

## ChALC Virtual Training Schedule 2022

### Details of the course sessions planned for the next 8 months

For the calendar of dates and details of individual course outlines please scroll down this document

#### Programme Details:

To support councils' development needs, ChALC aims to provide a rolling programme of our core training offer throughout the year. Set out on the pages below is the schedule calendar for 2022, and below that details including the session names, the topics to be covered, the cost and the approximate length of the session. Please scroll down to see all dates etc.

The session length is only an indication of the time as delegates are encouraged to ask questions and engage so sometimes a session may overrun (and sometimes it may be a little shorter).

Please note that from time to time we will ask external trainers to provide ad hoc sessions for ChALC on more specific subjects to enhance the learning offer. The schedule also includes national training offers.

Providers and relevant course dates are colour coded as follows: -

<b>Trainer</b>	<b>Course Cost</b>	<b>Trainer</b>	<b>Course Cost</b>	<b>Trainer</b>	<b>Course Cost</b>
<b>ChALC</b>	£25 member £40 non-member	<b>Steve Parkinson</b>	£30 member £45 non-member	<b>Personnel Advice and Solutions</b>	£30 member £45 non member
<b>Trainer</b>	<b>Course Cost</b>	<b>Trainer</b>	<b>Course Cost</b>	<b>Trainer</b>	<b>Course Cost</b>
<b>David Kaiserman</b>	£30 member £45 non-member	<b>Breakthrough Communications</b>	£30 member £45 non-member	<b>Geosphere</b>	N/A

**N.B. All sessions listed will be VIRTUAL unless specified. Please check course availability and make a booking by contacting [sharonangus-crawshaw@chalc.org.uk](mailto:sharonangus-crawshaw@chalc.org.uk) or [nikkihewitt@chalc.org.uk](mailto:nikkihewitt@chalc.org.uk)**

**Cancellation Policy** - if you find yourself unable to attend any session please contact [Nikkihewitt@chalc.org.uk](mailto:Nikkihewitt@chalc.org.uk) or [sharonangus-crawshaw@chalc.org.uk](mailto:sharonangus-crawshaw@chalc.org.uk) immediately. Bookings cancelled with less than 48 hours notice or 'no shows' will be charged at the full price advertised. Extenuating circumstances will be considered but must be advised as soon as possible.

## Schedule Calendar - ChALC

May 2022			June 2022			July 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
11 <sup>th</sup>	2.00 – 3.00pm	Introduction to Local Council Award Scheme	13 <sup>th</sup>	1.30 – 3.30pm	Roles and Responsibilities	12 <sup>th</sup>	1.30 – 3.30pm	Meetings and Procedures
17 <sup>th</sup>	1.30 – 3.30pm	Induction for Clerks and Councillors	27 <sup>th</sup>	6.00 – 8.00pm	Roles and Responsibilities	21 <sup>st</sup>	6.00 – 8.00pm	Meetings and Procedures
19 <sup>th</sup>	6.00 – 8.00pm	Chairmanship						
24 <sup>th</sup>	1.30 – 3.30pm	Chairmanship						
31 <sup>st</sup>	6.00 – 8.00pm	Induction for Clerks and Councillors						
August 2022			September 2022			October 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
9 <sup>th</sup>	1.30 – 3.30pm	General Power of Competence	6 <sup>th</sup>	2.00 – 3.00pm	Introduction to the Local Council Award Scheme	4 <sup>th</sup>	1.30 – 3.30pm	Chairmanship
18 <sup>th</sup>	6.00 – 8.00pm	General Power of Competence	13 <sup>th</sup>	1.30 – 3.30pm	Induction for clerks and councillors	13 <sup>th</sup>	6.00 – 8.00pm	Chairmanship
			22 <sup>nd</sup>	6.00 – 8.00pm	Induction for clerks and councillors	20 <sup>th</sup>	1.30 - 3.30pm	Roles and Responsibilities
						25 <sup>th</sup>	6.00 – 8.00pm	Roles and Responsibilities
November 2022			December 2022					
Date	Times	Course	Date	Times	Course			
8 <sup>th</sup>	1.30 - 3.30pm	CEC Code of Conduct	1 <sup>st</sup>	1.30 – 3.30pm	CW&C Code of Conduct			
17 <sup>th</sup>	6.00 – 8.00pm	CW&C Code of Conduct	8 <sup>th</sup>	6.00 – 8.00pm	Meetings and Procedures			
22 <sup>nd</sup>	6.00 – 8.00pm	CEC Code of Conduct	13 <sup>th</sup>	1.30 – 3.30pm	Meetings and Procedures			

