

# Developing your skills

## Continuing Professional Development

### For Town and Parish Clerks & Councillors in Cumbria

### September to December 2017

Including: ....

- The Effective Councillor Modules 1 & 2
- Sessions for Clerks
- Sessions for Chairmen
- Finance & Budgets
- Options for bespoke courses



# CALC Training

CALC offers a variety of training courses designed for councillors and clerks who want to refresh their skills and knowledge and for those new to the roles.

Our courses highlight the core themes of roles and responsibilities that derive from the law and underpin process, procedure and good practice. Courses can be tailored to your council's requirements.

Our courses run throughout the year, usually with a break over the summer.

We try to offer a daytime or evening option where possible but you can request a specific time for bespoke training being delivered for your council.

We also try to offer a range of locations throughout the county and we can visit your council at its meeting place to deliver training.

## How to Book

Have a look through our brochure and discuss it at your next council meeting. Book on to one of our timetabled courses via phone, email or the website booking form or contact us to discuss booking in house training for your council where we come to you at a time and place convenient to you. If you would like in house training but are struggling with the cost, let us know and we'll see if we can pair you with another council to share the cost of whole council training.

Look out for emails with details of additional courses we will run which have been requested by you.



TOPIC	COURSE CONTENT	PROPOSED DATES / VENUES	COST MEMBERS
<p><b>The Effective Councillor</b></p>	<p>Being a town or parish councillor can be a challenge. It can take up your time and give you some sleepless nights – but it can also be very rewarding, especially when you’re confident that you know what you’re doing. That’s why we’ve developed two comprehensive sessions to build up your knowledge of local council work.</p> <p><b>Module 1</b> This session is ideal for new councillors who need to gain an understanding of best practices and new legislation.</p> <p><b>Module 2</b> This is for new councillors who have completed module 1 and existing councillors who want to gain a more in depth knowledge of what a council should be doing and achieving.</p> <p><b><u>Course Objectives</u></b> To understand the roles and responsibilities of the councillor, the chairman, the clerk and the whole council within the current legal framework. To understand the General Power of Competence and the Budgeting Process. To acquire a basic understanding of financial /business planning and how to develop a parish plan.</p>	<p><b>Module 1</b> 13<sup>th</sup> Sept. 6pm to 8.30pm Castle Street Community Centre, Kendal</p> <p><b>Module 2</b> 27<sup>th</sup> Sept. 6pm to 8.30pm Castle Street Community Centre, Kendal</p> <p><b>Module 1</b> 5<sup>th</sup> October 6pm to 8.30pm Fire &amp; Rescue Service HQ, Penrith</p> <p><b>Module 2</b> 19<sup>th</sup> October 6pm to 8.30pm Fire &amp; Rescue Service HQ, Penrith</p> <p><b>Module 1</b> 9<sup>th</sup> November 6pm to 8.30pm St Bees Priory, St Bees, Whitehaven</p> <p><b>Module 2</b> 16<sup>th</sup> November 2.30 to 4.30pm Cleator Moor Town Hall</p>	<p><b>£65.00</b> <b>For both Modules</b></p> <p><b>£35 per course if booked individually</b></p>



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<p><b>The New or Aspiring Chairman</b></p>	<p>The New or Aspiring Chairman session is for councillors who have just taken on this role, or who perhaps have become a vice chairman, with a view to stepping up. It will help you feel more confident in your role, alerting you to some of the common pitfalls as well as arming you with strategies and ideas for keeping your council together and moving forward.</p> <p><b><u>Course Objectives</u></b>            To understand the roles and responsibilities of the councillor, the chairman, the clerk and the whole council within the current legal framework.            To start to prepare the council if they wish to move towards developing a business plan.</p>	<p>7th September 6.30pm to 8.30pm St Andrews Parish Church Centre, Penrith</p> <p>12<sup>th</sup> October 6.30pm to 8.30pm Cockermouth Town Hall</p> <p>14<sup>th</sup> November 6.30pm to 8.30pm Helsington &amp; Brigsteer Village Hall, Kendal</p>	<p><b>£35.00</b></p>
<p><b>The Experienced Chairman</b></p>	<p>These <b>informal sessions</b> give more experienced Chairmen or vice chairmen the opportunity to meet others in the same role, sharing experiences and looking at a variety of case studies to help you hone your craft.</p> <p><b><u>Course Objectives</u></b>            To share common practice with other Chairmen.            To develop strategies to combat common stumbling blocks.            To look at areas of development specific to your council and how to progress them.</p>	<p>26th September 6.30pm to 8.30pm St Andrews Parish Church Centre, Penrith</p> <p>12th December 6.30pm to 8.30pm Cockermouth Town Hall</p>	<p><b>£35.00</b></p>



