

Developing your skills

Continuing Professional Development

For Town and Parish Clerks & Councillors in Cumbria

September to end of December 2019

Including:

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

CALC Training



August 2019

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CALC offers a variety of training courses designed for councillors and clerks who want to refresh their skills and knowledge and for those new to the roles.

Our courses highlight the core themes of roles and responsibilities that derive from the law and underpin process, procedure and good practice. Courses can be tailored to your council's requirements.

Our courses run throughout the year, usually with a break over the summer. We try to offer a daytime or evening option where possible but you can request a specific time for bespoke training being delivered for your council.

We also try to offer a range of locations throughout the county and we can visit your council at its meeting place to deliver training.

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 or contact us to discuss booking in house training for your council where we come to you at a time and place convenient to you. If you would like in house training but are struggling with the cost, let us know and we'll see if we can pair you with another council to share the cost of whole council training.

Look out for emails with details of additional courses we will run which have been requested by you.



TOPIC	COURSE CONTENT	PROPOSED DATES / VENUES	COST MEMBERS
<p>The Effective Councillor</p>	<p>Module 1 This session is ideal for new councillors who need to gain an understanding of best practices and new legislation.</p> <p>Module 2 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 10th September 6.00 to 8.30pm New College, St Bees, Whitehaven</p> <p>Module 2 17th September 6.00 to 8.30pm New College, St Bees, Whitehaven</p> <p>Module 1 14th October 1.30 to 4pm Helsington Village Hall, Kendal</p> <p>Module 2 28th October 1.30 to 4pm Helsington Village Hall, Kendal</p> <p>Module 1 12th November 6.00 to 8.30pm Wetheral Community Centre, Carlisle</p> <p>Module 2 19th November 6.00 to 8.30pm Wetheral Community Centre, Carlisle</p> <p>Module 1 3rd December 1.30 to 4pm Methodist Church, Penrith</p> <p>Module 2 11th December 1.30 to 4pm Methodist Church, Penrith</p>	<p>£80.00</p> <p>For both Modules</p> <p>£45 per course if booked individually</p> <p>Cost for Non-members</p> <p>£120</p> <p>For both modules</p> <p>£65 per course if booked individually</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> To understand the roles and responsibilities of the councillor, the chairman, the clerk and the whole council within the current legal framework. To start to prepare the council if they wish to move towards developing a business plan.</p>	<p>17th September 6.30 to 8.30pm Castle Street Centre, Kendal</p> <p>28th October 6.30 to 8.30pm Cockermouth Town Hall</p> <p>12th November 6.30 to 8.30pm Fire & Rescue HQ, Penrith</p>	<p>£45.00</p> <p>Cost for Non-members £65.00</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> To share common practice with other Chairmen. To develop strategies to combat common stumbling blocks. To look at areas of development specific to your council and how to progress them.</p>	<p>17th October 6.30 to 8.30pm Fire & Rescue HQ, Penrith</p> <p>18th November 6.30 to 8.30pm New College, St Bees, Whitehaven</p> <p>2nd December 6.30 to 8.30pm Castle Street Centre Kendal</p>	<p>£45.00</p> <p>Cost for Non-members £65.00</p>



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<p>Clerk Induction</p>	<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 11th September 6.00 to 8.30pm Wetheral Community Centre, Carlisle</p> <p>Module 2 18th September 6.00 to 8.30pm Wetheral Community Centre, Carlisle</p> <p>Module 1 8th October 6.00 to 8.30pm Whitehaven – To be confirmed</p> <p>Module 2 22nd October 6.00 to 8.30pm New College, St Bees, Whitehaven</p> <p>Module 1 11th November 6.00 to 8.30pm Castle Street Centre, Kendal</p> <p>Module 2 18th November 6.00 to 8.30pm Castle Street Centre, Kendal</p> <p>Module 1 4th December 1.30 to 4pm Methodist Church, Penrith</p> <p>Module 2 10th December 1.30 to 4pm Methodist Church, Penrith</p>	<p>£80.00</p> <p>(For both modules)</p> <p>£45 per course if booked individually</p> <p>Cost for Non-members</p> <p>£120</p> <p>For both modules</p> <p>£65 per course if booked individually</p>

