

**Milly Southworth**

**From:** Julie Calleya <Julie.Calleya@cornwall.gov.uk> on behalf of Training Cornwall ALC <training@cornwallalc.org.uk>  
**Sent:** 02 September 2024 16:59  
**To:** Sarah Mason (CAPTC - Town Council); leemdis@hotmail.com; CornwallALC Enquiries  
**Cc:** Training Cornwall ALC  
**Subject:** CALC TRAINING UPDATE - AUTUMN 2024

Information Classification: CONTROLLED

Dear All,

We would like to share with you some additional dates for training opportunities and webinar events over the next three months:

<p><b><u>CALC CODE OF CONDUCT FOR COUNCILLORS</u></b>                  We will be hosting an online training session via Teams, <b>presented by Sarah Mason</b></p>	<p>The training will cover the following aspects:                  Application of the code                  General Obligations                  Registering and declaring interests                  Dispensations                  Sanctions                  Bias and Pre Determination</p>	<p><b>Tuesday 3 September 2024, 6.30pm - 8.30pm</b>  <b>AND Tuesday 19 November 2024, 6.30pm - 8.30pm</b></p>	<p>The cost for this session is <b>£20 plus vat</b> per delegate</p>
<p><b><u>CALC CODE OF CONDUCT FOR CLERKS</u></b>                  We will be hosting a <b>FREE</b> online training session via Teams, <b>presented by Sarah Mason</b></p>		<p><b>Tuesday 19 November 2024, 10.30am – 12.30pm</b></p>	<p><b>FREE</b> of charge</p>
<p><b><u>CALC CILCA 2025 INTRODUCTORY SESSION</u></b>                  We will be hosting an online Introductory session via Teams, <b>presented by Sarah Mason</b></p> <p>The <b>INTRODUCTORY SESSION</b> is a <b>COMPULSORY ELEMENT</b> of the course and the cost will be deducted from the full fees, if you decide to pursue the course.</p>	<p>if you are interested in finding out more about this qualification, please register your interest by emailing:  <a href="mailto:training@cornwallalc.org.uk">training@cornwallalc.org.uk</a></p>	<p><b>Wednesday 9 October 2024, 10am – 11.30am</b></p>	<p><b>£30 plus vat</b></p>
<p><b><u>CALC BEING A GOOD CHAIR – EXPRESSION OF INTEREST</u></b>                  We are also inviting <b>expressions of interest</b> for an online training session in October,</p>	<p>If you would like to register your interest please let us know as soon as possible by email: <a href="mailto:training@cornwallalc.org.uk">training@cornwallalc.org.uk</a> with <b>BEING A GOOD CHAIR</b> in the subject line, including the</p>	<p><b>Expressions of Interest Invited</b></p>	<p><b>TBC</b></p>

November or December, depending on levels of demand.	delegate name, email and sponsoring council		
<b>ANDREW TOWLERTON A</b> choice of two online sessions with <b>planning expert, Andrew Towlerton</b> , hosted by CALC:			
<b><u>AN INTRODUCTION TO PLANNING</u></b>	In this webinar there will be a focus on the roles and responsibilities of local councils in planning, local plan-making, the National Planning Policy Framework, developer contributions and guidance on how to respond effectively to planning applications, including the use of material considerations.	<b>Tuesday 15 October 2024 AND Wednesday 6 November 2024, 6.30pm to 8.30pm</b>	The cost for this session is <b>£30 plus vat</b> per delegate
<b><u>HERITAGE, LOCAL PLANS AND CLASS Q PERMITTED DEVELOPMENT</u></b>	There will be a particular focus on heritage, local plans and Class Q permitted development (which concerns the conversion of agricultural buildings into new homes) issues and how they interact with the planning system and the role of local councils in this.	<b>Tuesday 22 October 2024 AND Wednesday 20 November 2024, 6.30pm-8pm</b>	The cost for this session is <b>£30 plus vat</b> per delegate

### **SWCLA/NIMBLE E-LEARNING MODULES -**

Offer a diverse range of training courses in conjunction with the **South West Local Councils Association** and **Nimble**. For more details see the CALC website. **Courses cost £14-16 plus vat per course per delegate.**

Introduction to Local Councils	Standards in Public Life 2023	
Prevent Awareness	Cyber Security Awareness - Password Management	Cyber Security Awareness - Video Conferencing
Cyber Security Awareness - Phishing	Cyber Security Awareness Training – Basic	Introduction to Resilience
Introduction to Changing Behaviours	Introduction to Behavioural Agility	
Working with Volunteers Essentials	First Aid Essentials	Neurodiversity at Work Essentials
Anti-Bribery Essentials	Equality, Diversity and Inclusion Essentials	Fire Safety Essentials
Home Working Essentials	Information Security Essentials	Manual Handling Essentials
Modern Slavery Essentials	Personal Safety Essentials	Anti-Money Laundering Essentials
Bullying and Harassment Essentials	Customer Service Essentials	COSHH Essentials
Data Protection Essentials	DSE Workstation Assessment	Environmental Awareness Essentials
Freedom of Information Essentials	Health and Safety Essentials	Human Factors Essentials
Infection Control Essentials	Menopause Essentials	Mental Health Essentials

Stress Management Essentials	Team Leadership Essentials	Time Management Essentials
Unconscious Bias Essentials	Working at Height Essentials	
<b>And Civility &amp; Respect modules provided</b>	<b>by Breakthrough Communications:</b>	
Social Media	Leadership in Challenging Situations	Emotional Intelligence

## **BREAKTHROUGH COMMUNICATIONS**

we have just received the latest bulletin from **Breakthrough Communications for the online training course dates for September & October 2024** - a full schedule is offered on a bi-monthly basis - the cost of the training will be **£30 plus vat** per delegate.

