

Virtual Training Schedule 2021: Updated details of the latest available course sessions

For details of individual course outlines please scroll down this document

April 2021			May 2021			June 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
			18 th	10.00 – 11.30am	Introduction to VAT	1 st	6.00 – 8.00pm	CW&C Code of Conduct
			19 th	1.30 – 3.30pm	CEC Code of Conduct	2 nd	1.30 – 3.30pm	Using Facebook to enhance your Council's Communications
			26 th	1.30 – 3.30pm	CW&C Code of Conduct	3 rd	6.00 – 8.00pm	Meetings and Procedures
			27 th	6.00 – 8.00pm	CEC Code of Conduct	10 th	1.30 – 3.30pm	Roles and Responsibilities
						10 th	6.00-8.00pm	Induction for Clerks & Cllrs
						15 th	10.00 – 11.30am	Finance
						16 th	1.30 - 3.30pm	Induction for Clerks & Cllrs
						17 th	10.00 – 11.30am	Introduction to VAT
						29 th	6.00 – 8.00pm	Roles and Responsibilities
						30 th	1.30 - 3.30pm	Chairmanship

July 2021			August 2021			September 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
1 st	10.00 – 11.30am	Internal Controls				7 th	1.30 – 3.30pm	Roles and Responsibilities
6 th	1.30 – 3.30pm	Meetings and Procedures				8 th	10.00 – 11.30am	Introduction to VAT
7 th	6.00 – 8.00pm	Chairmanship				9 th	10.00 – 11.30am	Internal Controls
8 th	10.00 – 11.30am	Finance				15 th	1.30 – 3.30pm	Meetings & Procedures

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13 th	10.00 – 11.30am	Introduction to VAT				16 th	6.00 – 8.00pm	Roles and Responsibilities
14 th	10.00 – 11.30am	Internal Controls				30 th	10.00 - 11.30am	Introduction to VAT
20 th	10.00 – 11.30am	Internal Controls						
21 st	10.00 – 11.30am	Finance						
22 nd	10.00 – 11.30am	Finance						

October 2021			November 2021			December 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
2 nd	6.00 – 8.00pm	Induction	9 th	1.30-3.30pm	CEC Code of Conduct			
5 th	6.00 - 8.00pm	Meetings & Procedures	16 th	6.00 – 8.00pm	CW&C Code of Conduct			
6 th	1.30 – 3.30pm	Chairmanship	23 rd	6.00 – 8.00pm	CEC Code of Conduct			
20 th	1.30 - 3.30pm	Induction for Clerks & Cllrs	30 th	1.30 – 3.30pm	CW&C Code of Conduct			
26 th	6.00 – 8.00pm	Chairmanship						
27 th	10.00 – 11.30am	Internal Controls						

Please check course availability and make a booking by contacting Nikki on NikkiHewitt@chalc.org.uk

Programme Details:

Set out on the pages below are the training provider, the session names, the topics to be covered, the cost and the approximate length of the session.

The session length is only an indication of the time as delegates are encouraged to ask questions and engage so sometimes a session may overrun (and sometimes it may be a little shorter).

Last updated 30/04/2021

ChALC: Induction for Clerks and Councillors

This course is aimed at new councillors and clerks or those who want to refresh their knowledge or understanding. It covers: -

- Roles and responsibilities
- Statutory requirements of meetings
- Decision making and delegation
- Powers and duties
- Role of the Council in the planning system
- Budget and Precept procedures

2 hours

Members £25

Non-members £40

Breakthrough Communications: Using Facebook to enhance your Council's Communications

Strategies, tools and techniques to get the most from your Council's social media presence

Facebook provides town and parish Councils a unique opportunity to significantly enhance their communications – yet few Councils are fully reaping the benefits on offer. Discover how to: -

- build up effective two-way conversations with local communities,
- make use of time-saving tools
- learn techniques to improve digital engagement

All within the constraints of existing Officer time and resources.

