

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 or 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.

| October 2021 | | | November 2021 | | | December 2021 | | |
|------------------|-----------------|--|------------------|-----------------|--|------------------|-----------------|---------------------------------------|
| Date | Times | Course | Date | Times | Course | Date | Times | Course |
| 5 th | 10.00 – 11.30am | Budgeting for Clerks and Finance staff | 2 nd | 10.00 – 11.30am | Budgeting for Clerks and Finance Staff | 1 st | 10.00 - 11.30am | Budgeting for Councillors |
| 5 th | 6.00 - 8.00pm | Meetings & Procedures | 3 rd | 10.00 – 11.30am | Budgeting for Councillors | 2 nd | 4.00 – 6.00pm | 3) Important Planning Concepts |
| 6 th | 1.30 – 3.30pm | Chairmanship | 4 th | 10.00 – 11.30am | Budgeting for Clerks and Finance Staff | 7 th | 10.00 – 11.30am | Introduction to VAT |
| 6 th | 6.30- 8.00pm | Budgeting for Councillors | 9 th | 1.30- 3.30pm | CEC Code of Conduct | 9 th | 10.00 – 11.30am | Internal Controls |
| 7 th | 10.00 - 11.30am | Budgeting for Clerks and Finance staff | 10 th | 10.00 – 11.30am | Budgeting for Councillors | 14 th | 10.00 – 11.30am | Role of Internal Audit |
| 12 th | 10.00 – 11.30am | Introduction to VAT | 11 th | 10.00 – 11.30am | Introduction to VAT | 15 th | 10.00 – 11.30am | Finance for Councillors |
| 12 th | 6.00 – 8.00pm | Induction for Clerks & Cllrs | 11 th | 6.30 – 8.00pm | Budgeting for Councillors | | | |
| 13 th | 10.00 - 11.30am | Budgeting for Councillors | 11 th | 4.00 - 6.00pm | 1) Introduction to Planning | | | |
| 14 th | 10.00- 11.30am | Budgeting for Councillors | 16 th | 10.00 – 11.30am | Budgeting for Clerks and Finance Staff | | | |
| 14 th | 6.30 – 8.00pm | Budgeting for Councillors | 16 th | 6.00 – 8.00pm | CW&C Code of Conduct | | | |
| 19 th | 10.00 – 11.30am | Budgeting for Clerks and Finance staff | 18 th | 10.00 – 11.30am | Budgeting for Clerks and Finance Staff | | | |
| 19 th | 6.30 – 8.00pm | Budgeting for Councillors | 18 th | 4.00 – 6.00pm | 2) Role of Local Councils in Town Planning | | | |
| 20 th | 10.00 – 11.30am | Budgeting for Councillors | 23 rd | 10.00 - 11.30am | Introduction to VAT | | | |
| 20 th | 1.30 - 3.30pm | Induction for Clerks & Cllrs | 23 rd | 6.00 – 8.00pm | CEC Code of Conduct | | | |
| 21 st | 10.00 – 11.30am | Budgeting for Clerks and Finance staff | 25 th | 10.00 – 11.30am | Budgeting for Councillors | | | |
| | | See below for further sessions | 25 th | 6.30 – 8.00pm | Role of Internal Audit | | | See below for further sessions |

Last updated 08/10/2021

| October 2021 | | | November 2021 | | | <p>We are now partnering with Breakthrough Communications, and a range of national courses delivered via Zoom are now available at various dates and times.</p> <p>Please scroll down for further details and to access the link.</p> |
|------------------|-----------------|-------------------|------------------|-----------------|--|--|
| Date | Times | Course | Date | Times | Course | |
| 26 th | 6.00 – 8.00pm | Chairmanship | 29 th | 6.30 – 8.00pm | Budgeting for Councillors | |
| 27 th | 10.00 – 11.30am | Internal Controls | 30 th | 10.00 – 11.30am | Budgeting for Clerks and Finance Staff | |
| | | | 30 th | 1.30 – 3.30pm | CW&C Code of Conduct | |