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 <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. It's based on the submission of a portfolio of evidence and our sessions provide help and support in putting this portfolio together giving you the maximum support we can. Candidates can also opt for a fourth tutorial session, to help them through the final stages of portfolio building. Clerks must also register for the course with the Society of Local Council Clerks. For further information see www.slcc.co.uk.</p>	<p>4 sessions in total including tutorial session</p> <p>Session 1 18th September 6.30 to 8.30pm Venue to be confirmed Penrith</p> <p>Session 2 15th October 6.30 to 8.30pm Venue to be confirmed Penrith</p> <p>Session 3 20th November 6.30 to 8.30pm Fire & Rescue HQ Penrith</p>	<p>£40.00 per session</p> <p>Offer not available to non-member councils</p>
<p>Managing Trees</p>	<p>This session will cover: -</p> <p>How trees grow, Pruning trees, Planting and establishment</p> <p>Trees and people from a Parish Council perspective – Inspection of Trees, Tree Surveys and Risk management</p>	<p>10th October 6.30 to 8.30pm Castle Street Centre Kendal</p> <p>7th November 6.30 to 8.30pm New College, St Bees, Whitehaven</p> <p>12th December 6.30 to 8.30pm Fire & Rescue HQ Penrith</p>	<p>£45.00</p> <p>Cost for Non-members £65.00</p>

TOPIC	COURSE CONTENT	PROPOSED DATES / VENUES	COST MEMBERS
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>4th September 7.00 to 9.00pm Fire & Rescue HQ Penrith</p> <p>11th October 7.00 to 9.00pm Helsington Village Hall, Kendal</p> <p>6th November 7.00 to 9.00pm Cockermouth Town Hall</p>	<p>£45.00</p> <p>Cost for Non-members £65.00</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 is a town / village? What can and can't you do on a town/village green? 	<p>16th September 6.30 to 8.30pm New College, St Bees, Whitehaven</p> <p>7th October 6.30 to 8.30pm Castle Street Centre Kendal</p> <p>2nd December 6.30 to 8.30pm Fire & Rescue HQ Penrith</p>	<p>£45.00</p> <p>Cost for Non-members £65.00</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>16th October 6.30 to 7.30pm Venue to be confirmed, Penrith</p> <p>6th November 6.30 to 7.30pm Castle Street Centre Kendal</p> <p>26th November 6.30 to 7.30pm Cockermouth Town Hall</p>	<p>£35.00</p> <p>Cost for Non-members £55.00</p>

The following courses are more specialist and can be arranged on demand once four individuals have expressed an interest in attending the course. Dates and venues will then be agreed depending upon the number and location of the interested delegates. If you are interested in attending any of the following courses please contact CALC.

TOPIC	COURSE CONTENT	PROPOSED DATES / VENUES	COST MEMBERS
Website & Social Media training	The workshops will cover the development and running of a simple website and an introduction to social media for parish councils. (Duration approx. 1 hour)	To be arranged as and when required	£35.00 Cost for Non-members £55.00
General Data Protection Regulations	The workshops will be an introduction to GDPR and will cover the more practical aspects of how a parish council can ensure it is compliant with the legislation.	To be arranged as and when required	£45.00 Cost for Non-members £65.00
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><u>Course Objectives</u></p> <p>To explain the criteria for eligibility to use the power and arrangements for confirming eligibility</p> <p>To discuss possible restrictions and risks related to using the power</p>	<p>To be arranged as and when required.</p> <p>This course is only required by those councils who want to use the General Power of competence and whose Clerk undertook the CiLCA qualification before 2015. Clerks completing the 2015 CiLCA portfolio will undertake this module as part of their assessment.</p>	<p>£45.00</p> <p>Cost for Non-members £65.00</p>



TOPIC	COURSE CONTENT	PROPOSED DATES / VENUES	COST MEMBERS
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>	To be arranged as and when required	<p>£35.00 Cost for Non-members £55.00 £120 (in house)</p>
Code of Conduct	<p>This session will provide the council with an understanding of the roles and responsibilities of a councillor with regards to the Code of Conduct including the registering of pecuniary and other interests. (Duration approx. 1 hour)</p>	To be arranged as and when required	<p>£35.00 Cost for Non-members £55.00 £120 (in house)</p>
Business Planning	<p>This session will help you identify your starting position and take you through some of the financial and budgeting benefits of Business planning.</p> <p><u>Course Objectives</u></p> <p>To understand how to start and complete a business plan. To understand the benefits of budgeting and financial planning. To understand how to plan for and achieve long term goals.</p>	This course is best delivered as in house training as it enables councillors from the same parish to develop the council's vision beyond the next couple of meetings.	<p>£170 (in house session)</p>
Planning	<p>This session will provide generic planning advice including how to prepare an objection for the Local Committee.</p>	To be arranged as and when required	<p>£45.00 Cost for Non-members £65.00</p>

In House Training

We bring the knowledge to you

Sometimes it's just easier if we come to you and deliver the training you want, when you want it, where you want it. We offer a 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. What's more you can share this training with other councils meaning you can work together, share good practice and support each other.

How much does it cost? In house training offers excellent value for money. They cost between £120 and £170 per session depending upon the length of the 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 do you provide? A venue, suitable for the activity and the number of people involved plus any refreshments.

What CALC will provide? A trainer, a course handout and any other material needed to deliver the course. We will also help you in finding another council to share your training with if you would like us to.



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.

