

NCALC

**COUNCILLOR
DEVELOPMENT
FRAMEWORK**



For new and existing Councillors

ABOUT MY COUNCIL

Completing the following table is a useful exercise to help you to get to know your council. Try starting by filling in the information you do know. Where you're unsure, speak to your clerk or councillor.

<p>No. of Electors <i>This is the no. of people on the electoral register in your parish, it gives an idea how many people are in your community.</i></p>	
<p>Current Budget <i>This is how much money you have to spend in the current financial year. Councils tend to set their budgets round December/January time, try looking in minutes during this timeframe.</i></p>	£
<p>Current Precept <i>The precept forms part of the council's income and comes from your Unitary Council. Councils set their precept after the budget so you should find this figure on minutes setting the budget or shortly afterwards.</i></p>	£
<p>Band D Rate <i>Band D is the amount for the average council taxpayer. You can find this by emailing Sophie Harding sophie.harding@northantscalc.com</i></p>	£
<p>No. of Seats on your Council <i>This is the no. of councillors that make a full complement to the council, not how many you currently have; you may have vacancies.</i></p>	
<p>When are your meetings? <i>E.g. every first Monday of the Month or bimonthly on second Tuesday of the month excluding August and December.</i></p>	
<p>Unitary Council <i>This will be the Unitary Council that covers your parish. Your council will work with various departments such as Highways, Democratic Services.</i></p>	<p>Unitary Ward(s) <i>Wards and electoral divisions are electoral districts at sub-national level, represented by one or more councillors. You can find this out on your Unitary Council's website or https://www.ordnancesurvey.co.uk/election-maps/igbl</i></p>
<p>Name of Unitary Ward Councillors <i>These councillors represent your parish at a Unitary Council level.</i></p>	<p>Name of Local MP(s) <i>This is the person elected to represent your area at Parliament Level.</i></p>
<p>Police Area <i>This information can be found here: https://bit.ly/3ImecXE</i></p>	<p>Name of Police Liaison Representative (PLR) <i>This is the person allocated to liaise information from the police to the council, this can be the clerk, a councillor or a member of the public. https://www.northantscalc.com/police-liaison-representative</i></p>
<p>Name of Chair/Mayor <i>This person is elected annually at your annual meeting (May).</i></p>	<p>Name of Vice Chair/Deputy Mayor <i>If applicable.</i></p>

Committees <i>List all and any Committees the council has.</i>	Working Parties <i>List all and any Working Parties the council has.</i>
Which Transparency Code is Applicable to your Council? <i>Delete as appropriate</i>	
Transparency Code for Smaller Authorities Councils under £25k and £25-200k	Local Government Transparency Code Councils over £200k
Does the Parish Council own any of the following: Tick as appropriate	
Burial Grounds	Village Hall / Community Centre
Allotments	Community Library
Playground	Streetlights
Any other Assets <i>The above isn't an exhaustive list, if your council owns more assets than the examples above list them here:</i>	
Northants CALC Services Is the council signed up to any of the following, tick as appropriate:	
Membership	Internal Audit Service
Data Protection Officer Service	
Any other notes	

About

What is it?

When you become a new Councillor it's not always clear what training you need to attend so we've brought together all the advice around training for Councillors and developed a framework of training. There are four key stages listed below

COUNCILLOR
DEVELOPMENT
FRAMEWORK
FOUNDATION



→

COUNCILLOR
DEVELOPMENT
FRAMEWORK
CORE



→

COUNCILLOR
DEVELOPMENT
FRAMEWORK
ADVANCED



→

COUNCILLOR
DEVELOPMENT
FRAMEWORK
LEADER



www.northantscalc.com/councillor-development-framework

What do I need to do?

Attend the training courses, complete reading and/or e-learning for each stage then complete the relevant form so we can send your certificate when you've completed each stage. You don't even need to complete them in order or by each stage.

How long does it take?

We've included a suggested timeframe for each stage but you can complete the stages in a timeframe to suit you and your Council, if you want to go faster or slower than we've suggested that's great. We recognise that no two Councils or Councillors are the same so we haven't put in a firm timeframe for each stage. It will depend on; when you join the Council, what training budget the Council has as well as your availability and the training dates.

I've attended these courses previously, will I need to attend them again to qualify?

Absolutely not, although it wouldn't hurt to refresh your training if it was a number of years ago; trainers change so the delivery of the training aspect changes. If you've already attended these courses and would like to claim your status, drop an email to training@northantscalc.com and we will send you your certificate.

What do I get?

You will receive a certificate for each stage you complete.

About

Foundation is the first stage of the Councillor Development Framework.

You can complete the elements of this stage in any order.

Suggested Timeframe:

Within 12 months of becoming a Councillor.

Click here to take you to the courses and reading:

<https://www.northantscalc.com/councillor-development-framework-foundation>

Training

Off to a Flying Start

Designed to help all Councillors make an early, effective and confident start to their careers.

Finance for Councillors

Designed to give a greater understanding of duties with regard to the council's finances.

The Code of Conduct in Practice

Looks at the practical operation and what interests to declare and when.

