



Developing Your Skills

January to July 2024

Virtual Continuing Professional Development For Town and Parish Clerks & Councillors in Cumbria

Including

- Sessions for Councillors
- Sessions for Clerks
- Sessions for Chairperson
- Options for bespoke courses



CALC Training

Between January and July 2024 CALC is offering a variety of training courses designed for councillors and clerks using virtual platforms, these courses are all outlined in the following programme.

Please note we are also considering resuming some face-to-face training but would ask members who are interested in face-to-face training to let us know and we will then look at arranging face-to-face courses depending upon demand. If demand is low these courses may have to be located centrally to make them financially viable.

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

We are offering daytime or evening options, but you can request a specific time for bespoke training being delivered for your council.

We would ask you to note that the length of the course can vary depending upon the number of delegates attending and the amount of interaction with those delegates.

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.

Once you have registered you will be sent a link a week before the event for you to join the meeting virtually.

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



The Effective Councillor

Topic	Course content	Proposed dates	Cost
<p>For all new councillors and experienced councillors who want a refresher</p>	<p>Module 1: Roles and Responsibilities, Legal Compliance, A Good Council, Relationships with partners, Legal powers and duties, Meetings, Agendas and Minutes</p> <p>Module 2: The Financial Cycle, Consultation and engagement, the budgeting process, Financial Management, Income & Expenditure, Good Accountancy Practice, Transparency Regulations, Being a Good Employer. Meeting a Standard</p>	<p>Module 1 30th January 2024 12.30 to 2.30pm</p> <p>Module 2 6th February 2024 12.30 to 2.30pm</p> <p>Module 1 22nd May 2024 6.30 to 8.30</p> <p>Module 2 28th May 2024 6.30 to 8.30</p> <p>Module 1 11th June 2024 6.30 to 8.30pm</p> <p>Module 2 20th June 2024 6.30 to 8.30pm</p> <p>Module 1 18th July 2024 6.30 to 8.30pm</p> <p>Module 2 23rd July 2024 6.30 to 8.30pm</p>	<p>Cost for members £30 per session</p> <p>Cost for Non-members £60 per session</p>



New Chairperson Training

Topic	Course content	Proposed dates	Cost
<p>The New or Aspiring Chairperson</p>	<p>The New or Aspiring Chairperson session is for councillors who have just taken on this role, or who perhaps have become a vice Chairperson, 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>Course Objectives: To understand the roles and responsibilities of the councillor, the Chairperson, 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>30th January 2024 6.30 to 8.30pm</p> <p>7th March 2024 2.00 to 4.00pm</p> <p>23rd May 2024 6.30 to 8.30pm</p> <p>25th June 2024 6.30 to 8.30pm</p>	<p>Cost for members</p> <p>£30 per session</p> <p>Cost for Non-members</p> <p>£60 per session</p>



Clerk Training

Topic	Course content	Proposed dates	Cost
<p>Clerk Induction</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>Course Objectives:</p> <p>To understand the roles and responsibilities of the members of the council within the current legal framework.</p> <p>To understand specific responsibilities of the clerk in relation to meetings and finance.</p> <p>To share common problems and find practical solutions.</p>	<p>Module 1 24th January 2024 6.30 to 8.30pm</p> <p>Module 2 31st January 2024 6.30 to 8.30pm</p> <p>Module 1 6th March 2024 12.30 to 2.30pm</p> <p>Module 2 13th March 2024 12.30 to 2.30pm</p> <p>Module 1 24th April 2024 6.30 to 8.30pm</p> <p>Module 2 1st May 2024 6.30 to 8.30pm</p> <p>Module 1 5th June 2024 12.30 to 2.30pm</p> <p>Module 2 12th June 2024 12.30 to 2.30pm</p>	<p>Cost for members £30 per session</p> <p>Cost for Non-members £60 per session</p>




Clerk Training - Finance

Topic	Course content	Proposed dates	Cost
Finance training	<p>This session will cover all aspects of financial management including: -</p> <ul style="list-style-type: none"> • The framework for Local Council Finance • The role of Clerk and Councillors in financial matters • The Audit and Accountability Regulations 	<p>5th February 2024 6.30 to 7.30pm</p> <p>11th March 2024 1.30pm to 2.30pm</p> <p>22nd April 2024 6.30pm to 7.30pm</p>	<p>Cost for members</p> <p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p>
End of Year Accounts & audit	<p>A detailed training session relating to the End of year accounts and the Audit and Accountability regulations</p>	<p>8th February 2024 6.30 to 7.30pm</p> <p>12th March 2024 1.30pm to 2.30pm</p> <p>29th April 2024 6.30pm to 7.30pm</p>	<p>Cost for members</p> <p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p>



