

Agenda 15f)

Council
19/12/24

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 10 December 2024 10:43
To: CornwallALC Enquiries
Cc: Training Cornwall ALC
Subject: CALC TRAINING BULLETIN - JANUARY TO MARCH 2025
Attachments: Jan-March 2025.pdf

Information Classification: CONTROLLED

Dear All,

We have a busy Training Programme coming up for the New Year, offering an extensive range of training opportunities to get January off to a flying start!

We are also delighted to announce a range of dates to offer you fresh and exciting training opportunities leading up to the elections and the chart below provides a brief overview of the sessions offered with a brief description for each session:

Procurement (1)	Steve Sandercock	Wednesday 8 January 25	2pm-4pm	Teams	Clerks & Practitioners
The Procurement Act 2023 will become law this February and will have impacts on the way Councils of all sizes buy goods and services. Procurement and management specialist Steve Sandercock talks through the changes and challenges that this will bring for your Council, and how to remain compliant with law.					
Pre-Elections: Part 1 for clerks (1)					
	CALC	Tuesday 14 January 25	10am-12pm	Teams	Clerks & Practitioners
This short session will cover the timetable of the election period and the role of the clerk in preparing for the elections and changeover to the new council. It will focus on the role of the clerk in advising the council including candidate applications, pre-election period (formerly known as purdah), the advertising of the elections and some tips on managing the changeover. This session will be followed up immediately after the elections with Part 2, a short online session					

looking at next steps and the practical issues of induction and the annual meeting. It is also a place to ask all those questions which only arise after the elections have been completed.

Code of Conduct for Councillors	CALC	Tuesday 14 January 25	6.30pm-8.30pm	Teams	Councillors
Procurement (2)	Steve Sandercock	Thursday 16 January 25	10am-12pm	Teams	Clerks & Practitioners
Preparing for Internal Audit	CALC	Tuesday 21 January 25	10am-12pm	Teams	Clerks & Practitioners
<p>This session is for new clerks who have not been through a year-end before and those looking to brush up on their skills. It will look at the role of internal and external audit, getting prepared for the independent examination and then follow the AGAR process for the completion of audit no later than June 30th 2025.</p>					
Prevention of Sexual Harassment in the Workplace (1)	Diane Wills	Wednesday 5 February 25	10am-12pm	Teams	Clerks, Practitioners & Councillors
<p>In October 2024 a new law introduced the duty on employers to put in place measures to prevent sexual harassment in the workplace. Diane Wills, a professional therapist and consultant who works with public sector employers, details what sexual harassment is, the impact of the new legislation, and what this means for your Council.</p>					
Pre-Elections: Part 1 for clerks (2)	CALC	Thursday 6 February 25	10am-12pm	Teams	Clerks & Practitioners
CiLCA Module 2a: Law & Procedure	CALC	Wednesday 12 February 25	10am-4pm	Face-to-Face	Closed session
Prevention of Sexual Harassment in the Workplace (2)	Diane Wills	Monday 24 February 25	6.30pm-8.30pm	Teams	Clerks, Practitioners & Councillors
Minutes & Agendas	CALC	Tuesday 11 March 25	10am-4pm	Face-to-Face at Carn Brea	Clerks & Practitioners

This session will look at legislation and best practice on the purpose of agendas and minutes, drafting and setting of agendas and skills and tips for producing accurate and lawful minutes.

In Addition to the above dates, the attached PDF provides a detailed overview of further training opportunities for **February and March 2023** - dates are also on the [CALC website](#) with a list of training information and booking instructions.

Courses include:

- The popular and highly respected finance courses from **Steve Parkinson, including a variety of Year-end and Audit, Finance and VAT sessions to suit your council and councillors**
- Communication and information governance sessions with **Breakthrough Communications, from Data Protection and GDPR to Community Engagement** (further details to follow for March).
- A wide range of **E-learning modules** are available **from SWALC/Nimble** and includes **Equality, Diversity and Inclusion essentials to An Introduction to Local Councils**.
- Our website calendar also lists [NALC webinars](#)

Further dates are listed on the [CALC website](#) with a list of training information and booking instructions.

To make a booking for courses led by Sarah Mason/Lee Dunkley, Steve Sandercock, Diane Wills, Steve Parkinson, Andrew Towleron or SWALC/Nimble please reply to: training@cornwallalc.org.uk with the following details:

Course Name:

Course Date you require:

Delegate Name(s):

Council Name/Email for invoicing purposes:

Email address for each of the delegate(s):

N.B. Council VAT number: required for Steve Parkinson VAT courses only

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

To book **NALC webinars** 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).

Please note - A minimum of one week's notice is required for all cancellations. Councils will be invoiced for all training by CALC.

By placing a booking, you consent to your delegates details being shared with CALC or outside training providers, solely for the purposes of this training.

If 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

Please note, all details are correct at the time of publishing and may be subject to change.

Kind regards,

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URL: www.cornwallalc.org.uk

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Cornwall Association of Local Councils Training and Development Bulletin: Winter 2025

Training and Development Services are an important part of the Associations' support for our members.

