

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

**For the calendar of dates and details of individual course outlines please scroll down this document**

### **Programme Details:**

Set out on the pages below is the schedule calendar, and below that details of the training provider, the session names, the topics to be covered, the cost and the approximate length of the session. Please scroll down to see all dates etc.

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).

**N.B. All sessions will be VIRTUAL unless specified. Please check course availability and make a booking by contacting [sharonangus-crawshaw@chalc.org.uk](mailto:sharonangus-crawshaw@chalc.org.uk) or [nikkihewitt@chalc.org.uk](mailto:nikkihewitt@chalc.org.uk)**

**Cancellation Policy** - if you find yourself unable to attend any session please contact [Nikkihewitt@chalc.org.uk](mailto:Nikkihewitt@chalc.org.uk) or [sharonangus-crawshaw@chalc.org.uk](mailto: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.

September 2021			October 2021			November 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
6 <sup>th</sup>	1.30 – 3.30pm	Data Protection for Councillors	5 <sup>th</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance staff	2 <sup>nd</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
7 <sup>th</sup>	1.30 – 3.30pm	Roles and Responsibilities	5 <sup>th</sup>	6.00 - 8.00pm	Meetings & Procedures	3 <sup>rd</sup>	10.00 – 11.30am	Budgeting for Councillors
8 <sup>th</sup>	10.00 – 11.30am	Introduction to VAT	6 <sup>th</sup>	1.30 – 3.30pm	Chairmanship	4 <sup>th</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
8 <sup>th</sup>	6.30 – 8.00pm	Finance for Councillors	6 <sup>th</sup>	6.30- 8.00pm	Budgeting for Councillors	9 <sup>th</sup>	1.30- 3.30pm	CEC Code of Conduct
14 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	7 <sup>th</sup>	10.00 - 11.30am	Budgeting for Clerks and Finance staff	10 <sup>th</sup>	10.00 – 11.30am	Budgeting for Councillors
20 <sup>th</sup>	6.30 – 8.00pm	Finance for Councillors	12 <sup>th</sup>	10.00 – 11.30am	Introduction to VAT	11 <sup>th</sup>	10.00 – 11.30am	Introduction to VAT
21 <sup>st</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance Staff	12 <sup>th</sup>	6.00 – 8.00pm	Induction for Clerks & Cllrs	11 <sup>th</sup>	6.30 – 8.00pm	Budgeting for Councillors
21 <sup>st</sup>	1.30 – 3.30pm	Meetings & Procedures	13 <sup>th</sup>	10.00 - 11.30am	Budgeting for Councillors	16 <sup>th</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
21 <sup>st</sup>	6.00 – 8.00pm	Social media skills for councillors	14 <sup>th</sup>	10.00- 11.30am	Budgeting for Councillors	16 <sup>th</sup>	6.00 – 8.00pm	CW&C Code of Conduct
23 <sup>rd</sup>	10.00 – 11.00am	Budgeting for Clerks and Finance Staff	14 <sup>th</sup>	6.30 – 8.00pm	Budgeting for Councillors	18 <sup>th</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
28 <sup>th</sup>	10.00 – 12.00pm	Creating accessible council documents and content	19 <sup>th</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance staff	23 <sup>rd</sup>	10.00 - 11.30am	Introduction to VAT
29 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	19 <sup>th</sup>	6.30 – 8.00pm	Budgeting for Councillors	23 <sup>rd</sup>	6.00 – 8.00pm	CEC Code of Conduct
30 <sup>th</sup>	10.00 - 11.30am	Introduction to VAT	20 <sup>th</sup>	10.00 – 11.30am	Budgeting for Councillors	25 <sup>th</sup>	10.00 – 11.30am	Budgeting for Councillors
30 <sup>th</sup>	6.00 – 8.00pm	Roles and Responsibilities	20 <sup>th</sup>	1.30 - 3.30pm	Induction for Clerks & Cllrs	25 <sup>th</sup>	6.30 – 8.00pm	Role of Internal Audit
			21 <sup>st</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance staff			
			27 <sup>th</sup>	10.00 – 11.30am	Internal Controls			

Last updated 13/09/2021

September 2021			October 2021			November 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
			26 <sup>th</sup>	6.00 – 8.00pm	Chairmanship	29 <sup>th</sup>	6.30 – 8.00pm	Budgeting for Councillors
			27 <sup>th</sup>	10.00 – 11.30am	Internal Controls	30 <sup>th</sup>	10.00 – 11.30am	Budgeting for Clerks and Finance Staff
						30 <sup>th</sup>	1.30 – 3.30pm	CW&C Code of Conduct

December 2021			January 2022			February 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
1 <sup>st</sup>	10.00 - 11.30am	Budgeting for Councillors	11 <sup>th</sup>	10.00 – 11.30	Introduction to VAT	15 <sup>th</sup>	10.00 – 11.30am	Introduction to VAT
7 <sup>th</sup>	10.00 – 11.30am	Introduction to VAT	13 <sup>th</sup>	10.00 – 11.30am	Internal Controls			
9 <sup>th</sup>	10.00 – 11.30am	Internal Controls	18 <sup>th</sup>	10.00 – 1.30pm	Role of Internal Audit			
14 <sup>th</sup>	10.00 – 11.30am	Role of Internal Audit	27 <sup>th</sup>	10.00 – 11.30am	Introduction to VAT			
15 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors						

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<p><b>CHALC: Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>▶ Roles, duties and responsibilities: <ul style="list-style-type: none"> <li>▶ Clerk</li> <li>▶ Chairman</li> <li>▶ Councillors</li> <li>▶ and the Council (as a body)</li> </ul> </li> <li>▶ The Council as an employer</li> <li>▶ Handling Grievances and Disciplinary Matters</li> </ul> <p>2 hours                      Members £25              Non-Members £40</p>	<p><b>ChALC: Meetings and Procedures for Local Councils</b></p> <ul style="list-style-type: none"> <li>▶ The purpose of agendas &amp; minutes</li> <li>▶ The importance of a detailed agenda</li> <li>▶ Best practice in creating agendas &amp; minutes</li> <li>▶ How to create first class agendas &amp; minutes</li> <li>▶ How to handle confidential business</li> <li>▶ Freedom of Information implications</li> <li>▶ Retention of records &amp; archiving</li> </ul> <p>2 hours                      Members £25              Non-Members £40</p>
<p><b>ChALC: Chairmanship for Local Councils</b></p> <ul style="list-style-type: none"> <li>▶ The role of the Chairman</li> <li>▶ The preparation needed before a meeting</li> <li>▶ Agenda preparation and management</li> <li>▶ Rules of procedure</li> <li>▶ Public participation &amp; speakers</li> <li>▶ Dealing with difficult people</li> <li>▶ Code of Conduct</li> </ul> <p>2 hours                      Members £25              Non-Members £40</p>	<p><b>ChALC: Induction for Clerks and Councillors</b></p> <p>This course is aimed at new councillors and clerks or those who want to refresh their knowledge or understanding. It covers: -</p> <ul style="list-style-type: none"> <li>▶ Roles and responsibilities</li> <li>▶ Statutory requirements of meetings</li> <li>▶ Decision making and delegation</li> <li>▶ Powers and duties</li> <li>▶ Role of the Council in the planning system</li> <li>▶ Budget and Precept procedures</li> </ul> <p>2 hours                      Members £25              Non-members £40</p>

## 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 Councillors

This session is for town and parish councillors only, to help them understand their role in setting 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

## 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

## 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

**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