

## ChALC Virtual Training Schedule 2023

### Details of the course sessions planned for the next 12 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 2023, 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. **These will be listed, and the schedule updated, as they become available.** The schedule also includes national training offers.

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

Trainer	Course Cost	Trainer	Course Cost	Trainer	Course Cost
ChALC	£25 member £40 non-member	Steve Parkinson	£30 member £45 non-member	Jackie Weaver	£5 – member of public
Trainer	Course Cost	Trainer	Course Cost	Trainer	Course Cost
David Kaiserman	£30 member £45 non-member	Breakthrough Communications	£30 member £45 non-member		

**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

January 2023			February 2023			March 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
19 <sup>th</sup>	6.00 - 8.00pm	CW&C Code of Conduct	7 <sup>th</sup>	6.30 – 7.30pm	Introduction to becoming a Councillor	7 <sup>th</sup>	1.30 – 3.30pm	Chairmanship
26 <sup>th</sup>	10.00 – 12.00pm	Chairmanship	15 <sup>th</sup>	1.00 – 2.00pm	Introduction to becoming a Councillor	14 <sup>th</sup>	1.00 – 2.00pm	Introduction to becoming a Councillor
			21 <sup>st</sup>	6.30 – 7.30pm	Introduction to becoming a Councillor	16 <sup>th</sup>	6.00 – 8.00pm	Chairmanship

April 2023			May 2023			June 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
18 <sup>th</sup>	6.00 – 8.00pm	Meetings and Procedures	23 <sup>rd</sup>	6.00 – 8.00pm	Induction for Councillors and Clerks	8 <sup>th</sup>	1.30 – 3.30pm	Induction for Councillors and Clerks
27 <sup>th</sup>	1.30 – 3.30pm	Meetings and Procedures	30 <sup>th</sup>	6.00 – 8.00pm	Induction for Councillors and Clerks	13 <sup>th</sup>	6.00 – 8.00pm	CEC Code of Conduct
						20 <sup>th</sup>	1.30 - 3.30pm	Warrington Code of Conduct
						29 <sup>th</sup>	6.00 – 8.00pm	Roles and Responsibilities

July 2023			August 2023			September 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
4 <sup>th</sup>	1.30 – 3.30pm	Roles and Responsibilities	8 <sup>th</sup>	1.30 – 2.30pm	Introduction to the LCAS	5 <sup>th</sup>	6.00- 8.00pm	Roles and Responsibilities
13 <sup>th</sup>	6.00 – 8.00pm	CW&C Code of Conduct	10 <sup>th</sup>	1.30 – 3,30pm	CW&C Code of Conduct	14 <sup>th</sup>	1.30 – 3.30pm	Induction for Councillors and Clerks
19 <sup>th</sup>	6.00 – 8.00pm	Meetings and Procedures	15 <sup>th</sup>	1.30 – 3.30pm	CEC Code of Conduct	19 <sup>th</sup>	1.30 – 3.30pm	Roles and Responsibilities
27 <sup>th</sup>	1.30 – 3.30pm	Meetings and Procedures				28 <sup>th</sup>	6.00 – 8.00pm	Induction for Councillors and Clerks

Last updated 19/12/2022

October 2023			November 2023			December 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
10th	6.00 – 8.00pm	Chairmanship	7th	6.00 – 8.00pm	Warrington Code of Conduct	5th	6.00 – 8.00pm	Induction for Councillors and Clerks
19th	1.30 – 3.30pm	Meetings and Procedures	16th	6.00 – 8.00pm	CW&C Code of Conduct			
24th	1.30 – 3.30pm	Chairmanship	21 <sup>st</sup>	6.00 – 8.00pm	CEC Code of Conduct			
31 <sup>st</sup>	6.00 – 8.00pm	Meetings and Procedures						

## Schedule Calendar – other providers

January 2023			February 2023			March 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
10 <sup>th</sup>	10.00 – 11.30am	Internal Controls	1 <sup>st</sup>	10.00 – 12.30	Planning for Councillors	2 <sup>nd</sup>	10.00 – 11.30am	Year-end & transparency – councils under £25,000
12 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	2 <sup>nd</sup>	10.00 – 11.30am	Year-end & Audit – Income and Expenses accounts	7 <sup>th</sup>	10.00 – 11.30am	Year-end & Audit – Income and Expenses accounts
17 <sup>th</sup>	10.00 – 11.30am	Role of Internal Audit	7 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	9 <sup>th</sup>	10.00 – 11.30am	Procurement
19 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered Councils	9 <sup>th</sup>	10.00 – 11.30am	Year End & Audit - receipts and payments accounts (over £25,000)	14 <sup>th</sup>	10.00 – 11.30am	Year End & Audit - receipts and payments accounts (over £25,000)
24 <sup>th</sup>	10.00 – 11.30am	Procurement	16 <sup>th</sup>	10.00 – 11.30am	Internal Controls	21 <sup>st</sup>	10.00 – 11.30am	Year-end & transparency – councils under £25,000
25 <sup>th</sup>	6.30 – 8.00pm	Finance for Councillors (evening)	22 <sup>nd</sup>	6.30 – 8.00pm	Finance for Councillors (evening)	23 <sup>rd</sup>	10.00 – 11.30am	Year End & Audit - receipts and payments accounts (over £25,000)
26 <sup>th</sup>	10.00 – 11.30am	New Clerks Finance	23 <sup>rd</sup>	10.00 – 11.30am	VAT for VAT registered councils	26 <sup>th</sup>	10.00 – 11.30am	Year End & Audit - receipts and payments accounts (over £25,000)

