Agenda 17 b)

COUNCIL 19/11/26

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 04 November 2026 15:11
To: Training Cornwall ALC
Subject: CALC Training & Development Bulletin | November 2026 to January 2027
Attachments: Training Bulletin November 2026 to January 2027.pdf

Information Classification: CONTROLLED

Dear All,

We are delighted to share our Training & Development Bulletin for November 2026 to January 2027 . Full details, including training information and booking instructions can be found on the CALC website.

Sessions include:

- A range of specialised courses delivered by CALC, including Code of Conduct, Clerking Essentials, Chairing Skills, Councillor Skills and The Councils Guide to Employment - Being A Good Employer.
- 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.
- **Planning Enforcement & Appeals** delivered by the highly respected, Andrew Towlerton.
- Communication and information governance sessions with **Breakthrough Communications, covering topics** from Data Protection and GDPR to Community Engagement
- A wide range of **E-learning modules** available through **SWALC/Nimble**, including courses from **Equality, Diversity and Inclusion essentials** to **An Introduction to Local Councils.**
- Details of upcoming NALC webinars which can also be found on our website calendar and by following this link NALC webinars

CALC also offer bespoke training sessions. For any enquiries, please contact training@cornwallalc.org.uk

Kind regards,

Julie Calleya
Administration Officer
Cornwall Association of Local Councils
Unit 2, 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

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.

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording

and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.

Cornwall Association of Local Councils Training and Development Bulletin | November 2026 to January 2027

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 Association's support for our members. The lists below show training available from November to January 2027.

CALC Organised Sessions: ONLINE and IN-PERSON training sessions

Wednesday 11 November 2026	**Clerk Drop-in Session** **ONLINE** with Mary Gosling	2pm-3pm	FREE
Wednesday 11 November 2026	**Chairing Skills** **IN-PERSON** with Lee Dunkley Hosted by Helston Town Council The Guildhall, Helston, TR13 8ST	6.30pm-8.30pm	£37.50 member £75 non-members
Tuesday 24 November 2026	**Councillor Skills** **IN-PERSON** with Lee Dunkley Hosted by St Dennis Parish Council ClayTAWC, 1 Fore Street, St Dennis, PL26 8AF	6.30pm-8.30pm	£37.50 member £70 non-members
Wednesday 25 November 2026	**Code of Conduct** **ONLINE** with Lee Dunkley	6.30pm-8.30pm	£25 all councils
Tuesday 8 December 2026	**CiLCA 2027 Introduction** **IN-PERSON** with Sarah Mason Hosted by St Stephen-in-Brannel Parish Council Brannel Room, 22 Fore Street, St Stephen, St Austell, PL26 7NN	10am-12pm	£37.50 member £75 non-members
Tuesday 19 January 2027	**Clerking Essentials** **IN-PERSON** with Lee Dunkley Hosted by Lostwithiel Town Council The Guildhall, Fore Street, Lostwithiel PL22 0BW	9.30am-3pm	£65 member £130 non-members
Wednesday 20 January 2027	**Clerking Essentials** **IN-PERSON** with Lee Dunkley Hosted by Carn Brea Parish Council Treloweth Community Hall, Moorfield Road, Pool, Redruth, TR15 3QB	9.30am-3pm	£65 member £130 non-members
Expression of interest invited. training@cornwallalc.org.uk	**The Councillor's Guide to Employment: Being a Good Employer** **IN PERSON** with Joan Mallard	2-hour session, pm only	Bespoke sessions available
Expression of interest invited. training@cornwallalc.org.uk	**Civility & Respect: Guide to the Pledge** **IN PERSON** with Sarah Mason	4-hour session, am/pm	Bespoke sessions available

Details are correct at the time of publication and may be subject to change. All prices quoted exclude VAT. Prices are quoted per person and apply to councillors and officers of councils in membership with CALC. Where training is available to non-members, this is indicated above, together with the relevant non-member rate.

For instructions on how to book, please see page 5

The Parkinson Partnership LLP: ONLINE Training Sessions

Thursday 5 November 2026	**Budgeting**	10am-11.30am	Cost £35
Thursday 12 November 2026	**Introduction to VAT**	10am-11.30am	Cost £35
Tuesday 17 November 2026	**Budgeting**	10am-11.30am	Cost £35
Wednesda 18 November 2026	**Internal Controls**	10am-11.30am	Cost £35
Tuesday 24 November 2026	**New Clerks Finance**	10am-11.30am	Cost £35
Thursday 26 November 2026	**Procurement**	10am-11.30am	Cost £35
Tuesday 8 December 2026	**Introduction to VAT**	10am-11.30am	Cost £35
Thursday 10 December 2026	**Finance for Councillors**	10am-11.30am	Cost £35
Thursday 21 January 2027	**VAT Partial Exemption**	10am-11.30am	Cost £35
Wednesday 27 January 2027	**Internal Controls**	10am-11.30am	Cost £35
Thursday 28 January 2027	**New Clerks Finance**	10am-11.30am	Cost £35

Details are correct at the time of publication and may be subject to change. All prices quoted exclude VAT. Prices are quoted per person and apply to councillors and officers of councils in membership with CALC.