Last updated 18/07/2022

## Schedule Calendar – other providers

May 2022			June 2022			July 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
						7 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)
						18 <sup>th</sup>	10.00 – 11.30am	The role of Internal Audit
			30 <sup>th</sup>	6.30 – 9.00pm	A short briefing on Planning for Councillors	20 <sup>th</sup>	10.00 – 11.30am	VAT for VAT registered councils

August 2022			September 2022			October 2022		
Date	Times	Course	Date	Times	Course	Date	Times	Course
			1 <sup>st</sup>	10.00 – 12.00	Online Digital Mapping	6 <sup>th</sup>	10.00 – 11.30am	VAT for VAT Registered Councils
			6 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	12 <sup>th</sup>	10.00 – 11.30am	Internal Controls
			8 <sup>th</sup>	10.00 – 11.30am	Procurement	13 <sup>th</sup>	10.00 – 11.30am	Budgeting for clerks and finance staff
			13 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)	18 <sup>th</sup>	10.00 – 11.30am	Budgeting for clerks and finance staff
			15 <sup>th</sup>	10.00 – 11.30am	Budgeting for clerks and finance staff			
			20 <sup>th</sup>	10.00 – 11.30am	Budgeting for clerks and finance staff			
			21 <sup>st</sup>	6.00 - 8.00pm	The Essentials of being a Good Employer			
			22 <sup>nd</sup>	10.00 – 11.30am	Internal Controls			
			29 <sup>th</sup>	10.00- 11.30am	Budgeting for clerks and finance staff			

Last updated 18/07/2022

November 2022			December 2022			We are partnered with Breakthrough Communications, and a range of national courses - delivered via Zoom - are available to <b>book directly</b> with the provider at various dates and times.  Please scroll down for further details and to access their link.
Date	Times	Course	Date	Times	Course	
1 <sup>st</sup>	10.00 – 11.30am	Budgeting for clerks and finance staff				
3 <sup>rd</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)				
8 <sup>th</sup>	10.00 – 11.30am	Procurement				
10 <sup>th</sup>	10.00 - 11.30am	Budgeting for clerks and finance staff				
15 <sup>th</sup>	10.00- 11.30am	Budgeting for clerks and finance staff				
17 <sup>th</sup>	10.00- 11.30am	Finance for Councillors				
22 <sup>nd</sup>	10.00- 11.30am	VAT – Partial Exemption				
23 <sup>rd</sup>	10.00- 11.30am	Internal Controls				
24	10.00- 11.30am	Budgeting for clerks and finance staff				

Last updated 18/07/2022

<p><b>CHALC: Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Roles, duties and responsibilities: <ul style="list-style-type: none"> <li>➤ Clerk</li> <li>➤ Chairman</li> <li>➤ Councillors</li> <li>➤ and the Council (as a body)</li> </ul> </li> <li>➤ The Council as an employer</li> <li>➤ Handling Grievances and Disciplinary Matters</li> </ul> <p>2 hours</p>	<p><b>ChALC: Meetings and Procedures for Local Councils</b></p> <ul style="list-style-type: none"> <li>➤ The purpose of agendas &amp; minutes</li> <li>➤ The importance of a detailed agenda</li> <li>➤ Best practice in creating agendas &amp; minutes</li> <li>➤ How to create first class agendas &amp; minutes</li> <li>➤ How to handle confidential business</li> <li>➤ Freedom of Information implications</li> <li>➤ Retention of records &amp; archiving</li> </ul> <p>2 hours</p>
<p><b>ChALC: Chairmanship for Local Councils</b></p> <ul style="list-style-type: none"> <li>➤ The role of the Chairman</li> <li>➤ The preparation needed before a meeting</li> <li>➤ Agenda preparation and management</li> <li>➤ Rules of procedure</li> <li>➤ Public participation &amp; speakers</li> <li>➤ Dealing with difficult people</li> <li>➤ Code of Conduct</li> </ul> <p>2 hours</p>	<p><b>ChALC: Induction for Clerks and Councillors</b></p> <p>This course is aimed at new councillors and clerks or those who want to refresh their knowledge or understanding. It covers: -</p> <ul style="list-style-type: none"> <li>➤ Roles and responsibilities</li> <li>➤ Statutory requirements of meetings</li> <li>➤ Decision making and delegation</li> <li>➤ Powers and duties</li> <li>➤ Role of the Council in the planning system</li> <li>➤ Budget and Precept procedures</li> </ul> <p>2 hours</p>
<p><b>ChALC: Cheshire East Code of Conduct (FREE)</b></p> <p>Please note that the Code of Conduct will be changing – CEC will advise of the dates and times of training in late June/July 2022.</p> <p>This session will cover the introduction of the recently revised Cheshire East Council Code of Conduct and the implications for Town and Parish Councils.</p>	<p><b>ChALC: Cheshire West &amp; Chester Code of Conduct (FREE)</b></p> <p>Please note that the Code of Conduct will be changing from the 1st April 2022.</p> <p>This session will cover the introduction of the recently revised Cheshire West and Chester Code of Conduct and the implications for Town and Parish Councils</p>