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31 <sup>st</sup>	10.00 – 11.30am	Year-end & Audit – receipts and payments accounts (over £25,000)	28 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)	30 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)
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April 2023			May 2023			June 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
18 <sup>th</sup>	10.00 – 11.30am	New clerk's finance	2 <sup>nd</sup>	10.00 – 11.30am	Role of Internal Audit	6 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors
25 <sup>th</sup>	10.00 – 11.30am	VAT for VAT registered councils	4 <sup>th</sup>	10.00 – 11.30am	VAT – partial exemption	8 <sup>th</sup>	11.00 – 11.30am	New clerk's finance
27 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	9 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)	15 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)
			16 <sup>th</sup>	10.00 – 11.30am	Procurement	20 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors
			18 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors	22 <sup>nd</sup>	10.00 – 11.30am	Procurement
			23 <sup>rd</sup>	10.00 – 11.30am	Finance for Councillors	27 <sup>th</sup>	10.00 – 11.30am	VAT – Partial exemption

July 2023			August 2023			September 2023		
Date	Times	Course	Date	Times	Course	Date	Times	Course
4 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors						
5 <sup>th</sup>	10.00 – 11.30am	Internal Control						
6 <sup>th</sup>	10.00 – 11.30am	VAT for VAT registered councils						
11 <sup>th</sup>	10.00 – 11.30am	Procurement						
13 <sup>th</sup>	10.00 – 11.30am	Finance for Councillors						
18 <sup>th</sup>	10.00 – 11.30am	VAT for unregistered councils (VAT126)						

**N.B. No dates at present for October, November and December 2023**

Last updated 19/12/2022

<p><b>CHALC: Roles and Responsibilities</b></p> <p>Roles, duties and responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Clerk</li> <li>➤ Chairman</li> <li>➤ Councillors</li> <li>➤ and the Council (as a body)</li> <li>➤ The Council as an employer</li> <li>➤ Handling Grievances and Disciplinary Matters</li> </ul>	<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><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><b>ChALC: Induction for Councillors and Clerks</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><b>ChALC: Cheshire East Code of Conduct</b></p> <p>This session will cover the introduction of the recently adopted Cheshire East Council Code of Conduct and the implications for Town and Parish Councils.</p> <ul style="list-style-type: none"> <li>➤ Underpinning legislation</li> <li>➤ Local Council obligations</li> <li>➤ The Nolan Principles</li> <li>➤ Registering and declaring interests</li> <li>➤ 'Sensitive' information</li> <li>➤ Interests – various forms</li> <li>➤ Predetermination and bias</li> <li>➤ Dispensations</li> <li>➤ Complaints</li> </ul>	<p><b>ChALC: Cheshire West &amp; Chester Code of Conduct</b></p> <p>The Code of Conduct changed on the 1st April 2022. This session will cover the revised Cheshire West and Chester Code of Conduct and the implications for Town and Parish Councils</p> <ul style="list-style-type: none"> <li>➤ Underpinning legislation</li> <li>➤ Local Council obligations</li> <li>➤ The Nolan Principles</li> <li>➤ Registering and declaring interests</li> <li>➤ 'Sensitive' information</li> <li>➤ Disclosable Pecuniary Interest (DPI)</li> <li>➤ Other interests</li> <li>➤ Dispensations</li> <li>➤ Complaints procedure</li> </ul>