The list below shows training available in January to March 2025

Currently training is delivered via a mix of face-to-face and online courses using either the Zoom or Teams platform, as indicated below.

Most courses including CALC, Steve Parkinson, Diane Wills, Steve Sandercock and SWCLA e-modules, can be booked by emailing booking requests to us at the CALC training email address: training@cornwallalc.org.uk

Courses offered by Breakthrough Communications, NALC and SW Councils must be booked directly with the following weblinks:

[County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](#)

[Online events \(nalc.gov.uk\)](#)

Places are booked on a first come first served basis and we would advise members book as soon as possible to avoid disappointment - availability is correct at the time of publishing.

The online link to join the training and any documentation will be sent directly to delegates before the course. The session length is an indication of the time, however, as delegates are encouraged to ask questions and engage, sometimes a session may overrun.

The schedule below is current at 09/12/2024 and may be subject to change.

A minimum of one week's notice is required for cancellations. Councils will be invoiced for training by CALC (although bookings with NALC and SW Councils will be invoiced directly by the organiser).

Non-attendance for training places led by external trainers will automatically be charged, unless the booking has been cancelled at least one week prior to the course or an alternative date is available.

If you have any questions about training, please do get in touch at training@cornwallalc.org.uk

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CALC TRAINING SCHEDULE JANUARY 2025									
Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability	
Tuesday	07/01/2025								
Wednesday	08/01/2025	Steve Sandercock	2pm-4pm	Procurement	Teams	Clerks & Officers	£35 plus VAT	25 spaces	
Thursday	09/01/2025								
Friday	10/01/2025								
Monday	13/01/2025	Breakthrough	9.30-11.30am	Data Protection: Part 1	Zoom		£35 plus VAT	Available	
Tuesday	14/01/2025	CALC	10am-12pm	Pre-elections: Part 1 for Clerks (1)	Teams	Clerks	£35 plus VAT	Available	
Tuesday	14/01/2025	CALC	6.30pm-8.30pm	Code of Conduct for Councillors	Teams	Councillors	£25 plus VAT		
Tuesday	14/01/2025	Breakthrough	6.30pm-8.30pm	Councillor: Social Media Skills	Zoom		£35 plus VAT	Available	
Wednesday	15/01/2025	Steve Parkinson	10am-11.40am	The Role of Internal Audit	Zoom	Councillors & officers	£35 plus VAT	25 Spaces Available	
Wednesday	15/01/2025	Breakthrough	9.30-11.30am	Social Media: Getting Started	Zoom		£35 plus VAT	Available	
Thursday	16/01/2025	Steve Parkinson	10am-11.40am	Introduction to VAT	Zoom	Clerks, Officers & Councillors	£35 plus VAT	17 Spaces Available	

Thursday	16/01/2025	Steve Sandercock	10am-12pm	Procurement		Teams	Clerks & Officers	£35 plus VAT	25 spaces
Friday	17/01/2025								
Saturday	18/01/2025	Cornwall Council	9am-1pm	Councillor Fair at New County Hall		Face to Face	Councillors	FREE	All Welcome
Monday	20/01/2025	Breakthrough	9.30-11.30am	Data Protection: Part 2		Zoom		£35 plus VAT	Available
Tuesday	21/01/2025	CALC	10am-12pm	Preparing for Internal Audit		Teams	Clerks & Officers	£35 plus VAT	Available
Tuesday	21/01/2025	Steve Parkinson	10am-11.40am	Procurement Act 2023		Zoom	Councillors & Officers	£35 plus VAT	6 Spaces Available
Tuesday	21/01/2025	Breakthrough	9.30-11.30am	Communicating With Your Community: Part 1		Zoom		£35 plus VAT	Available
Wednesday	22/01/2025	Steve Parkinson	10am-11.40am	Internal Controls		Zoom	Councillors & Officers	£35 plus VAT	25 Spaces Available
Wednesday	22/01/2025	Breakthrough	9.30-11.30am	Dealing With Difficult People		Zoom		£35 plus VAT	Available
Thursday	23/01/2025	Steve Parkinson	10am-11.40am	Finance for Councillors		Zoom	Councillors	£35 plus VAT	35 Spaces Available
Friday	24/01/2025								
Monday	27/01/2025								

Tuesday	28/01/2025	Steve Parkinson	10am-11.40am	New Clerks Finance (plus a 2 nd course FREE after you attend)	Zoom	Clerks, Asst Clerks & Finance Off	£35 plus VAT	39 Spaces Available
Tuesday	28/01/2025	Breakthrough	9.30-11.30am	Recruiting & Retaining Councillors	Zoom		£35 plus VAT	Available
Wednesday	29/01/2025	Breakthrough	9.30-11.30am	Councillors: Chairing Meetings Effectively	Zoom		£35 plus VAT	Available
Thursday	30/01/2025	Steve Parkinson	6.30pm-8.10pm	Finance for Councillors	Zoom	Councillors	£35 plus VAT	29 Spaces Available
Friday	31/01/2025							