<p><b>ChALC: General Power of Competence</b></p> <p>Aimed at local council clerks, this course has the following objectives: -</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> </ul> <p>2 hours</p>	<p><b>ChALC: Introduction to the LCAS (FREE)</b></p> <p>During this session we aim to cover the following:</p> <ul style="list-style-type: none"> <li>➤ What is the Local Council Award Scheme?</li> <li>➤ How does it work?</li> <li>➤ Award Themes</li> <li>➤ Award Levels</li> <li>➤ Accreditation Process</li> <li>➤ Benefits to the Council</li> <li>➤ Costs</li> <li>➤ Available help and support</li> <li>➤ Current holders of the Awards in Cheshire</li> </ul> <p>1 hour</p>
<p><b>David Kaiserman: A short briefing on Planning for Councillors</b></p> <p>This session is aimed with a focus on helping town and parish councillors get the best out of the opportunity they have to respond to the local planning authority on individual planning applications.</p> <p>Topics include: -</p> <ul style="list-style-type: none"> <li>➤ The overall context for the planning system</li> <li>➤ What needs planning permission and what doesn't?</li> <li>➤ Making the decision: what's taken into account? <ul style="list-style-type: none"> <li>(a) the policy framework</li> <li>(b) other "material considerations"</li> </ul> </li> <li>➤ Who gets to be involved?</li> <li>➤ The choices for the planning authority – approve? refuse? defer?</li> <li>➤ Types of permission and the use of conditions</li> <li>➤ The appeals system</li> </ul> <p>2 hours 30 minutes</p>	<p><b>Personnel Advice and Solutions: The Essentials of Being a Good Employer</b></p> <p>Personnel Advice and Solutions Ltd has been providing professional personnel and employment support to a wide range of organisations since 1995. This popular course provides a comprehensive review of both the practical and legal considerations for Councils in their role as Employer, including:-</p> <ul style="list-style-type: none"> <li>➤ Conducting a successful recruitment exercise.</li> <li>➤ The legal requirements of inductions.</li> <li>➤ Producing legal Employment contracts that suit the needs of the Council.</li> <li>➤ Managing Sickness and Absenteeism.</li> <li>➤ Dealing with Grievance and Disciplinary issues.</li> </ul> <p>2 hours</p>

## Breakthrough Communications: National Training Courses

We are partnered with Breakthrough Communications and a range of national courses, delivered via Zoom, are available which councillors, clerks and other council staff can **book directly with the provider**.

Overall themes include:-

- How your council communicates with itself and with the wider community
- Using digital communication to engage with the community
- Data Protection and Freedom of Information
- Chairmanship, Interpersonal Skills and Diversity within your Council
- Dealing with the Media

For full information about individual courses, including dates and how to book, please click on this link <https://breakthroughcomms.co.uk/calc-training-events/>. N.B. Please ensure you complete all details via the online booking form and identify the correct county association, Cheshire Association of Local Councils (ChALC), from the drop-down menu.

2 hours

## Geosphere: Online Digital Mapping Training (FREE)

This training programme will give you the confidence to start using digital mapping software in your local council. The software will help you save time and money and increase the professionalism and good-running of your council.