<p><b>ChALC: Warrington Code of Conduct</b></p> <p>The Council adopted its current Code of Conduct at the meeting of 8 May 2021. The code sets out the standards required by councillors and is consistent with the following principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The code applies to all councillors and co-opted members.</p> <ul style="list-style-type: none"> <li>➤ Underpinning legislation</li> <li>➤ The Nolan Principles</li> <li>➤ Standards of councillor conduct</li> <li>➤ Registering and declaring interests</li> <li>➤ Disclosable Pecuniary Interests (DPI)</li> <li>➤ Complaints Procedure</li> <li>➤ Other interests</li> </ul>	<p><b>ChALC: Introduction to becoming a councillor</b></p> <p>Thinking of standing as a councillor? This introduction will provide information to help people decide: -</p> <ul style="list-style-type: none"> <li>➤ Who is eligible?</li> <li>➤ How do you register your interest?</li> <li>➤ What happens next?</li> <li>➤ How much time does it take?</li> <li>➤ What are the rules and regulations?</li> <li>➤ How are new councillors supported?</li> <li>➤ Q&amp;A</li> </ul>
<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><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><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><b>Andrea Pellegram: Session 1 - Introduction to Planning</b></p> <p><b>N.B. 2023 dates to be confirmed</b></p> <ul style="list-style-type: none"> <li>➤ What is town planning and what does it cover?</li> <li>➤ It's a plan-led system</li> <li>➤ The policy hierarchy</li> <li>➤ Who is involved and what do they want?</li> <li>➤ Where do Parish and Town Councils fit in?</li> <li>➤ Development Timetable</li> </ul>
<p><b>Andrea Pellegram: Session 2 - The Role of Local Councils in Town Planning</b></p> <p><b>N.B. 2023 dates to be confirmed</b></p> <ul style="list-style-type: none"> <li>➤ Development Timetable</li> <li>➤ Your role as a consultee</li> <li>➤ Probity and transparency</li> <li>➤ Running your planning committee</li> <li>➤ Pre-application discussions with developers</li> <li>➤ The difference between a Neighbourhood Plan and other Council plans</li> </ul>	<p><b>Andrea Pellegram: Session 3 - Important Planning Concepts</b></p> <p><b>N.B. 2023 dates to be confirmed</b></p> <ul style="list-style-type: none"> <li>➤ Planning Conditions</li> <li>➤ Planning Obligations</li> <li>➤ Community Infrastructure Levy</li> <li>➤ Viability</li> <li>➤ Up to date housing land supply policies</li> <li>➤ Permitted Development</li> <li>➤ Biodiversity</li> <li>➤ Material planning considerations</li> </ul>

## 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 training themes include:-

- ▶ Council Communications and Community Engagement
- ▶ Social Media and Digital Communications
- ▶ Interpersonal Skills
- ▶ Data Protection and FOI

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



<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> <ul style="list-style-type: none"> <li>➤ Topics include:</li> <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.</p> <p>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 anyone that does not understand the difference between business and non-business activities or between taxable and exempt supplies.</p> <p>Topics include: - Law and guidance; non-business, taxable and exempt uses of land; apportionment of costs; partial exemption calculations; occasional breaches; option to tax; Capital Goods Scheme adjustments</p> <p>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>

**Steve Parkinson: The Role of Internal Audit**

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)

This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.

Topics include:

- Legislation and guidance
- Roles and responsibilities
- Risk management
- Internal controls
- How the council appoints an internal auditor
- Scope of internal audit
- Reviewing internal control
- Internal audit reports

90 minutes                      Members £30    Non-Members £45

**Steve Parkinson: New clerk's finance**

**N.B. This introductory session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. If you have 9 month's experience or more, this session is unlikely to cover anything you don't already know**

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Internal control
- The Annual Governance & Accountability Return
- Internal and external audit

By the end of the session you will:

- Be aware of relevant legislation and sources of guidance
- Be able to describe the key financial activities in a year
- Be aware of how the council's accounts must be prepared and audited
- Recognise the importance of internal controls

90 minutes

**Steve Parkinson: Finance for Councillors**

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.

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Financial control
- The Annual Governance and Accountability Return
- Internal and external audit
- How VAT applies to local councils

90 minutes

**Steve Parkinson: Year-end & Audit – receipts & payments accounts (over £25,000)**

For officers who want to understand how to prepare their council's Annual Governance & Accountability Return on a receipts and payments basis and comply with the requirements of the audit process.

Session introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly

Topics include: -  
Closing the accounts; Assets and borrowing; Internal audit; Reviewing internal control; The Annual Return; Electors rights; Publication requirements

90 minutes

<p><b>Steve Parkinson: 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: Year-end &amp; transparency - councils under £25,000</b></p> <p>For officers and councillors that want to understand how to comply with the requirements of the transparency code for and the Freedom of Information Act.</p> <p>This session introduces the concepts of transparency and the publication of information, showing how it links to and overlaps audit requirements.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>■ Transparency for councils under £25,000</li> <li>■ Audit exemption for councils under £25,000</li> <li>■ Publication schemes</li> <li>■ The public's rights</li> <li>■ The Annual Return</li> </ul> <p>90 minutes</p>
<p><b>Steve Parkinson: Year-end &amp; Audit – Income and Expenditure accounts</b></p> <p>For officers who want to understand how to prepare their council's Annual Governance &amp; Accountability Return on an income and expenditure basis (mandatory for councils regularly spending over £200,000) and comply with the requirements of the audit process.</p> <p>Session introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly.</p> <p>Topics include: -</p> <ul style="list-style-type: none"> <li>■ Closing the accounts</li> <li>■ Debtors and creditors</li> <li>■ Assets and borrowing</li> <li>■ Internal audit</li> <li>■ Reviewing internal control</li> <li>■ The Annual Return</li> <li>■ Electors' rights</li> <li>■ Publication requirements</li> </ul> <p>90 minutes</p>	<p style="background-color: #d9e1f2; height: 40px;"></p>