| January 2022 | | | February 2022 | | | March 2022 | | |
|------------------|-----------------|---------------------------|------------------|-----------------|---------------------------|------------------|-----------------|---------------------------|
| Date | Times | Course | Date | Times | Course | Date | Times | Course |
| 11 th | 10.00 – 11.30 | Introduction to VAT | 1 st | 10.00 - 11.30am | Year End Accounts & Audit | 1 st | 10.00 – 11.30am | Introduction to VAT |
| 13 th | 10.00 – 11.30am | Internal Controls | 2 nd | 10.00- 11.30am | Year End Accounts & Audit | 2 nd | 10.00 – 11.30am | Role of Internal Audit |
| 18 th | 10.00 – 1.30pm | Role of Internal Audit | 3 rd | 10.00- 11.30am | Year End Accounts & Audit | 3 rd | 10.00- 11.30am | Year End Accounts & Audit |
| 25 th | 10.00 – 11.30am | Year End Accounts & Audit | 8 th | 10.00- 11.30am | Year End Accounts & Audit | 8 th | 10.00 – 11.30am | Year End Accounts & Audit |
| 26 th | 10.00- 11.30am | Year End Accounts & Audit | 9 th | 10.00- 11.30am | Internal Controls | 9 th | 10.00 - 11.30am | Year End Accounts & Audit |
| 27 th | 10.00 – 11.30am | Introduction to VAT | 10 th | 10.00 – 11.30am | Year End Accounts & Audit | 15 th | 10.00- 11.30am | Year End Accounts & Audit |
| | | | 15 th | 10.00 – 11.30am | Introduction to VAT | 17 th | 10.00 – 11.30am | Year End Accounts & Audit |
| | | | 17 th | 10.00- 11.30am | Year End Accounts & Audit | 23 rd | 10.00 – 11.30am | Introduction to VAT |
| | | | | | | 29 th | 10.00 – 11.30am | Year End Accounts & Audit |
| | | | | | | 30 th | 10.00 – 11.30am | Year End Accounts & Audit |
| | | | | | | 31 st | 10.00 – 11.30am | Year End Accounts & Audit |

Last updated 08/10/2021

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| <p>ChALC: Roles and Responsibilities</p> <ul style="list-style-type: none"> ▶ Roles, duties and responsibilities: <ul style="list-style-type: none"> ▶ Clerk ▶ Chairman ▶ Councillors ▶ and the Council (as a body) ▶ The Council as an employer ▶ Handling Grievances and Disciplinary Matters <p>2 hours Members £25 Non-Members £40</p> | <p>ChALC: Meetings and Procedures for Local Councils</p> <ul style="list-style-type: none"> ▶ 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 <p>2 hours Members £25 Non-Members £40</p> |
| <p>ChALC: Chairmanship for Local Councils</p> <ul style="list-style-type: none"> ▶ 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 <p>2 hours Members £25 Non-Members £40</p> | <p>ChALC: Induction for Clerks and Councillors</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"> ▶ 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 <p>2 hours Members £25 Non-members £40</p> |

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

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: 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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|---|--|
| <p>Steve Parkinson: The Role of Internal Audit</p> <p>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)</p> <p>This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.</p> <p>Topics include:</p> <ul style="list-style-type: none"> ➤ 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 <p>90 minutes Members £30 Non-Members £45</p> | <p>Steve Parkinson: Year End Accounts and Audit</p> <p>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.</p> <p>This session introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly.</p> <p>Topics include:</p> <ul style="list-style-type: none"> ➤ Closing the accounts ➤ Debtors and creditors ➤ Assets and borrowing ➤ Internal audit ➤ Reviewing internal control ➤ The Annual Return ➤ Electors rights ➤ Publication requirements <p>90 minutes Members £30 Non-Members £45</p> |
| <p>Steve Parkinson: Finance for Councillors</p> <ul style="list-style-type: none"> ➤ Roles and responsibilities ➤ Setting a budget and precept ➤ Financial control ➤ Year end accounts ➤ Internal and external audit <p>90 minutes Members £30 Non-Members £45</p> | <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> |

Andrea Pellegram: Session 2 - The Role of Local Councils in Town Planning

- 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

2 hours Members £30 Non-Members £45

Andrea Pellegram: Session 3 - Important Planning Concepts

- Planning Conditions
- Planning Obligations
- Community Infrastructure Levy
- Viability
- Up to date housing land supply policies
- Permitted Development
- Biodiversity
- Material planning considerations

2 hours Members £30 Non-Members £45

Breakthrough Communications: National Training Courses

We are now partnering with Breakthrough Communications, and a range of national courses delivered via Zoom are now available under the following themes, which councillors, clerks and other council staff can book directly with the provider.

- **How your council communicates with itself and with the wider community**
- **Using digital communication to engage with the community**
- **Data Protection and Freedom of Information**
- **Chairmanship, Interpersonal Skills and Diversity within your Council**
- **Dealing with the Media**

For full information about courses, including dates and how to book, please click on link <https://breakthroughcomms.co.uk/calc-training-events/>. You'll find on this page button links to each individual course, from which bookings can be made. **N.B. Please ensure you complete all details via the online booking form and identify the correct county association, Cheshire Association of Local Councils (ChALC), from the drop-down menu.**

Cost: Members £30 Non- members £45