2 hours

Members £25

Non-members £40

Steve Parkinson: Introduction to VAT for Local Councils

- What law and guidance applies to councils
- Business and non-business activities
- Understanding whether sales are taxable or exempt
- When a council must register for VAT
- When VAT can be reclaimed
- Partial Exemption

90 minutes

Members £30 Non-Members £45

Steve Parkinson: Budgeting

- Preparing a budget
- Setting a precept
- Allowing for inflation
- Contingencies and reserves
- How the council tax base affects the budget
- Budget monitoring

90 minutes

Members £30 Non-Members £45

Steve Parkinson: The Role of Internal Audit

For councillors and officers that want to understand the role of the internal auditor 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
- Risk management
- Internal controls
- How the council appoints an internal auditor
- Scope of internal audit
- Reviewing internal control
- Internal audit reports

90 minutes

Members £30 Non-Members £45

Steve Parkinson: Year End Accounts and Audit

For officers who want to understand how to prepare their council's Annual Governance & Accountability Return and comply with the requirements of the audit process.

This session introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly.

Topics include:

- Closing the accounts
- Debtors and creditors
- Assets and borrowing
- Internal audit
- Reviewing internal control
- The Annual Return
- Electors rights
- Publication requirements

90 minutes

Members £30 Non-Members £45

Steve Parkinson: Finance for Councillors

- Roles and responsibilities
- Setting a budget and precept
- Financial control
- Year end accounts
- Internal and external audit

90 minutes

Members £30 Non-Members £45

Steve Parkinson: Internal Controls

This session gives councillors and clerks 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

90 minutes

Members £30 Non-Members £45

<p>Andrea Pellegram: Session 1 - Introduction to Planning</p> <ul style="list-style-type: none"> ➤ What is town planning and what does it cover? ➤ It's a plan-led system ➤ The policy hierarchy ➤ Who is involved and what do they want? ➤ Where do Parish and Town Councils fit in? ➤ Development Timetable <p>2 hours Members £30 Non-Members £45</p>	<p>Andrea Pellegram: Session 2 - The Role of Local Councils in Town Planning</p> <ul style="list-style-type: none"> ➤ Development Timetable ➤ Your role as a consultee ➤ Probity and transparency ➤ Running your planning committee ➤ Pre-application discussions with developers ➤ The difference between a Neighbourhood Plan and other Council plans <p>2 hours Members £30 Non-Members £45</p>
<p>Andrea Pellegram: Session 3 - Important Planning Concepts</p> <ul style="list-style-type: none"> ➤ Planning Conditions ➤ Planning Obligations ➤ Community Infrastructure Levy ➤ Viability ➤ Up to date housing land supply policies ➤ Permitted Development ➤ Biodiversity ➤ Material planning considerations <p>2 hours Members £30 Non-Members £45</p>	<p>David Kaiserman: Dealing with individual planning applications</p> <p>This session is aimed with the focus on helping town and parish councillors get the best out of the opportunity they have to respond to the local planning authority on individual planning applications.</p> <p>Topics include: -</p> <ul style="list-style-type: none"> ➤ What needs planning permission and what doesn't? ➤ Types of permission and the relationship with other controls ➤ Who gets to be consulted or notified when applications are made? ➤ What factors are relevant to the decision? (a) The policy framework ➤ What factors are relevant to the decision? (b) other "material considerations" ➤ The choices for the Planning Authority ➤ The use of conditions ➤ The appeals system <p>2 hours Members £25 Non-Members £40</p>
	<p>Cheshire Community Action: Neighbourhood Planning</p> <p>The 2 hour session will be delivered by John Heselwood from Cheshire Community Action (CCA), which supports rural communities to improve places and services across Cheshire and Warrington. CCA is the preferred local non-profit provider of neighbourhood planning consultancy having supported 70% of the sub-region's 97 neighbourhood plan groups.</p>

This session aims to: -

- ▶ Help you understand the neighbourhood planning process; and what to expect from it
- ▶ What you can and can't do with your neighbourhood plan
- ▶ Highlight the benefits and top tips for avoiding the pitfalls,
- ▶ Show what funding and support is available.

2 hours

Members £25

Non-members £40