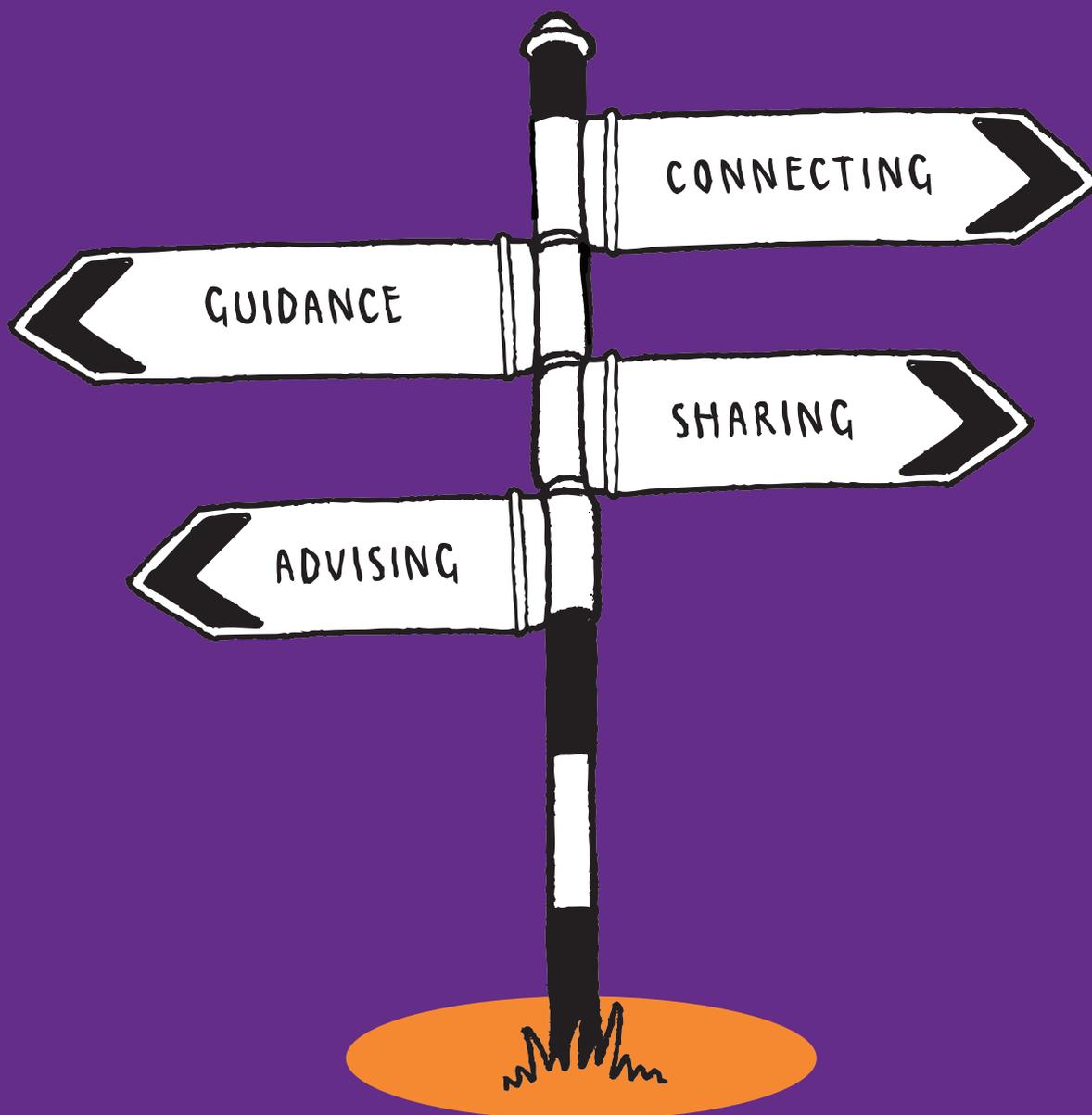


Networks Essentials

# introduction to...

Workshops on a range of topics for new starters  
and staff needing a refresher



# helping you drive performance

Local authority corporate and professional services can be notoriously complex and subject to almost constant change.

For staff and elected members who are new to local government, working in a new role or in need of a refresher in specific areas, the CIPFA Networks offer a range of introductory workshops covering finance, governance, asset management, tax and other professional service areas.

They are designed to give attendees a confident grasp of the key principles, legal frameworks, regulatory requirements, statutory responsibilities and upcoming changes.

Each workshop carries CPD points and certificates of attendance are issued.

If your organisation currently subscribes to a CIPFA Network, you can use your pre-paid places at these workshops or receive a discount (conditions apply).

The CIPFA Networks Essentials are a series of 'Introduction to...' workshops led by CIPFA's expert advisors.