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<p><b>Clerk Induction</b></p>	<p>This comprises two intensive two hour courses that cover two modules of learning providing clerks with an understanding of the role of a clerk, covering the role of the council, responsibilities of councillors and officers, employment issues, meeting procedures, standing orders and finance, the powers and duties of local councils.</p> <p><b><u>Course Objectives</u></b>            To understand the roles and responsibilities of the members of the council within the current legal framework.            To understand specific responsibilities of the clerk in relation to meetings, finance and planning.            To share common problems and find practical solutions.</p>	<p><b>Module 1</b>            19<sup>th</sup> September            2.30pm to 4.30pm            Wetheral Village Hall</p> <p><b>Module 2</b>            26<sup>th</sup> September            2.30pm to 4.30pm            Wetheral Village Hall</p> <p><b>Module 1</b>            14<sup>th</sup> November 6.30 to 8.30pm            Castle Street Community Centre, Kendal</p> <p><b>Module 2</b>            21<sup>st</sup> November 6.30 to 8.30pm            Castle Street Community Centre, Kendal</p>	<p><b>£65.00</b>  <b>(For both modules)</b></p>
<p><b>Local Council Finance</b></p>	<p>This course explains the requirements of budget setting, the yearend accounts, the audit requirements and the elector's rights to inspect the accounts and is recommended for both Clerks and Councillors.</p> <p><b><u>Course Objectives</u></b>            To understand how to budget and keep account of council funds. To understand how to prepare the end of year accounts and internal / external audit requirements.</p>	<p>10<sup>th</sup> October 6pm to 8pm            Fire &amp; Rescue Service HQ            Penrith</p> <p>12<sup>th</sup> December 2pm to 4pm            Castle Street Community Centre, Kendal</p>	<p><b>£35.00</b></p>



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 <p><b>Certificate in Local Council Administration</b></p>	<p>The Certificate in Local Council Administration (CiLCA) is the only recognised measure of an effective and professional clerk. We encourage all clerks to work towards this qualification. It's based on the submission of a portfolio of evidence and our sessions provide help and support in putting this portfolio together giving you the maximum support we can. Candidates can also opt for a fourth tutorial session, to help them through the final stages of portfolio building.</p> <p>For councils wishing to exercise the General Power of Competence, under the Localism Act 2011, an appropriately qualified clerk is a mandatory requirement.</p> <p>Clerks will need to register for the course with the Society of Local Council Clerks. For further information see <a href="http://www.slcc.co.uk">www.slcc.co.uk</a>.</p>	<p><b>To be held in South of the County</b></p> <p><b>4 sessions in total</b></p> <p><b>One per month for four months Commencing in September.</b></p> <p><b>Dates will be arranged in agreement with participating individuals.</b></p>	<p><b>£39.50</b></p> <p><b>If you book a place on all of the classroom sessions you can book a one to one tutorial session for only £39.50.</b></p> <p>Offer not available to non-member councils</p>



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The following courses are more specialist and can be arranged on demand once four individuals have expressed an interest in attending the course. Dates and venues will then be agreed depending upon the number and location of the interested delegates. If you are interested in attending any of the following courses please contact CALC.

