

# Bulwick Parish Council

## Training Plan

### TRAINING NEEDS

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

### TRAINING REQUIREMENTS

All new Councillors will be provided with a New Members Pack including, but not limited to, 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 receive 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 receive 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 receive training related to the area of work of the committee (e.g. members of the Finance Committee shall receive basic finance 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 district council), etc.	Within six months of the date on which they are appointed to the committee.
All Councillors shall receive 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	As soon as reasonably possible, and within three months of the training need being identified

embarks on a new project	
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

## Training Budget

The Council will assess the council's training needs and will allocate sufficient budget to cover training course delegate fees, attendance at conferences/briefings, travel expenses and the purchase of training books and publications.

### Policy Control Sheet

Version:	01
Approved by:	Bulwick Parish Council
Date Approved:	Nov 2024
Date of next review:	Nov 2025
Policy Owner:	Clerk - Helen Keech

<b>Document History</b>			
<b>Version</b>	<b>Date of Review</b>	<b>Author</b>	<b>Note of revisions</b>
<b>01</b>		<b>Clerk - HK</b>	<b>Adopted in meeting 18.11.2024 (2411.020)</b>
<b>01</b>	<b>26.11.2025</b>	<b>Clerk - HK</b>	<b>Reviewed &amp; Re-adopted on 26.11.2025 (2511.76)</b>
<b>01</b>	<b>20.03.2026</b>	<b>Clerk - HK</b>	<b>Updated with new email and website address</b>