ChALC Virtual Training Schedule 2022
Details of the course sessions planned for the next 8 months
For the calendar of dates and details of individual course outlines please scroll down this document

Programme Details:

To support councils' development needs, ChALC aims to provide a rolling programme of our core training offer throughout the year. Set out on the pages below is the schedule calendar for 2022, and below that details including 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).

Please note that from time to time we will ask external trainers to provide ad hoc sessions for ChALC on more specific subjects to enhance the learning offer. The schedule also includes national training offers.

Providers and relevant course dates are colour coded as follows: -

Trainer	Course Cost	Trainer	Course Cost	Trainer	Course Cost
ChALC	£25 member £40 non-member	Steve Parkinson	£30 member £45 non-member	Anthea Pellegram	£30 member £45 non member
Trainer	Course Cost	Trainer	Course Cost	Trainer	Course Cost
David Kaiserman	£30 member £45 non-member	Breakthrough Communications	£30 member £45 non-member	Geoxphere	N/A

N.B. All sessions listed 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.

Schedule Calendar - ChALC

May 2022			June 2022			July 2022		
Date	**Times**	**Course**	**Date**	**Times**	**Course**	**Date**	**Times**	**Course**
11th	2.00 – 3.00pm	Introduction to Local Council Award Scheme	13th	1.30 – 3.30pm	Roles and Responsibilities	12th	1.30 – 3.30pm	Meetings and Procedures
17th	1.30 – 3.30pm	Induction for Clerks and Councillors	27th	6.00 – 8.00pm	Roles and Responsibilities	21st	6.00 – 8.00pm	Meetings and Procedures
19th	6.00 – 8.00pm	Chairmanship						
24th	1.30 – 3.30pm	Chairmanship						
31st	6.00 – 8.00pm	Induction for Clerks and Councillors						

August 2022			September 2022			October 2022		
Date	**Times**	**Course**	**Date**	**Times**	**Course**	**Date**	**Times**	**Course**
9th	1.30 – 3.30pm	General Power of Competence	6th	2.00 – 3.00pm	Introduction to the Local Council Award Scheme	4th	1.30 – 3.30pm	Chairmanship
18th	6.00 – 8.00pm	General Power of Competence	13th	1.30 – 3.30pm	Induction for clerks and councillors	13th	6.00 – 8.00pm	Chairmanship
			22nd	6.00 – 8.00pm	Induction for clerks and councillors	20th	1.30 - 3.30pm	Roles and Responsibilities
						25th	6.00 – 8.00pm	Roles and Responsibilities

November 2022			December 2022		
Date	**Times**	**Course**	**Date**	**Times**	**Course**
8th	1.30 - 3.30pm	CEC Code of Conduct	1st	1.30 – 3.30pm	CW&C Code of Conduct
17th	6.00 – 8.00pm	CW&C Code of Conduct	8th	6.00 – 8.00pm	Meetings and Procedures
22nd	6.00 – 8.00pm	CEC Code of Conduct	13th	1.30 – 3.30pm	Meetings and Procedures

Last updated 20/06/2022

Schedule Calendar – other providers

May 2022			June 2022			July 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
						7th	10.00 – 11.30am	VAT for unregistered councils (VAT126)
						20th	10.00 – 11.30am	VAT for VAT registered councils)
			30th	6.30 – 9.00pm	A short briefing on Planning for Councillors			

August 2022			September 2022			October 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
			1st	10.00 – 12.00	Online Digital Mapping			

November 2022			December 2022			
Date	Times	Course	Date	Times	Course	**We are partnered with Breakthrough Communications, and a range of national courses - delivered via Zoom - are available to book directly with the provider at various dates and times.**
						Please scroll down for further details and to access their link.

Last updated 20/06/2022

CHALC: Roles and Responsibilities	**ChALC: Meetings and Procedures for Local Councils**
- 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	- 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
ChALC: Chairmanship for Local Councils	**ChALC: Induction for Clerks and Councillors**
- 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	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
ChALC: Cheshire East Code of Conduct (FREE)	**ChALC: Cheshire West & Chester Code of Conduct (FREE)**
Please note that the Code of Conduct will be changing – CEC will advise of the dates and times of training in late June/July 2022. This session will cover the introduction of the recently revised Cheshire East Council Code of Conduct and the implications for Town and Parish Councils.	Please note that the Code of Conduct will be changing from the 1st April 2022. This session will cover the introduction of the recently revised Cheshire West and Chester Code of Conduct and the implications for Town and Parish Councils

Last updated 20/06/2022

ChALC: General Power of Competence

Aimed at local council clerks, this course has the following objectives: -

- ➥ To examine the origin, meaning and application of the general power of competence
- ➥ To explain the criteria for eligibility to use the power and arrangements for confirming eligibility
- ➥ To discuss possible restrictions and risks related to using the power

2 hours

ChALC: Introduction to the LCAS (FREE)

During this session we aim to cover the following:

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

1 hour

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

Andrea Pellegram: Session 1 - Introduction to Planning

- ➥ 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

2 hours

Last updated 20/06/2022

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

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

Breakthrough Communications: National Training Courses

We are partnered with Breakthrough Communications and a range of national courses, delivered via Zoom, are 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

Geoxphere: Online Digital Mapping Training (FREE)

This training programme will give you the confidence to start using digital mapping software in your local council. The software will help you save time and money and increase the professionalism and good-running of your council.

- Introduction to Parish Online
- Subscription pricing and how to access for free
- Use in other councils and examples
- Common tasks – viewing different maps, recording an asset register, creating own maps, styling a layer, producing printouts
- Data sharing
- Styling
- Configuring layers
- Data extract
- Public Map
- Q&A

2 hours

Steve Parkinson: VAT for unregistered councils (VAT 126)

For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT on Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects.

Topics include:

- how VAT law applies to local councils
- where to find the law and guidance
- business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- when VAT can be reclaimed
- Partial exemption
- Reclaiming VAT when using grants and donations

90 minutes

Steve Parkinson: VAT for VAT registered councils

For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge (VAT registered councils have a 9-digit registration number, submit quarterly VAT returns online and charge VAT on taxable sales).

This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.

Topics include:

- how VAT law applies to local councils
- where to find the law and guidance
- business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when to charge VAT
- VAT rates
- when VAT can be reclaimed
- VAT returns
- Partial exemption
- Non-business activities
- Reclaiming VAT when using grants and donations

90 minutes