Virtual Training Schedule 2021: Updated details of the latest available course sessions
For details of individual course outlines please scroll down this document

Programme Details:

Set out on the pages below this calendar 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).

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

Cancellation Policy - if you find yourself unable to attend any session please contact Nikkihewitt@chalc.org.uk or sharonangus-crawshaw@chalc.org.uk immediately. Bookings cancelled with less than 48 hours notice will be charged at the full price advertised. Extenuating circumstances will be considered but must be advised as soon as possible.

July 2021			August 2021			September 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
2nd	10.00 – 12.00pm	~~Using Facebook to enhance your Council's Communications~~ FULLY BOOKED				6th	1.30 – 3.30pm	Data Protection for Councillors
6th	10.00 – 11.30am	Finance for Councillors				7th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
6th	**1.30 – 3.30pm**	**Meetings and Procedures**				7th	1.30 – 3.30pm	Roles and Responsibilities
7th	6.00 – 8.00pm	Chairmanship				8th	10.00 – 11.30am	Introduction to VAT
8th	10.00 – 11.30am	Finance for Councillors				8th	6.30 – 8.00pm	Finance for Councillors
8th	6.30 – 8.00pm	Finance for Councillors				9th	10.00 – 11.30am	Internal Controls
13th	10.00 – 11.30am	Introduction to VAT				14th	10.00 – 11.30am	Finance for Councillors
14th	6.30 – 8.00pm	Finance for Councillors				14th	1.30 – 3.30pm	Planning for Parish and Town Councillors
20th	6.00 – 8.00pm	Chairmanship				15th	1.30 – 3.30pm	Meetings & Procedures

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Date	Times	Course				Date	Times	Course
20th	6.30 – 8.00pm	Finance for Councillors				16th	6.00 – 8.00pm	Roles and Responsibilities
21st	10.00 – 11.30am	Finance for Councillors				20th	6.30 – 8.00pm	Finance for Councillors
22nd	10.00 – 11.30am	Finance for Councillors				21st	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
						21st	6.00 – 8.00pm	Social media skills for councillors
						22nd	10.00 – 11.30am	Finance for Councillors
						23rd	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
						28th	10.00 – 12.00pm	Creating accessible council documents and content
						29th	10.00 – 11.30am	Finance for Councillors
						30th	10.00 - 11.30am	Introduction to VAT

October 2021			November 2021			December 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
2nd	6.00 – 8.00pm	Induction for Clerks & Cllrs	2nd	10.00 – 11.30am	Budgeting for Clerks and Finance Staff	7th	10.00 – 11.30am	Introduction to VAT
5th	10.00 – 11.30am	Budgeting for Clerks and Finance staff	4th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff			
5th	6.00 - 8.00pm	Meetings & Procedures	9th	1.30-3.30pm	CEC Code of Conduct			
6th	1.30 – 3.30pm	Chairmanship	11th	10.00 – 11.30am	Introduction to VAT			
7th	10.00 - 11.30am	Budgeting for Clerks and Finance staff	16th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff			
12th	10.00 – 11.30am	Introduction to VAT	16th	6.00 – 8.00pm	CW&C Code of Conduct			
19th	10.00 – 11.30am	Budgeting for Clerks and Finance staff	18th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff			
20th	1.30 - 3.30pm	Induction for Clerks & Cllrs	23rd	10.00 - 11.30am	Introduction to VAT			

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21st	10.00 – 11.30am	Budgeting for Clerks and Finance staff	23rd	6.00 – 8.00pm	CEC Code of Conduct			
26th	6.00 – 8.00pm	Chairmanship	30th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff			
27th	10.00 – 11.30am	Internal Controls	30th	1.30 – 3.30pm	CW&C Code of Conduct			

CHALC: Roles and Responsibilities

- ➡ Roles, duties and responsibilities:
    - ➡ Clerk
    - ➡ Chairman
    - ➡ Councillors
    - ➡ and the Council (as a body)
- ➡ The Council as an employer
- ➡ Handling Grievances and Disciplinary Matters

2 hours   Members £25   Non-Members £40

ChALC: Meetings and Procedures for Local Councils

- ➡ The purpose of agendas & minutes
- ➡ The importance of a detailed agenda
- ➡ Best practice in creating agendas & minutes
- ➡ How to create first class agendas & minutes
- ➡ How to handle confidential business
- ➡ Freedom of Information implications
- ➡ Retention of records & archiving

2 hours   Members £25   Non-Members £40

ChALC: Chairmanship for Local Councils

- ➡ The role of the Chairman
- ➡ The preparation needed before a meeting
- ➡ Agenda preparation and management
- ➡ Rules of procedure
- ➡ Public participation & speakers
- ➡ Dealing with difficult people
- ➡ Code of Conduct

2 hours   Members £25   Non-Members £40

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

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ChALC: Local Council Award Scheme

An introduction to LCAS with the aim of raising awareness and encouraging participation in the scheme.

- ➥ What is the Local Council Award Scheme?
- ➥ How does it work?
- ➥ Award Themes & Levels
- ➥ Overview of the Accreditation Process
- ➥ Benefits to the Council & Costs
- ➥ Available help and support
- ➥ Current holders of the Awards in Cheshire

60 minutes   **FREE OF CHARGE**

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 for Clerks and Finance Staff

This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring budgets.

Topics include:
- ➥ setting a budget and precept
- ➥ Contingencies and reserves
- ➥ how the council tax base affects the budget
- ➥ Inflation
- ➥ budget monitoring

By the end of this session you will:
- ➥ Understand how and when to prepare a budget
- ➥ Know how to approve and issue a precept
- ➥ Be aware of the factors that affect a budget
- ➥ Understand how to manage a budget

90 minutes   Members £30   Non-Members £45

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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

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David Kaiserman: Planning for Parish and Town Councillors

This popular 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.

Topics include: -

- ➡ 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

2 hours   Members £30   Non-Members £45

Breakthrough Communications: Data Protection for Councillors

Whether you are an experienced Councillor or have only recently been elected, it is vital that you understand how data protection fits with your role as an elected member.

With legislation and case law evolving, this interactive session will provide you with an opportunity to make sure you are getting the essentials right and ensure you are meeting your legal obligations as a Councillor.

2 hours   Members £30   Non-members £45

Breakthrough Communications: Social Media skills for Councillors

Social media offers Parish and Town Councillors as individually-elected members a fantastic opportunity to engage and communicate with their residents.

- ➡ Building up two-way conversations through the power of digital platforms has never been easier, but it can be tricky to get started and to know where to focus your time and effort as an individual Councillor.
- ➡ We walk you through the essential ways to get the most out of key social media platforms as a local Councillor, and provide top tips to engage with your residents

2 hours   Members £30   Non-members £45

Breakthrough Communications: Creating accessible council documents and content

This session is all about the practical application of accessibility and will provide you with a practical understanding of the application of accessibility from the perspective of a local council.

- ➡ We will teach you how to create accessible documents, content and multimedia for use for use throughout the work of your council.
- ➡ This session will review the basic principles of accessibility and walk you through tools and techniques to ensure your council is working towards accessibility compliance.

2 hours   Members £30   Non-members £45

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