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Councillors Training Policy

1. Purpose and Scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for Councillors.

Moulton Parish Council is committed to training to ensure that councillors are able to operate appropriately and effectively for the benefit of the community.

Training needs will be identified, and sufficient resources will be allocated to provide the necessary training to meet the needs. Councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.

Councillor's training needs will be identified on an ongoing basis. Councillors can identify councillor training needs. Opportunities to attend courses will be investigated by the Executive Officer and brought to the attention of all councillors.

2. Legal Responsibility & Policy Support

[Localism Act 2011](#)

3. Training Requirements

Activity	Timeframe
All new Councillors will be provided with a New Members Pack including, but not limited to, Welcome letter, The Good Councillor's Guide, Code of Conduct, Standing Orders, Financial Regulations and Policies.	Within one week of the date on which they are elected or co-opted.
All Councillors shall be offered basic training at the start of their term of office. (Off to a Flying Start – Northants CALC)	Within six months of the date on which they are elected or co-opted.
The Chairman of the Council and the Chairman of Committees shall be offered chairmanship skills training (Chairmanship – Northants CALC)	Within six months of the date on which they are elected to the office of Chairman of the Council or one of its committees.
Committee Members shall be offered training related to the area of work of the committee (e.g., members of the Finance Committee shall receive basic finance	Within six months of the date on which they are appointed to the committee.

training (Finance for Councillors - Northants CALC) and members of the Planning Committee shall receive basic planning training (Responding to Planning Applications – Northants CALC, briefing sessions provided by Unitary Council), etc.	
All Councillors shall be offered ad hoc training related to the Council's aims and objectives. This is particularly important when there is a change of legislation or when the council embarks on a new project	As soon as reasonably possible, and within three months of the training need being identified.
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Council's needs and responsibilities.	Ongoing
All Councillors will be encouraged to complete training as per NCALC's Councillor Development Framework.	Ongoing

4. Resourcing Training

Moulton Parish Council will make sufficient provision in its budget to ensure that staff and councillors are suitably trained to carry out their functions and duties. There will also be sufficient funds set aside for appropriate technical literature and other publications.

5. Evidence

The benefit of training will be evidenced through, for example:

- Well chaired meetings.
- Professional and pertinent responses to planning applications.
- Well documented policies and reports.
- Well managed projects.
- Well managed finances.
- Well informed staff and councillors.
- High professional conduct of staff and councillors.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024

Review Due: January 2025