For instructions on how to book, please see page 5

Breakthrough Communications: ONLINE Training Sessions

Monday 9 November 2026	**Data Protection & GDPR: Part 2**	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 Part 1: Getting Started**	1pm-3pm	Cost £35
Monday 16 November 2026	**Social Media Part 2: 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**	10am-12pm	Cost £35
Thursday 3 December 2026	**Recruiting and Retaining Councillors**	10am-12pm	Cost £35

Thursday 3 December 2026	**Emotional Intelligence and Resilience**	1pm-3pm	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-3pm	Cost £35
Tuesday 5 January 2027	**Data Protection & GDPR: Part 1**	6.30pm-8.30pm	Cost £35
Friday 8 January 2027	**Data Protection & GDPR: Part 1**	10am-12pm	Cost £35
Monday 11 January 2027	**Communicating with Your Community Part 2**	10am-12pm	Cost £35
Monday 11 January 2027	**Data Protection & GDPR: Part 2**	1pm-3pm	Cost £35
Monday 11 January 2027	**Councillors' Data Protection**	6.30pm-8.30pm	Cost £35
Wednesday 13 January 2027	**Data Protection & GDPR: Part 2**	6.30pm-8.30pm	Cost £35
Monday 18 January 2027	**Data Protection & GDPR: Part 3**	10.30am-2.30pm	Cost £35
Wednesday 20 January 2027	**Recruiting and Retaining Councillors**	10am-12pm	Cost £35
Wednesday 20 January 2027	**Chairing Meetings Effectively**	6.30pm-8.30pm	Cost £35
Thursday 21 January 2027	**Data Protection & GDPR: Part 3**	6.30pm-8.30pm	Cost £35
Monday 25 January 2027	**Freedom of Information for Local Councils**	11am-1pm	Cost £35
Wednesday 27 January 2027	**Crisis Communications for Local Councils**	10am-12pm	Cost £35

Details are correct at the time of publication and may be subject to change. All prices quoted exclude VAT. Prices are quoted per person and apply to councillors and officers of councils in membership with CALC.

For instructions on how to book, please see page 5

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

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 Towlerton 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.
Charges will apply for non-attendance unless the booking has been cancelled in advance and agreed 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

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.

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.

CiLCA 2027 Introduction

Before joining the full CiLCA Study Support Programme, prospective learners are required to attend the **Introduction to CiLCA** session. Led by **Sarah Mason**, an expert tutor, experienced CiLCA-qualified practitioner, and former Chief Executive of the Cornwall Association of Local Councils, this practical session explores both the benefits and challenges of undertaking the qualification. The session provides an overview of the CiLCA framework, including portfolio requirements, evidence gathering, portfolio development, assessment expectations, study commitments, and the time required to successfully complete the qualification. It also helps participants assess whether CiLCA is the right next step in their professional development.

Learners who subsequently enrol on the full CiLCA Study Support Programme will have the cost of the **Introduction to CiLCA** session deducted from the programme fee.

Clerking Essentials

Whether you are brand new to the clerk's chair or have been doing the job for years, this in-person full-day CALC session (9.30am–3pm) 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.

Civility & Respect: The Pledge

There is no place for bullying, harassment and intimidation within our sector. The Civility and Respect Pledge enables town and parish councils to demonstrate their commitment to tackling poor behaviour and promoting a culture of civility, professionalism and mutual respect. By signing the Pledge, councils commit to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with courtesy and respect in their respective roles. Councillors are also encouraged to make a personal commitment to upholding these values in their day-to-day work and interactions.
Lead trainer **Sarah Mason** will guide delegates through the principles of the Pledge and demonstrate how to develop the tools, policies, and practices needed to create and sustain a positive, respectful, and professional culture within their town or parish council.

Upcoming Partner Training Sessions

We are pleased to offer an extensive programme of training opportunities delivered by our trusted external training partners. Full course descriptions can be found on the CALC website. While not all courses are listed here, we are actively working to schedule additional planning training sessions and will advertise further opportunities as they become available.

- **Planning Training with Andrew Towlerton** (Specialist Independent Planning Consultant), including *An Introduction to Planning* and *Planning Enforcement & Appeals*
- **Finance Training with Steve Parkinson LLP**, including *Finance for Councillors*, *Procurement*, and *Internal Audit* sessions, with a comprehensive programme running through to January 2027.
- **Communication and Information Governance Training with Breakthrough Communications**, covering topics such as *Data Protection*, *GDPR*, and *Community Engagement*, with courses scheduled through to January 2027.
- A wide range of **e-learning modules** is also available through **SWALC/Nimble**, covering subjects from *Equality, Diversity and Inclusion Essentials* to *An Introduction to Local Councils*.
- Our website calendar also includes **NALC webinars**, together with additional training opportunities, course information, and booking instructions.
- Access to the **Cornwall Council online learning portal**, including a range of safeguarding modules and other professional development resources.