CALC TRAINING SCHEDULE FEBRUARY 2025

Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Monday	03/02/2025	Breakthrough	9.30-11.30am	Data Protection: Part 3	Zoom		£35 plus VAT	Available
Tuesday	04/02/2025	Steve Parkinson	10am-11.40am	VAT Partial Exemption	Zoom	Clerks, Finance Staff & Councilors	£35 plus VAT	16 Spaces Available
Tuesday	04/02/2025	Breakthrough	9.30-11.30am	Dealing With Local and Regional Media	Zoom		£35 plus VAT	Available
Wednesday	05/02/2025	Diane Wills	10am-12pm	Prevention of Sexual Harassment in The Workplace (1)	Teams	Clerks, Officers & Councilors	£35 plus VAT	30 Spaces
Thursday	06/02/2025	CALC	10am-12pm	Pre-elections: Part 1 for Clerks (2)	Teams	Clerks	£35 plus VAT	Available
Thursday	06/02/2025	Breakthrough	9.30-11.30am	Crisis Communications for Local Councils	Zoom		£35 plus VAT	Available
Friday	07/02/2025							
Monday	10/02/2025	Breakthrough	9.30-11.30am	Freedom of Information for Councils	Zoom		£35 plus VAT	Available
Tuesday	11/02/2025	Steve Parkinson	10am-11.40am	VAT For Registered Councils	Zoom	Clerks, Finance Staff & Councilors	£35 plus VAT	21 Spaces Available

Day	Date	CALC	10am-4pm	CiLCA 2025 Cohort: Module 2a	Face-to-Face	Clerks & Officers	Closed Session	n/a
Wednesday	12/02/2025	CALC	10am-4pm	CiLCA 2025 Cohort: Module 2a				n/a
Wednesday	12/02/2025	Breakthrough	9.30-11.30am	Communicating With Your Community: Part 2	Zoom		£35 plus VAT	Available
Thursday	13/02/2025	Steve Parkinson	10am-11.40am	Year End & Audit – Councils Over £25,000	Zoom	Officers	£35 plus VAT	14 Spaces Available
Friday	14/02/2025							
Monday	17/02/2025							
Tuesday	18/02/2025	Steve Parkinson	10am-11.40am	Introduction to VAT	Zoom	Clerks, Finance Staff & Councillors	£35 plus VAT	24 Spaces Available
Wednesday	19/02/2025	Steve Parkinson	10am-11.40am	Internal Controls	Zoom	Councillors & Officers	£35 plus VAT	28 Spaces Available
Thursday	20/02/2025							
Friday	21/02/2025							
Monday	24/02/2025	Breakthrough	9.30-11.30am	Engage More Effectively With Young People	Zoom		£35 plus VAT	Available
Monday	24/02/2025	Diane Wills	6.30pm-8.30pm	Prevention of Sexual Harassment in The Workplace (2)	Teams	Clerks, Officers & Councillors	£35 plus VAT	30 Spaces
Monday	24/02/2025	Breakthrough	6.30pm-8.30pm	Councillors: Data Protection Training	Zoom		£35 plus VAT	Available

Tuesday	25/02/2025	Steve Parkinson	10am-11.40am	Year End & Audit – Councils Over £25,000	Zoom	Officers	£35 plus VAT	27 Spaces Available
Wednesday	26/02/2025	Breakthrough	9.30-11.30am	Social Media: Advanced	Zoom		£35 plus VAT	Available
Thursday	27/02/2025	Steve Parkinson	10am-11.40am	Procurement Act 2023	Zoom	Councillors & Officers	£35 plus VAT	36 Spaces Available

CALC TRAINING SCHEDULE MARCH 2025

Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Monday	03/03/2025							
Tuesday	04/03/2025	Steve Parkinson	10am-11.40am	Finance for Councillors	Zoom	Councillors	£35 plus VAT	39 Spaces Available
Wednesday	05/03/2025	Steve Parkinson	10am-11.40am	The Role of Internal Audit	Zoom	Councillors & Officers	£35 plus VAT	29 Spaces Available
Thursday	06/03/2025	Steve Parkinson	10am-11.40am	Year-end & Transparency – Councils Under £25,000	Zoom	Officers	£35 plus VAT	28 Spaces Available
Friday	07/03/2025							
Monday	10/03/2025							
Tuesday	11/03/2025	CALC	10am-4pm	Minutes & Agenda's for Clerks Venue: Carn Brea Parish Council , TR15 3QB	Face to Face	Clerks	£75 plus VAT	Available
Wednesday	12/03/2025	Steve Parkinson	10am-11.40am	Year End & Audit – Councils Over £25,000	Zoom	Officers	£35 plus VAT	30 Spaces Available
Thursday	13/03/2025	Steve Parkinson	10am-11.40am	Income & Expenditure Accounts (for Larger Councils)	Zoom	Officers	£35 plus VAT	25 Spaces Available
Friday	14/03/2025							
Monday	17/03/2025							
Tuesday	18/03/2025	Steve Parkinson	10am-11.40am	Year-end & Transparency – Councils Under £25,000	Zoom	Officers	£35 plus VAT	30 Spaces Available

