

Virtual Training Schedule 2021: Latest details of available course sessions planned for the year

January 2021			February 2021			March 2021		
Date	Times	Course						
12 th	10.00 – 11.30am	Introduction to VAT	2 nd	6.30 – 8.00pm	Finance for Councillors	4 th	10.00 – 11.30am	Year End Accounts and Audit
						4 th	3.00 – 5.00pm	Introduction to Planning
14 th	1.30 – 3.30pm	Meetings and Procedures	3 rd	6.30 – 8.30pm	CW&C Code of Conduct	9 th	10.00 – 11.30am	Year End Accounts and Audit
19 th	2.00- 3.00pm	Local Council Award Scheme	4 th	10.00 – 11.30am	The Role of Internal Audit	9 th	1.30 – 3.30pm	Chairmanship
27 th	6.30 – 8.30pm	Meetings and Procedures	10 th	1.30 – 3.30pm	Roles and Responsibilities	10 th	10.00 – 11.30am	Year End Accounts and Audit
			16 th	10.00 – 11.30am	The Role of Internal Audit	16 th	10.00- 11.30am	Introduction to VAT
			24 th	10.00 – 11.30am	Finance for Councillors	17 th	10.00 – 11.30am	Year End Accounts and Audit
			25 th	10.00 - 11.30am	Introduction to VAT	18 th	6.30 - 8.00pm	Finance for Councillors
						18 th	3.00 – 5.00pm	The Role of Local Councils in Town Planning
			25 th	6.30 – 8.30pm	Roles and Responsibilities	23 rd	10.00 – 11.30am	Year End Accounts and Audit
			10 th	1.30 – 3.30pm	Roles and Responsibilities	25 th	10.00 – 11.30am	Year End Accounts and Audit
						25 th	6.30 – 8.30pm	Chairmanship
						30 th	10.00 – 11.30am	Year End Accounts and Audit

April 2021			May 2021			June 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
1 st	10.00 – 11.30am	Year End Accounts and Audit	18 th	10.00 – 11.30am	Introduction to VAT	3 rd	6.00 – 8.00pm	Meetings and Procedures
1 st	3.00 – 5.00pm	Important Planning Concepts						
20 th	10.00 – 11.30am	Year End Accounts and Audit	19 th	1.30 – 3.30pm	CEC Code of Conduct	8 th	10.00 – 11.30am	Finance

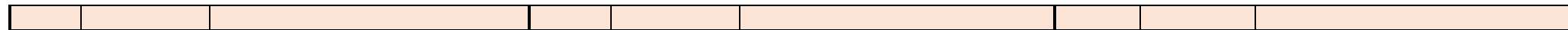
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22 nd	10.00 – 11.30AM	Introduction to VAT	25 th	1.30 – 3.30pm	CW&C Code of Conduct	10 th	1.30 – 3.30pm	Roles and Responsibilities
			27 th	6.00 – 8.00pm	CEC Code of Conduct	15 th	10.00 – 11.30am	Finance
			31 st	6.00 – 8.00pm	CW&C Code of Conduct	17 th	10.00 – 11.30am	Introduction to VAT
						29 th	6.00 – 8.00pm	Roles and Responsibilities

July 2021			August 2021			September 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
1 st	10.00 – 11.30am	Internal Controls				9 th	10.00 – 11.30am	Internal Controls
6 th	1.30 – 3.30pm	Meetings and Procedures						
8 th	10.00 – 11.30am	Finance						
13 th	10.00 – 11.30am	Introduction to VAT						
14 th	10.00 – 11.30am	Internal Controls						
15 th	10.00 – 11.30am	Finance						
20 th	10.00 – 11.30am	Internal Controls						
21 st	10.00 – 11.30am	Finance						
22 nd	10.00 – 11.30am	Finance						

October 2021			November 2021			December 2021		
Date	Times	Course	Date	Times	Course	Date	Times	Course
27 th	10.00 – 11.30am	Internal Controls						

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For details of the course outlines please scroll down.

Please check course availability and make a booking by contacting Nikki on NikkiHewitt@chalc.org.uk

Programme Details:

Set out on the pages below are the session names, the topics to be covered, the cost and the approximate length of the session.

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).

<p>CHALC: Roles and Responsibilities</p> <ul style="list-style-type: none">▶ Roles, duties and responsibilities:<ul style="list-style-type: none">▶ Clerk▶ Chairman▶ Councillors▶ and the Council (as a body)▶ The Council as an employer▶ Handling Grievances and Disciplinary Matters <p>2 hours Members £25 Non-Members £40</p>	<p>ChALC: Meetings and Procedures for Local Councils</p> <ul style="list-style-type: none">▶ The purpose of agendas & minutes▶ The importance of a detailed agenda▶ Best practice in creating agendas & minutes▶ How to create first class agendas & minutes▶ How to handle confidential business▶ Freedom of Information implications▶ Retention of records & archiving <p>2 hours Members £25 Non-Members £40</p>
<p>ChALC: Chairmanship for Local Councils</p> <ul style="list-style-type: none">▶ The role of the Chairman▶ The preparation needed before a meeting▶ Agenda preparation and management▶ Rules of procedure▶ Public participation & speakers▶ Dealing with difficult people	<p>ChALC: Local Council Award Scheme</p> <p>An introduction to LCAS with the aim of raising awareness and encouraging participation in the scheme.</p> <ul style="list-style-type: none">▶ What is the Local Council Award Scheme?▶ How does it work?▶ Award Themes & Levels▶ Overview of the Accreditation Process

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<p>Steve Parkinson: Finance for Councillors</p> <ul style="list-style-type: none"> ➤ Roles and responsibilities ➤ Setting a budget and precept ➤ Financial control ➤ Year end accounts ➤ Internal and external audit <p>90 minutes Members £30 Non-Members £45</p>	<p>Steve Parkinson: Internal Controls</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"> ➤ Roles and responsibilities ➤ Financial risks ➤ Purpose of internal controls ➤ Case studies ➤ Examples of controls ➤ Review of internal controls <p>90 minutes Members £30 Non-Members £45</p>
<p>Andrea Pellegram: Session 1 - Introduction to planning</p> <ul style="list-style-type: none"> ➤ What is town planning and what does it cover? ➤ It's a plan-led system ➤ The policy hierarchy ➤ Who is involved and what do they want? ➤ Where do Parish and Town Councils fit in? ➤ Development Timetable <p>2 hours Members £30 Non-Members £45</p>	<p>Andrea Pellegram: Session 2 - The Role of Local Councils in Town Planning</p> <ul style="list-style-type: none"> ➤ Development Timetable ➤ Your role as a consultee ➤ Probity and transparency ➤ Running your planning committee ➤ Pre-application discussions with developers ➤ The difference between a Neighbourhood Plan and other Council plans <p>2 hours Members £30 Non-Members £45</p>

Andrea Pellegram: Session 3 - Important Planning Concepts

- ▶ Planning Conditions
- ▶ Planning Obligations
- ▶ Community Infrastructure Levy
- ▶ Viability
- ▶ Up to date housing land supply policies
- ▶ Permitted Development
- ▶ Biodiversity
- ▶ Material planning considerations

2 hours

Members £30

Non-Members £45