They take place at locations across the UK. To find those nearest you, visit:

**[www.cipfa.org/essentials](http://www.cipfa.org/essentials)**

Each workshop can be delivered on-site and tailored to suit your specific organisational needs. To find out more, contact:

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**M: 07919 018 754**

**E: [cliff.dalton@cipfa.org](mailto:cliff.dalton@cipfa.org)**



# Accountancy and finance workshops

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## Introduction to Collection Fund Accounting – England

The accounting requirements in respect of National Non-Domestic Rates (NNDR) and Council Tax for local authorities in England, covering the legislative background and accounting principles of Collection Fund Accounting, NNDR Control Accounts, Council Tax Control Accounts and the General Fund.

## Introduction to the Role of the Chief Finance Officer (S151 Officer)

Examining CIPFA's 'five CFO principles' and the skills required to be an effective CFO.

## Introduction to Local Government Finance

An overview of the complex structure and functions of the local government finance system, ideal for those who have recently joined a local authority.

## Introduction to Local Authority Capital Accounting

Examining the basic principles of capital and asset recognition; the Prudential framework and Indicators; what resources are available to finance capital programmes; and the key accounting requirements for capital and assets in local authority financial statements.

## Introduction to Council Tax

The basics of council tax and a solid foundation in council tax liability, discounts, exemptions and recovery.

## Introduction to Local Authority Accounts and Closedown

The Local Authority Code of Practice, accounting concepts, financial statements and the accounts closedown process.

## Introduction to Accounting for Groups and Collaborative Arrangements

How to prepare group accounts, one of the more complex aspects of financial reporting.

## Introduction to Budgeting

The needs of operational management and how budgeting, planning and forecasting can gain greater buy-in and transparency.

## Introduction to Local Authority Financial Statements

Key local authority financial statements and how to identify and interpret meaningful accounting information and value drivers critical to decision making.

## Introduction to National Non-Domestic Rates

The basics of business rates – what they are and why they are important – and related issues, including liability, reliefs, exemptions, collection and enforcement.

## Introduction to Housing Benefit Overpayments

Dealing with overpayments, their identification, calculation and recovery, one of the most complex and important areas of housing benefit decision making.

## Introduction to Public Sector Treasury Management: Theory and Best Practice

Understanding the core themes of treasury and capital finance.

## Introduction to Education Finance

Education funding and the financial requirements of schools and local authorities.

## Introduction to Housing Finance

The Housing Revenue Account (HRA) and its key financial reporting and accounting requirements; the regulatory framework; business planning requirements; and the latest housing finance issues.

## Introduction to Police Finance

An overview of policing, its structures and how it is financed, ideal for those who have recently joined a police force or the office of a police and crime commissioner.

## Introduction to Fire Finance

An overview of fire and rescue services, their structures and how they are financed, and a good introduction for anyone who has recently joined a fire and rescue service or authority.

## Introduction to Adults and Children's Social Care for Finance Practitioners

Aimed at finance practitioners who are new to either Adult's or Children's Social Care and covering the distinctive features of providing financial and business advice to these services.

## Introduction to Adults and Children's Social Care Finance for Social Care Practitioners

Aimed at Social Care Practitioners who are new to managing either Adult's or Children's Social Care Budgets, and covering the distinctive features of managing the finances of these services often not covered in management training.

# Professional services workshops

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## Introduction to Public Procurement

Public procurement law, its principles and how to practically apply the regulations.

## Introduction to Setting up a Trading Company

How to set up a trading company, covering all the key stages and developing a DIY checklist to assist in future set ups.

## Introduction to the Role of the Company Secretary

The core duties and critical role played by the company secretary to ensure legal and governance compliance.

## Introduction to Public Sector Insurance

The principles and practices of public sector insurance, designed for practitioners without any prior formal insurance qualification.

## Introduction to Contract Implementation and Contract Management

How to achieve best value from contracts and drive future efficiency savings through better contract management.

## Introduction to Procurement Planning & Developing Effective Specifications

Comprehensive guidance on writing specifications.

## Introduction to the New Standard Selection Questionnaire

How to make correct use of the Standard Selection Questionnaire in above threshold procurements.

## Introduction to the Light Touch Regime of Procurement

The key stages of managing and designing a compliant Light Touch Regime (LTR) procurement process.

## Introduction to the Role & Effectiveness of Non-Executive Directors

Support for individuals who have been appointed NEDs and organisations wanting to get the best out of their NEDs at a time of continuous change.

# Governance workshops

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## Introduction to Professional Ethics in Business

The key professional ethics expected of public officials, including personal, organisational and corporate standards of behaviour.

## Introduction to Corporate Governance

The key principles and issues in corporate governance and practical advice on compliance and best practice.