- Introduction to Parish Online
- Subscription pricing and how to access for free
- Use in other councils and examples
- Common tasks – viewing different maps, recording an asset register, creating own maps, styling a layer, producing printouts
- Data sharing
- Styling
- Configuring layers
- Data extract
- Public Map
- Q&A

2 hours

<p><b>Steve Parkinson: Internal Controls</b></p> <p>This session gives councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ Roles and responsibilities</li> <li>➤ Financial risks</li> <li>➤ Purpose of internal controls</li> <li>➤ Case studies</li> <li>➤ Examples of controls</li> <li>➤ Review of internal controls</li> </ul> <p>90 minutes</p>	<p><b>Steve Parkinson: VAT – partial exemption</b></p> <p>For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities, or markets, who need to understand when their council is at risk of not being able to reclaim VAT. This session is for those who already understand the rules of VAT and is unlikely to be of benefit for councils spending less than £50,000 a year, or for anyone that doesn't understand the difference between business and non-business activities or between taxable and exempt supplies. Session explains when VAT cannot be reclaimed in relation to exempt activities and what options may be available.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ law and guidance</li> <li>➤ non-business, taxable and exempt uses of land</li> <li>➤ Apportionment of costs</li> <li>➤ Partial exemption calculations</li> <li>➤ Occasional breaches</li> <li>➤ Option to tax</li> <li>➤ Capital Goods Scheme adjustments</li> </ul> <p style="text-align: right;">90 minutes</p>
<p><b>Steve Parkinson: VAT for unregistered councils (VAT 126)</b></p> <p>For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT on Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ how VAT law applies to local councils</li> <li>➤ where to find the law and guidance</li> <li>➤ business and non-business activities</li> <li>➤ understanding whether sales are taxable or exempt from VAT</li> <li>➤ when a council must register for VAT</li> <li>➤ when VAT can be reclaimed</li> <li>➤ Partial exemption</li> <li>➤ Reclaiming VAT when using grants and donations</li> </ul> <p>90 minutes</p>	<p><b>Steve Parkinson: VAT for VAT registered councils</b></p> <p>For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge (VAT registered councils have a 9-digit registration number, submit quarterly VAT returns online and charge VAT on taxable sales).</p> <p>This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ how VAT law applies to local councils</li> <li>➤ where to find the law and guidance</li> <li>➤ business and non-business activities</li> <li>➤ understanding whether sales are taxable or exempt from VAT</li> <li>➤ when to charge VAT</li> <li>➤ VAT rates</li> <li>➤ when VAT can be reclaimed</li> <li>➤ VAT returns</li> <li>➤ Partial exemption</li> <li>➤ Non-business activities</li> <li>➤ Reclaiming VAT when using grants and donations</li> </ul> <p>90 minutes</p>

<p><b>Steve Parkinson: The Role of Internal Audit</b></p> <p>For councillors and officers that want to understand the role of the internal auditor and how to appoint one. (Please note, this is NOT a training session for people who want to undertake internal audits)</p> <p>This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ Legislation and guidance</li> <li>➤ Roles and responsibilities</li> <li>➤ Risk management</li> <li>➤ Internal controls</li> <li>➤ How the council appoints an internal auditor</li> <li>➤ Scope of internal audit</li> <li>➤ Reviewing internal control</li> <li>➤ Internal audit reports</li> </ul> <p>90 minutes                  Members £30    Non-Members £45</p>	<p><b>Steve Parkinson: Contracts and Procurement</b></p> <p>For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils.</p> <p>This session is an introduction to the basics of procurement for local councils – inviting quotes, producing specifications and tender documentation, achieving competition and value for money, managing contracts.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ Procurement thresholds</li> <li>➤ Basic terminology and steps involved in procurement</li> <li>➤ Estimates, quotes and tenders</li> <li>➤ Specifications</li> <li>➤ Quality and value for money</li> <li>➤ Advertising, including Contracts Finder</li> </ul> <p>90 minutes</p>
<p><b>Steve Parkinson: Finance for Councillors</b></p> <p>This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ Roles and responsibilities</li> <li>➤ Setting a budget and precept</li> <li>➤ Financial control</li> <li>➤ The Annual Governance and Accountability Return</li> <li>➤ Internal and external audit</li> <li>➤ How VAT applies to local councils</li> </ul> <p>90 minutes</p>	<p><b>Steve Parkinson: Budgeting for Clerks and Finance Staff</b></p> <p>This session is aimed at officers of parish &amp; town councils, who are involved in preparing and monitoring budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>➤ setting a budget and precept</li> <li>➤ Contingencies and reserves</li> <li>➤ how the council tax base affects the budget</li> <li>➤ Inflation</li> <li>➤ budget monitoring</li> </ul> <p>90 minutes</p>