

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 or 'no shows' will be charged at the full price advertised. Extenuating circumstances will be considered but must be advised as soon as possible.

November 2021			December 2021			January 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
2 nd	10.00 – 11.30am	Budgeting for Clerks and Finance Staff	1 st	10.00 - 11.30am	Budgeting for Councillors	11 th	10.00 – 11.30	Introduction to VAT
3 rd	10.00 – 11.30am	Budgeting for Councillors	2 nd	4.00 – 6.00pm	3) Important Planning Concepts	13 th	10.00 – 11.30am	Internal Controls
4 th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff	7 th	10.00 – 11.30am	Introduction to VAT	13 th	10.00 – 12.30pm	A short briefing on Planning for Councillors
10 th	10.00 – 11.30am	Budgeting for Councillors	9 th	10.00 – 11.30am	Internal Controls	18 th	10.00 – 1.30pm	Role of Internal Audit
11 th	10.00 – 11.30am	Introduction to VAT	14 th	10.00 – 11.30am	Role of Internal Audit	25 th	10.00 – 11.30am	Year End Accounts & Audit
11 th	6.30 – 8.00pm	Budgeting for Councillors	15 th	10.00 – 11.30am	Finance for Councillors	26 th	10.00- 11.30am	Year End Accounts & Audit
11 th	4.00 - 6.00pm	1) Introduction to Planning				27 th	10.00 – 11.30am	Introduction to VAT
16 th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff						
18 th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff						
18 th	4.00 – 6.00pm	2) Role of Local Councils in Town Planning						
23 rd	10.00 - 11.30am	Introduction to VAT						
25 th	6.30 – 8.00pm	Role of Internal Audit	<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 their link.</p>					
29 th	6.30 – 8.00pm	Budgeting for Councillors						
30 th	10.00 – 11.30am	Budgeting for Clerks and Finance Staff						
30 th	2.00pm – 3.00pm	Introduction to LCAS						

February 2022			March 2022			April 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
1 st	10.00 - 11.30am	Year End Accounts & Audit	1 st	10.00 – 11.30am	Introduction to VAT	5 th	10.00- 11.30am	Year End Accounts & Audit
2 nd	10.00- 11.30am	Year End Accounts & Audit	2 nd	10.00 – 11.30am	Role of Internal Audit	5 th	1.30 – 3.30pm	CEC Code of Conduct
3 rd	10.00- 11.30am	Year End Accounts & Audit	3 rd	10.00- 11.30am	Year End Accounts & Audit	6 th	10.00 – 11.30am	Year End Accounts & Audit
8 th	10.00- 11.30am	Year End Accounts & Audit	3 rd	1.30 – 3.30pm	Meetings and Procedures	7 th	10.00 – 11.30am	Introduction to VAT
9 th	10.00- 11.30am	Internal Controls	8 th	10.00 – 11.30am	Year End Accounts & Audit	7 th	6.00 – 8.00pm	CW&C Code of Conduct
10 th	10.00 – 11.30am	Year End Accounts & Audit	9 th	10.00 - 11.30am	Year End Accounts & Audit	26 th	1.30 – 3.30pm	CW&C Code of Conduct
15 th	2.00 – 3.00pm	Introduction to LCAS	15 th	10.00- 11.30am	Year End Accounts & Audit	27 th	10.00 – 11.30am	Role of Internal Audit
15 th	10.00 – 11.30am	Introduction to VAT	17 th	10.00 – 11.30am	Year End Accounts & Audit	28 th	6.00 – 8.00pm	CEC Code of Conduct
17 th	10.00- 11.30am	Year End Accounts & Audit	22 nd	6.00 – 8.00pm	Meetings and Procedures			
			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			
			17 th	10.00 – 11.30am	Year End Accounts & Audit			

Last updated 08/11/2021

<p>Steve Parkinson: Internal Controls</p> <p>This session gives councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.</p> <ul style="list-style-type: none"> ➤ Topics include: ➤ Roles and responsibilities ➤ Financial risks ➤ Purpose of internal controls ➤ Case studies ➤ Examples of controls ➤ Review of internal controls <p>90 minutes Members £30 Non-Members £45</p>	<p>Steve Parkinson : Budgeting for Councillors</p> <p>This session is for town and parish councillors only, to help them understand their role in setting and monitoring budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> ➤ setting a budget and precept ➤ Contingencies and reserves ➤ how the council tax base affects the budget ➤ Inflation ➤ budget monitoring <p>By the end of this session you will:</p> <ul style="list-style-type: none"> ➤ 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 <p>90 minutes Members £30 Non-Members £45</p>
<p>Steve Parkinson: Introduction to VAT for Local Councils</p> <ul style="list-style-type: none"> ➤ 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 <p>90 minutes Members £30 Non-Members £45</p>	<p>Steve Parkinson: Budgeting for Clerks and Finance Staff</p> <p>This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> ➤ setting a budget and precept ➤ Contingencies and reserves ➤ how the council tax base affects the budget ➤ Inflation ➤ budget monitoring <p>By the end of this session you will:</p> <ul style="list-style-type: none"> ➤ 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 <p>90 minutes Members £30 Non-Members £45</p>

<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

David Kaiserman: A short briefing on Planning for Councillors

This session is aimed with a 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: -

- The overall context for the planning system
- What needs planning permission and what doesn't?
- Making the decision: what's taken into account?
 - (a) the policy framework
 - (b) other "material considerations"
- Who gets to be involved?
- The choices for the planning authority – approve? refuse? defer?
- Types of permission and the use of conditions
- The appeals system

2 hours 30 minutes 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 which councillors, clerks and other council staff can **book directly with the provider**.

Overall themes include:-

- 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 individual courses, including dates and how to book, please click on this link <https://breakthroughcomms.co.uk/calc-training-events/>. 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.

2 hours Cost: Members £30 Non- members £45