

Developing your skills

Virtual Continuing Professional Development

For Town and Parish Clerks & Councillors in Cumbria

January to July 2022

Including:

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

CALC Training



Between January and July 2022 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.



TOPIC	COURSE CONTENT	PROPOSED DATES	COST MEMBERS
<p>The Effective Councillor – For all new councillors and experienced councillors who want a refresher</p>	<p>Module 1 - covers Roles and Responsibilities, Legal Compliance, A Good Council, Relationships with partners, Legal powers and duties, Meetings, Agendas and Minutes</p> <p>Module 2 – covers 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 11th January 12.30 to 2.30pm</p> <p>Module 2 18th January 12.30 to 2.30pm</p> <p>Module 1 9th March 6.30 to 8.30pm</p> <p>Module 2 23rd March 6.30 to 8.30pm</p> <p>Module 1 9th May 12.30 to 2.30pm</p> <p>Module 2 16th May 12.30 to 2.30pm</p> <p>Module 1 1st June 6.30 to 8.30pm</p> <p>Module 2 14th June 6.30 to 8.30pm</p>	<p>£20 per session</p> <p>Cost for Non-members £40 per session</p>



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<p>The New or Aspiring Chairman</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><u>Course Objectives</u></p> <p>To understand the roles and responsibilities of the councillor, the chairman, the clerk and the whole council within the current legal framework.</p> <p>To start to prepare the council if they wish to move towards developing a business plan.</p>	<p>17th January 6.30 to 8.30pm</p> <p>9th March 2.00 to 4.00pm</p> <p>11th May 6.30 to 8.30pm</p>	<p>£20 per session</p> <p>Cost for Non-members £40 per session</p>
<p>The Experienced Chairman</p>	<p>These informal sessions 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><u>Course Objectives</u></p> <p>To share common practice with other Chairmen.</p> <p>To develop strategies to combat common stumbling blocks.</p> <p>To look at areas of development specific to your council and how to progress them.</p>	<p>21st February 6.30 to 8.30pm</p> <p>25th April 2.00 to 4.00pm</p> <p>14th June 6.30 to 8.30pm</p>	<p>£20 per session</p> <p>Cost for Non-members £40 per session</p>

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Clerk Induction	<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><u>Course Objectives</u></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 10th January 6.30 to 8.30pm</p> <p>Module 2 17th January 6.30 to 8.30pm</p> <p>Module 1 21st February 12.30 to 2.30pm</p> <p>Module 2 28th February 12.30 to 2.30pm</p> <p>Module 1 21st April 6.30 to 8.30pm</p> <p>Module 2 27th April 6.30 to 8.30pm</p> <p>Module 1 13th June 12.30 to 2.30pm</p> <p>Module 2 20th June 12.30 to 2.30pm</p>	<p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p>
Finance & End of Year Accounts	<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>9th February 6.30 to 7.30pm</p> <p>24th February 1.30pm to 2.30pm</p> <p>17th March 6.30pm to 7.30pm</p>	<p>£15 per session</p> <p>Cost for Non-members</p> <p>£30 per session</p>



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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>15th February 7.00 to 9.00pm</p> <p>19th April 7.00 to 9.00pm</p> <p>7th June 7.00 to 9.00pm</p>	<p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p>
Planning	<p>This session will provide generic planning advice including how to prepare an objection for the Local Committee.</p>	<p>14th March 7.00 to 9.00pm</p> <p>4th May 7.00 to 9.00pm</p> <p>22nd June 7.00 to 9.00pm</p>	<p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p>

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Health and Safety	The aim of this session is 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.	3rd February 6.30 to 7.30pm 25 th April 1.30 to 2.30pm 9th June 6.30 to 7.30pm	£15 per session Cost for Non-members £30 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.	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.	£15 per session Cost for Non-members £30 per session
Being a Good Employer	This session will give you a brief overview of how to make your employee(s) feel valued and be more effective in their work. <u>Course objectives</u> To understand the job cycle from recruitment to leaving the organisation. (Duration approx. 1 hour)	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..	£15 per session Cost for Non-members £30 per session

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The General Power of Competence	<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.</p>	<p>As and when required - please let CALC know if you are interested in this course and we will arrange subject to demand.</p>	<p>£15 per session</p> <p>Cost for Non-members</p> <p>£30 per session</p>
 <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>One per month for six months Commencing in October.</p> <p>Dates will be arranged in agreement with participating individuals.</p>	<p>£20.00 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 £80 and £120 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/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 not sure what you want, just call or email Sonia Hutchinson 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 office@calc.org.uk or **Complete a booking form available on** www.calc.org.uk, **Phone** [01768 812663](tel:01768812663) or

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 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 Friday round up emails for such events.