Clerk Training - CiLCA

Topic	Course content	Proposed dates	Cost
 <p>Certificate in Local Council Administration</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, support and individual mentorship to put this portfolio together giving you the maximum support we can.</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 www.slcc.co.uk.</p>	<p>6 sessions in total</p> <p>Introduction to CiLCA in January</p> <p>One per month Commencing in February.</p> <p>Dates will be arranged in agreement with participating individuals.</p>	<p>£30.00 per session</p>



Planning Training – for Councillors & Clerks

Topic	Course content	Proposed dates	Cost
Neighbourhood Planning	<p>This session will look at how to develop a neighbourhood plan and how to monitor the plan once adopted.</p> <p><u>Course objectives</u></p> <ul style="list-style-type: none"> • To understand the 8 steps to developing a Neighbourhood plan. • To understand how to implement, monitor and revise the plan including what skills and training are needed, what problems can occur and top tip(s) for ensuring that the Aims of the plan are delivered by all stakeholders. 	<p>7th February 2024 7.00 to 9.00pm</p> <p>22nd May 2024 7.00 to 9.00pm</p> <p>26th June 2024 7.00 to 9.00pm</p>	<p>Cost for members</p> <p>£30 per session</p> <p>Cost for Non-members</p> <p>£60 per session</p>
Planning	<p>This session will provide generic planning advice including how to prepare an objection for the Local Committee.</p>	<p>13th March 2024 7.00 to 9.00pm</p> <p>13th May 2024 7.00 to 9.00pm</p> <p>17th June 2024 7.00 to 9.00pm</p>	<p>Cost for members:</p> <p>£30 per session</p> <p>Cost for Non-members</p> <p>£60 per session</p>



Other Training– for Councillors & Clerks

Topic	Course content	Proposed dates	Cost
Health and Safety	The aim of this session is to provide delegates with an opportunity to ask any questions they have about Health and Safety, risk assessments how to conduct them and monitor them. It will be very informal with we hope lots of discussion and interaction with delegates.	1 st February 2024 6.30 to 7.30pm 25 th April 2024 6.30 to 7.30 6 th June 2024 6.30 to 7.30pm	Cost for members £20 per session Cost for Non-members £40 per session
Code of Conduct	This session will provide an overview of the code of conduct, and will explain the Nolan Principles, register of interests including DPI's and other interests and dispensations.	29 th January 2024 7.00 – 8.30pm 20 th March 2024 1.30 – 3.00pm 20 th May 2024 7.00 – 8.30pm 15 th July 2024 7.00 – 8.30pm	Cost for members £20 per session Cost for Non-members £40 per session



Other Training– for Councillors & Clerks cont.....

Topic	Course content	Proposed dates	Cost
Being a Good Employer	<p>This session will give you a brief overview of how to make your employee(s) feel valued and be more effective in their work.</p> <p><u>Course objectives</u></p> <p>To understand the job cycle from recruitment to leaving the organisation. (Duration approx. 1 hour)</p>	As and when required - please let CALC know if you are interested in this course, and we will arrange subject to demand or if your council would like this course delivered in house.	<p>Cost for members £20 per session</p> <p>Cost for Non-members £40 per session</p>
The General Power of Competence	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.	As and when required - please let CALC know if you are interested in this course, and we will arrange subject to demand.	<p>Cost for members £20 per session</p> <p>Cost for Non-members £40 per session</p>



In House Training

We bring the knowledge to you

We are happy to offer a virtual 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.

How much does it cost?

In house training offers excellent value for money. The cost for virtual sessions is between £100 and £140 depending upon the length of the course. This allows for the preparation time in producing a bespoke course.

How does it work?

1. Tell us what areas you want covered. Areas might include: Role of a councillor/Chairperson/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 not sure what you want, just call or email Rachael Kelly in the CALC office. CALC will send the invoice for the course once the training is completed.

What CALC will provide?

A trainer plus electronic documents used to deliver the training session.



Booking your Development Session

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

Email calc@cumbria.gov.uk or complete a booking form available on www.calc.org.uk.

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 from your council.

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.

CALC also ask external speakers to deliver half or full day events during the course of the year. Watch out for the Wednesday update emails for such events.