

Developing your skills

Virtual Continuing Professional Development

For Town and Parish Clerks & Councillors in Cumbria

September to end of December 2020

Including:

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

CALC Training



Between September and December 2020 CALC is offering a variety of training courses designed for councillors and clerks using virtual platforms.

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 as this is our first time delivering virtual training the time allocated for the length of the course is an estimate and although we envisage that it will take approximately the length of time allocated until we have completed a few courses we are unable to guarantee it.

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</p> | <p>Module 1</p> <p>This session is ideal for new councillors who need to gain an understanding of best practices and new legislation.</p> <p>Module 2</p> <p>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><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 understand the General Power of Competence and the Budgeting Process.</p> <p>To acquire a basic understanding of financial /business planning and how to develop a parish plan.</p> | <p>Module 1 22nd September 6.30 to 9.00pm</p> <p>Module 2 29th September 6.30 to 9.00pm</p> <p>Module 1 10th November 2.00 to 4.30pm</p> <p>Module 2 17th November 2.00 to 4.30pm</p> | <p>£20 per session</p> <p>Cost for Non-members</p> <p>£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>21st September 6.30 to 8.30pm</p> <p>9th November 2.00 to 4.00pm</p> | <p>£20 per session</p> <p>Cost for Non-members</p> <p>£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>19th October 6.30 to 8.30pm</p> <p>7th December 2.00 to 4.00pm</p> | <p>£20 per session</p> <p>Cost for Non-members</p> <p>£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 13th October 6.30 to 9.00pm</p> <p>Module 2 20th October 6.30 to 9.00pm</p> <p>Module 1 1st December 2.00 to 4.30pm</p> <p>Module 2 8th December 2.00 to 4.30pm</p> | <p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 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>Course objectives</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>16th September 7.00 to 9.00pm</p> <p>18th November 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>6th October 7.00 to 9.00pm</p> <p>10th December 7.00 to 9.00pm</p> | <p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p> |
| An introduction to Green Spaces | <p>This session will provide an overview of how to identify and manage open spaces within your parish and will cover: -</p> <ul style="list-style-type: none"> • What are community open spaces? • Values and threats? • What can impact on them and where to go for help? • What can and can't you do on a town/village green? | <p>CANCELLED To be rearranged</p> | <p>£15 per session</p> <p>Cost for Non-members</p> <p>£30 per session</p> |

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|---|---|--|---|
| 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>26th November 6.30 to 8.00pm</p> <p>3rd December 2.00 to 3.30pm</p> | <p>£15 per session</p> <p>Cost for Non-members</p> <p>£30 per session</p> |
| 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> | <p>28th October 6.30 to 8.00pm</p> | <p>£15 per session</p> <p>Cost for Non-members</p> <p>£30 per session</p> |
| Code of Conduct | <p>This session will be provided an external speaker who will give an overview of the LGA review of the current model member code of conduct, as recommended by the Committee on Standards in Public Life's report into Local Government Ethical Standards.</p> | <p>25th November 6.30 to 8.00pm</p> | <p>£20 per session</p> <p>Cost for Non-members</p> <p>£40 per session</p> |

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|----------------------------------|---|--|---|
| <p>Community Planning</p> | <p>This session will help you identify your starting position and take you through some of the key stages of delivering a Community Plan</p> <p><u>Course Objectives</u> To understand how to start and complete your Community Plan from engagement with the public through to an action plan of deliverable objectives including long term plans.</p> | <p>15th December 6.30 to 8.00pm</p> | <p>£15 per session</p> <p>Cost for Non-members</p> <p>£30 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? 2 trainers 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.

