delivered by our trusted external partners, and course descriptions can be found on the CALC [website](#)

- The sought-after planning training from [Andrew Towler](#) specialist and independent planning consultant, including An Introduction to Planning and Planning Enforcement & Appeals (listed in full within the CALC training programme above).
- The popular and highly respected finance courses from [Steve Parkinson LLP](#) including Finance for Councillors, Procurement and Internal Audit sessions, with a full programme running until November 2026.
- Communication and information governance sessions with [Breakthrough Communications](#), from Data Protection and GDPR to Community Engagement – full schedule to December 2026
- 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 further dates are listed on the CALC [website](#) with a list of training information and booking instructions.
- Cornwall Council online portal including Safeguarding modules.