## Introduction to Fraud Investigations

How to manage allegations of fraud within the workplace with a taste of the content covered in CIPFA's Accredited Counter Fraud Specialist (ACFS) and Accredited Counter Fraud Technician (ACFTech) qualifications.

## Introduction to the Knowledge and Skills of Local Authority Audit Committees

The role of the audit committee in local authorities.

## Introduction to Internal Audit

The professional standards for internal audit and practical examples of how to undertake an internal audit.

## Introduction to the Knowledge and Skills of Police Audit Committees

The role of the audit committees for police and crime commissioners and chief constables.

## Introduction to good governance in Local Government

Understanding the framework underpinning the Annual Governance Statement: *Delivering Good Governance in Local Government* CIPFA and Solace 2016.

# Asset Management workshops

## Introduction to Local Authority Property Asset Valuation

The basic professional accounting and valuation standards that govern the commissioning and production of local authority asset valuations, for balance sheet purposes.

## Introduction to Property Asset Management

Property asset management and how it is an essential part of any public sector organisation's business planning.

## Introduction to Whole Life Appraisal

Whole life appraisal and how it can be used in practice.

## Introduction to Option Appraisal

Step-by-step guide to undertaking option appraisals.

# Taxation workshops

## Introduction to VAT

The fundamental areas of how VAT applies in the sector and the issues that need to be considered.

## Introduction to Tax for Leaders – Understanding governance, reputation and risk in the current climate

What constitutes tax planning and avoidance and how to develop awareness and ensure strong governance.

## Introduction to Tax on Capital Projects

The impact of tax on capital projects and its effect on budget and how they can be managed effectively, to ensure there are no surprises.

## Introduction to the Employment status of payroll workers and your new responsibilities (IR35)

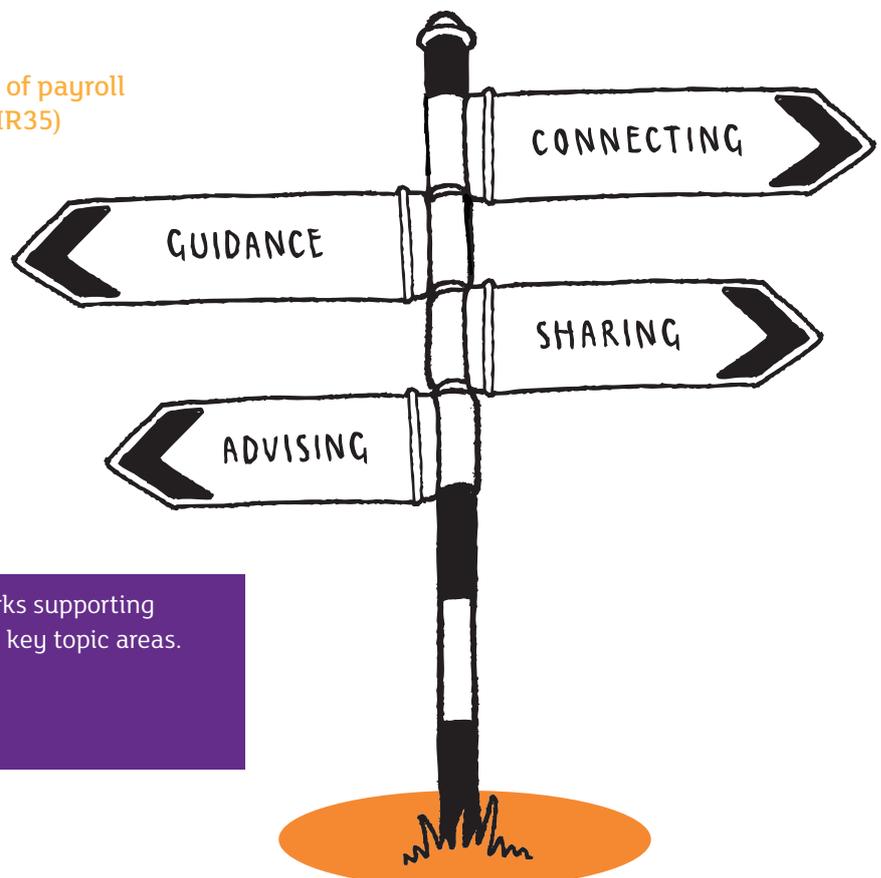
Guidance on the new IR35 legislation and how to assess employment status, including HMRC's stance on key indicators.

## Introduction to Tax Governance: Process and controls

How to develop robust governance of tax compliance.

## Introduction to Taxation and its implications on Alternative Service Delivery Models (ASDMs)

The taxation implications of alternative service delivery models, including how to make informed decisions and reduce tax liabilities.



CIPFA Networks are member-based networks supporting public sector professionals and focused on key topic areas.

To learn more, visit:

[www.cipfa.org/networks](http://www.cipfa.org/networks)



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