Breakthrough provide training opportunities for Clerks, Council Officers and Councillors covering all aspects of council communications, community engagement and GDPR/FOI compliance.

<b>SEPTEMBER 2024</b>		
Social Media: Getting Started	9/09/24	09:30
Data Protection: Part 1	9/09/24	13:00
Dealing with Difficult People and Conversations	10/09/24	13:00
Recruiting and Retaining Councillors	11/09/24	09:30
Communicating With Your Community: Part 1	11/09/24	13:00
Data Protection: Part 2	16/09/24	13:00
Councillors: Chairing Meetings Effectively	23/09/24	18:30
Councillors: Social Media Skills	25/09/24	18:30
<b>OCTOBER 2024</b>		
Dealing With Local and Regional Media	1/10/24	09:30
Crisis Communications for Local Councils	2/10/24	09:30
Communicating With Your Community: Part 2	3/10/24	13:00
Data Protection: Part 3	4/10/24	13:00
Social Media: Advanced	10/10/24	09:30
Engage More Effectively with Young People	11/10/24	09:30
Freedom of Information for Local Councils	14/10/24	09:30
Data Protection for Councillors	21/10/24	18:30

Please note: one weeks' notice is required for cancellations, should you need to make amendments to a booking, please contact [training@breakthroughcomms.co.uk](mailto:training@breakthroughcomms.co.uk) and provide your booking reference number

## **STEVE PARKINSON**

Steve Parkinson has just released his annual training dates for all courses to July 2025, including dates for the popular New Clerks Finance, Budgeting and Finance for Councillors courses, which a number of you have enquired about.

The Autumn schedule is listed below and the CALC Training Calendar lists the full schedule here:

<https://www.cornwallalc.org.uk/training1.html> A further email will be released with full course information in the coming week.

I would like to draw your attention to the **Procurement sessions**, available from 17 September that now covers the **Procurement Act 2023, which comes into force on 28 October.**

The cost of the training will be **£30 plus vat** per delegate

<b>SEPTEMBER 2024</b>		
Procurement Act 2023	17/09/24	10:00
Introduction to VAT	24/09/24	10:00
Internal Controls	25/09/24	10:00

<b>OCTOBER 2024</b>		
Budgeting	1/10/24	10:00
VAT Partial Exemptions	3/10/24	10:00
New Clerks Finance (PLUS a 2 <sup>nd</sup> course FREE after you attend)	8/10/24	10:00
Budgeting	10/10/24	10:00
VAT for Registered Councils	15/10/24	10:00
Finance for Councillors	16/10/24	10:00
Introduction to VAT	17/10/24	10:00
Budgeting	22/10/24	10:00
Procurement Act 2023	24/10/24	10:00
Internal Controls	31/10/24	10:00
<b>NOVEMBER 2024</b>		
The Role of Internal Audit	01/11/24	10:00
Procurement Act 2023	05/11/24	10:00
Budgeting	07/11/24	10:00
Budgeting	12/11/24	10:00
Finance for Councillors	14/11/24	10:00
Introduction to VAT	19/11/24	10:00
Finance for Councillors	19/11/24	18:30
New Clerks Finance (PLUS a 2 <sup>nd</sup> course FREE after you attend)	20/11/24	10:00
Budgeting	21/11/24	10:00
Procurement Act 2023	25/11/24	10:00

## **NALC WEBINARS -**

Our website calendar also list [NALC webinars](#) - to book follow this link and book direct with NALC - [Online events \(nalc.gov.uk\)](#) please note: you need to select the **member rate** (CALC members are automatic members of NALC).

## **HOW TO BOOK -**

As a reminder, to make a booking for courses led by CALC/Steve Parkinson or SWALC/Nimble please email: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) with the following details:

Course Name: In the **Subject Line** of the email:

Course Date you require:

Delegate Name(s):

Council Name/Email for invoicing purposes:

Email address for each of the delegate(s):

To book **Breakthrough Comms courses** follow this link to their website : [County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](#)

Places for each training opportunity are limited and will be allocated on a first come first-served basis.

A minimum of one week's notice is required for all cancellations, should you need to make amendments to a booking, please contact us ASAP to arrange this. Councils will be invoiced for all training by CALC.

Please confirm that delegates are willing for their contact details to be shared with CALC or outside training providers, solely for the purposes of this training.

Should you have any questions about training or would like to discuss future opportunities for one-off training events, please do get in touch at [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk).

Please note: details are correct at the time of issue and are subject to change without notice.

Kind regards,

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URL: [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

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