

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk> on behalf of Training Cornwall ALC <training@cornwallalc.org.uk>
Sent: 02 October 2024 16:23
To: CornwallALC Enquiries; Training Cornwall ALC
Subject: CALC TRAINING UPDATE: OCTOBER 2024

Information Classification: CONTROLLED

Dear All,

We would like to remind you of the upcoming training opportunities and webinar events over the next three months:

<p><u>CALC CILCA 2025</u> <u>INTRODUCTORY SESSION</u> We will be hosting an online Introductory session via Teams, presented by Sarah Mason</p> <p>The INTRODUCTORY SESSION is a COMPULSORY ELEMENT 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: training@cornwallalc.org.uk</p>	<p>Wednesday 9 October 2024, 10am – 11.30am</p>	<p>£30 plus vat. If you decide to pursue the course, the cost will be deducted from the full fees.</p>
<p><u>AN INTRODUCTION TO PLANNING</u></p>	<p>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.</p>	<p>Tuesday 15 October 2024, 6.30pm to 8.30pm</p>	<p>The cost for this session is £30 plus vat per delegate</p>
<p><u>HERITAGE, LOCAL PLANS AND CLASS Q PERMITTED DEVELOPMENT</u></p>	<p>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.</p>	<p>Tuesday 22 October 2024, 6.30pm-8pm</p>	<p>The cost for this session is £30 plus vat per delegate</p>
<p><u>AN INTRODUCTION TO PLANNING</u></p>	<p>Please see course outline above</p>	<p>Wednesday 6 November 2024,</p>	<p>The cost for this session is £30 plus</p>

		6.30pm to 8.30pm	vat per delegate
<u>CALC AGM</u> The AGM for Cornwall ALC Ltd (Cornwall Association of Local Councils) will take place on Tuesday 12 November 2024, for 7pm start in the Council Chamber, New County Hall, Treyew Road, Truro, TR1 3AY. Refreshments will be available from 6.30pm.		Tuesday 12 November 2024, 6.30pm	
<u>CALC CODE OF CONDUCT FOR CLERKS</u> We will be hosting a FREE online training session via Teams, presented by Sarah Mason		Tuesday 19 November 2024, 10.30am – 12.30pm	FREE of charge
<u>CALC CODE OF CONDUCT FOR COUNCILLORS</u> We will be hosting an online training session via Teams, presented by Sarah Mason	The training will cover the following aspects: Application of the code General Obligations Registering and declaring interests Dispensations Sanctions Bias and Pre Determination	Tuesday 19 November 2024, 6.30pm - 8.30pm	The cost for this session is £20 plus vat per delegate
<u>HERITAGE, LOCAL PLANS AND CLASS Q PERMITTED DEVELOPMENT</u>	Please see course outline above	Wednesday 20 November 2024, 6.30pm-8pm	The cost for this session is £30 plus vat per delegate

STEVE PARKINSON

Steve Parkinson has 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.

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

<https://www.cornwallalc.org.uk/training1.html>

I would like to draw your attention to the **Procurement sessions**, 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

OCTOBER 2024		
VAT Partial Exemptions	3/10/24	10:00
New Clerks Finance (PLUS a 2 nd course FREE after you attend)	8/10/24	10:00
Procurement Act 2023	9/10/24	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
NOVEMBER 2024		
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 nd course FREE after you attend)	20/11/24	10:00
Budgeting	21/11/24	10:00
Procurement Act 2023	25/11/24	10:00
DECEMBER 2024		
Finance for Councillors	3/12/24	10:00
Internal Controls	4/12/24	10:00
VAT for Registered Councils	5/12/24	10:00
Finance for Councillors	10/12/24	10:00
New Clerks Finance (PLUS a 2 nd course FREE after you attend)	12/12/24	10:00

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	Introduction to Planning for Local Councils	Understanding Precepts
Standards in Public Life 2023	Prevent Awareness	Cyber Security Awareness - Phishing
Cyber Security Awareness - Password Management	Cyber Security Awareness - Video Conferencing	Cyber Security Awareness Training – Basic
Introduction to Changing Behaviours	Introduction to Behavioural Agility	Child Protection Level 1
Child Protection Level 2	Child Protection Level 3	Introduction to Resilience
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	
And Civility & Respect modules provided	by Breakthrough Communications:	
Social Media	Leadership in Challenging Situations	Emotional Intelligence

BREAKTHROUGH COMMUNICATIONS

Breakthrough provide training opportunities for Clerks, Council Officers and Councillors covering all aspects of council communications, community engagement and GDPR/FOI compliance. A full schedule is offered on a bi-monthly basis - the cost of the training will be **£30 plus vat** per delegate.

OCTOBER 2024		
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
NOVEMBER 2024		
Data Protection: Part 1	4/11/24	09:30
Social Media: Getting Started	7/11/24	09:30
Councillors: Chaining Meetings Effectively	11/11/24	18:30
Dealing With Difficult People and Conversations	12/11/24	09:30
Councillors: Social Media Skills	13/11/24	18:30
Recruiting and Retaining Councillors	14/11/24	09:30
Data Protection: Part 2	18/11/24	09:30
Communicating with Your Community: Part 1	19/11/24	09:30
DECEMBER 2024		
Councillors: Data Protection Training	2/12/24	18:30
Getting the Most from Local and Regional Media	3/12/24	09:30
Crisis Communications for Local Councils	5/12/24	09:30
Freedom of Information for Local Councils	9/12/24	09:30
Communicating with Your Community: Part 2	10/12/24	09:30
Social Media: Advanced	12/12/24	09:30
Engage More Effectively with Young People	17/12/24	09:30

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

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).

OCTOBER 2024		
Local Council Award Scheme – Introducing the new Criteria (FREE)	17/10/24	12:30-13:45
Mastering Emergency Planning (NALC Member £30, Non-member £40)	23/10/24	12:00-13:15

NOVEMBER 2024		
Democracy in Action (FREE)	12/11/24	12:00-13:15
The Quest for Devolution in Local Governance (NALC Member £30, Non-member £40)	20/11/24	12:00-13:15
DECEMBER 2024		
Empowering the Young Councillors of Tomorrow (NALC Member £30, Non-member £40)	13/12/24	12:00-13:15

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 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 \(breakthroughcomms.co.uk\)](https://www.breakthroughcomms.co.uk)

To book **NALC Webinars** follow this link and book direct with NALC - [Online events \(nalc.gov.uk\)](https://www.nalc.gov.uk) or see the CALC website here - [NALC webinars](#)

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. If you/councillors are unable to attend booked training dates as we may be able to offer this space to another delegate or you may be able to send a replacement for your council. Non-attendance for training places will automatically be charged, unless we have cancelled the booking with prior agreement with the trainer.

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.

Councils will be invoiced for all training by CALC. Details are correct at the time of issue and are subject to change without notice.

Should you have any questions about training or would like to discuss future opportunities for bespoke one-off training events, please do get in touch at training@cornwallalc.org.uk. details are correct at the time of issue and are subject to change without notice.

Kind regards,

Julie Calleya
Administration Assistant
Cornwall Association of Local Councils
Unit 1a, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 01872 326969

Email : training@cornwallalc.org.uk or enquiries@cornwallalc.org.uk

URL: www.cornwallalc.org.uk

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