TOPIC	COURSE CONTENT	PROPOSED DATES / VENUES	COST MEMBERS
<b>Website &amp; Social Media training</b>	The workshops will cover the development and running of a simple website and an introduction to social media for parish councils.	To be arranged as and when required	<b>£35.00</b>
<b>The General Power of Competence</b>	<p>This course explains the freedom granted by the general power of competence (GPC), the criteria to be met before a local council can use it and some restrictions on using the power. It also highlights the CiLCA questions and pass criteria.</p> <p><b><u>Course Objectives</u></b></p> <ul style="list-style-type: none"> <li>To examine the origin, meaning and application of the general power of competence</li> <li>To explain the criteria for eligibility to use the power and arrangements for confirming eligibility</li> <li>To discuss possible restrictions and risks related to using the power</li> <li>To introduce and discuss CiLCA questions</li> </ul>	To be arranged as and when required	<b>£35.00</b>



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<p><b>Business Planning</b></p>	<p>This session will help you identify your starting position and take you through some of the financial and budgeting benefits of Business planning.</p> <p><b><u>Course Objectives</u></b></p> <p>To understand how to start and complete a business plan.</p> <p>To understand the benefits of budgeting and financial planning.</p> <p>To understand how to plan for and achieve long term goals.</p>	<p>This course is best delivered as in house training as it enables councillors from the same parish to develop the council's vision beyond the next couple of meetings.</p>	<p><b>£170</b> (in house session)</p>
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**CALC also ask external speakers to deliver half or full day seminars during the course of the year.**

**On 3<sup>rd</sup> October 2017 there will be a FREE talk on investing parish funds**

**Matthew Smith FPFS FCSI LLB (Hons), Chartered Financial Planner & Chartered Wealth Manager, Director of Smith Hobbs Wealth Management Limited and**

**Mark Davies, Market Development, CCLA**

**Will each give a talk on the options available for investing parish council funds which will be followed by a one to one surgery for delegates to ask questions. Venue – Penrith Methodist Hall from 1pm to 4.30pm**

**If you would like to attend please contact CALC.**



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# In House Training

## We bring the knowledge to you

Sometimes it's just easier if we come to you and deliver the training you want, when you want it, where you want it. We offer a flexible training solution to meet your council's needs. You can choose the areas in which your council wants to develop its knowledge and we'll provide a tailored training package. What's more you can share this training with other councils meaning you can work together, share good practice and support each other.

### How much does it cost?

In house training offers excellent value for money. They cost between £120 and £170 per session depending upon the length of the course. Your council provides a venue and any refreshments and CALC will supply the trainer.

### How does it work?

1. Tell us what areas you want covered. Areas might include: Role of a councillor/chair/clerk/council; finance and budgeting; your annual return; internal auditing; agendas and minutes; running meetings; influencing others; code of conduct; general power of competence; council as an employer; risk assessment; employment issues.
2. We will match your requirements to our trainers and confirm a time and date for your session with you. If you need to discuss anything including sharing training with another council or are not sure what you want, just call or email Sonia Hutchinson in the CALC office.
3. CALC will send the invoice for the course once the training has been completed.



## What do you provide?

A venue, suitable for the activity and the number of people involved, any refreshments, publicity for the agreed training.

## What CALC will provide?

A trainer, a course handout and any other material needed to deliver the course. We will also help you in finding another council to share your training with if you would like us to.

# Booking your Session

**To Book a Place on a course or arrange In House training either: -**

**Email [office@calc.org.uk](mailto:office@calc.org.uk) or Complete a booking form available on [www.calc.org.uk](http://www.calc.org.uk).**

**Phone [01768 812663](tel:01768812663)**

**Write to** Cumbria Association of Local Councils, Fire and Rescue Service HQ, Carleton Avenue, Penrith, CA10 2FA

Tell us the name and the date of the course you want to book. Provide the names of the delegates and a contact email address for each person. We'll send an invoice to the clerk of the council once the training is completed. We'll send joining instructions to the delegate, usually about 7 days so before the session is due to run. Invoices and joining instructions will be sent by email. If you're booking for yourself, remember to obtain the relevant approval for expenditure in line with your council's financial regulations.

All our courses are available to non-members please contact CALC for more details including costs.



# Cancellations

If you cancel your place 7 days before the course is due you will not be charged. If you cancel more than one day but less than 7 days before the course you will be charged 50% of the course fee. If you cancel less than 24 hours before the course or do not attend you will be charged the full amount.

Sometimes it is necessary for us to cancel or reschedule a session. We will always give you as much warning about this as possible. If you haven't heard from us, please don't assume a session isn't running – your joining details will usually be sent out 7 days before the session is due to run.



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