Reading

The Good Councillors Guide

The Good Councillors Guide to Finance and Transparency

The Good Councillors Guide to Being a Good Employer



FOUNDATION

Submit this completed page to claim your certificate

Training

Date Completed
and Notes

Reading

Date Completed
and Notes

Off to a Flying Start

Finance for Councillors

The Code of Conduct in Practice

The Good Councillors Guide

The Good Councillors Guide to Finance and Transparency

The Good Councillors Guide to Being a Good Employer

About

Foundation is the second stage of the Councillor Development Framework.

You can complete the elements of this stage in any order.

Suggested Timeframe:

Within 24 months of becoming a Councillor.

Click here to take you to the courses and reading:

<https://www.northantscalc.co.uk/councillor-development-framework-core>

Training

Being a Good Employer

As a legal entity, the Council is the employer; employers have statutory responsibilities and employees have employee rights.

Planning Nuts and Bolts

An introductory training session for Councillors and Clerks covering the basic principles of planning including policy, applications, appeals and enforcement.

Reading

The Good Councillors Guide to Cyber Security

E-Learning Equality and Diversity

A range of learning activities to help you develop your understanding of equality, diversity and inclusion.



CORE

Submit this completed page to
claim your certificate

Training

Date Completed
and Notes

**Being a
Good
Employer**

**Planning
Nuts and
Bolts**

Reading

Date Completed
and Notes

**The Good
Councillors
Guide to
Cyber
Security**

**Equality
and
Diversity
E-Learning**

About

Running alongside these stages is Leader.

You don't need to complete Foundation, Core and Advanced before attempting to reach Leader (although it may help if you are new to the sector).

Here are the courses you are recommended to complete for Leader:

Click here to take you to the courses and reading:

<https://www.northantscalc.co.uk/councillor-development-framework-leader>

Date completed
and Notes

Chairperson and Leadership

This course is the first step in your learning journey to being Chair to the council and will give the skills and knowledge needed to carry out your role.

Leadership in the Community

This course follows on from our Chairmanship course and is designed to help delegates explore the skills needed to be an effective community leader

Team Leadership E-Learning

Aims to give you a deeper understanding of leadership and offers practical advice to help you on your way to becoming a great team leader.

About

Once you have reached Foundation and Core, and for those Councillors who are really keen, you can specialise in areas of training to reach Advanced.

You can complete as many or, as little, of the various courses under the Advanced stages as you wish and there's no timeframe for completion.

The following is not an exhaustive list:

Community Engagement

Communicating with your Community Part One
Communicating with your Community Part Two
Social Media for Councils Part One
Social Media for Councils Part Two
How councils can more effectively engage with young people

Planning

Training

Community Infrastructure Levy (CIL) and S106
Responding to Planning Applications

Reading

The Good Councillor's Guide to Neighbourhood
Planning

HR

Appraisal Skills

Getting the Best out of Staff

Managing Grievance and Disciplinary Action
Recruitment

Things Council Should do but don't

Finance

Procurement

Pick **one** of the following Year End courses relevant to your council:

- Year-end & Audit - Income & Expenditure accounts
- Year-end & Audit - Receipts & Payments accounts (over £25,000)
- Year-end & transparency - councils under £25,000

Pick **one** of the following VAT courses relevant to your council:

- VAT for VAT registered councils
- VAT for unregistered councils (VAT126)
- VAT - Partial exemption

Regulatory

Training

Data Protection for Councillors
Freedom of Information

E-Learning

GDPR
FOI

Reading

Pick the Transparency Code relevant to your council

- Transparency Code for Smaller Authorities (For councils with an annual turnover of less than £25,000 and between £25,000-£200,000)
- Local Government Transparency Code 2015 (For councils with an annual turnover exceeding £200,000)

Other

The following is not an exhaustive list. Attending at least five of these courses will contribute towards the Advanced award.

Training

Charitable Trusts

Common Land

Community Emergency Plan Workshop

Civility and Respect Part One

Civility and Respect Part Two

Parish Online Mapping

Village Greens

Reading

The Good Councillors Guides to:

Transport Planning

Community Business

Topic	Course	Date Completed and notes
Planning	Community Infrastructure Levy (CIL) and S106	
	Responding to Planning Applications	
	Reading: The Good Councillor's Guide to Neighbourhood Planning	
Community Engagement	Communicating with your Community Part One	
	Communicating with your Community Part Two	
	Social Media for Councils Part One	
	Social Media for Councils Part Two	
	How councils can more effectively engage with young people	

Topic	Course	Date Completed and notes
HR	Appraisal Skills	
	Getting the Best out of Staff	
	Managing Grievance and Disciplinary Action	
	Recruitment	
	Things Council Should do but don't	
Finance	Procurement	
	Delete as appropriate: Year End Audit - <ul style="list-style-type: none"> • Income & Expenditure accounts • Receipts & Payments accounts (over £25,000) • councils under £25,000 	
	Delete as appropriate: <ul style="list-style-type: none"> • VAT for VAT registered councils • VAT for unregistered councils (VAT126) • VAT - Partial exemption 	

Topic	Course	Date Completed and notes
Regulatory	Data Protection for Councillors	
	Freedom of Information	
	GDPR E-Learning	
	FOI E-Learning	
	Reading Pick the Transparency Code relevant to your council <ul style="list-style-type: none"> • Transparency Code for Smaller Authorities (For councils with an annual turnover of less than £25,000 and between £25,000-£200,000) • Local Government Transparency Code 2015 (For councils with an annual turnover exceeding £200,000) 	
Other		