

**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.

<b>No. of Electors</b> <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>		
<b>Current Budget</b> <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>		£
<b>Current Precept</b> <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>		£
<b>Band D Rate</b> <i>Band D is the amount for the average council taxpayer. You can find this by emailing Sophie Harding <a href="mailto:sharding@northantscalc.com">sharding@northantscalc.com</a></i>		£
<b>No. of Seats on your Council</b> <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>		
<b>When are your meetings?</b> <i>E.g. every first Monday of the Month or bimonthly on second Tuesday of the month excluding August and December.</i>		
<b>Unitary Council</b> <i>This will be the Unitary Council that covers your parish. Your council will work with various departments such as Highways, Democratic Services.</i>	<b>Northamptonshire Council</b> <i>Select as appropriate.</i>	<b>Unitary Ward(s)</b> <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 <a href="https://www.ordnancesurvey.co.uk/election-maps/gb/">https://www.ordnancesurvey.co.uk/election-maps/gb/</a></i>
<b>Name of Unitary Ward Councillors</b> <i>These councillors represent your parish at a Unitary Council level.</i>		<b>Name of Local MP(s)</b> <i>This is the person elected to represent your area at Parliament Level.</i>
<b>Police Area</b> <i>This information can be found here: <a href="https://bit.ly/3ImecXE">https://bit.ly/3ImecXE</a></i>		<b>Name of Police Liaison Representative (PLR)</b> <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. <a href="https://www.northantscalc.com/police-liaison-representative">https://www.northantscalc.com/police-liaison-representative</a></i>
<b>Name of Chair/Mayor</b> <i>This person is elected annually at your annual meeting (May).</i>		<b>Name of Vice Chair/Deputy Mayor</b> <i>If applicable.</i>

<p><b>Committees</b> <i>List all and any Committees the council has.</i></p>	<p><b>Working Parties</b> <i>List all and any Working Parties the council has.</i></p>
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<p><b>Which Transparency Code is Applicable to your Council?</b> <i>Select as appropriate</i></p>
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<p><b>Does the Parish Council own any of the following:</b> <i>Tick as appropriate</i></p>
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<b>Burial Grounds</b>		<b>Village Hall / Community Centre</b>	
<b>Allotments</b>		<b>Community Library</b>	
<b>Playground</b>		<b>Streetlights</b>	

**Any other Assets** *The above isn't an exhaustive list, if your council owns more assets than the examples above list them here:*

<p><b>Northants CALC Services</b> Is the council signed up to any of the following:</p>
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<b>Membership</b>		<b>Internal Audit Service</b>	
<b>Data Protection Officer Service</b>			

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

## 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](mailto:training@northantscalc.com) and we will send you your certificate.

## What do I get?

You will receive a certificate for each stage you complete.



# FOUNDATION

## 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.

## 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**

**The Good  
Councillors  
Guide**

**Finance for  
Councillors**

**The Good  
Councillors Guide  
to Finance and  
Transparency**

**The Code of  
Conduct in  
Practice**

**The Good  
Councillors Guide  
to Being a Good  
Employer**

## About

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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.

## Training

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### **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

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### **The Good Councillors Guide to Cyber Security**

### **E-Learning**

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#### **Equality and Diversity**

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

**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**



# LEADER

**Submit this completed page to claim your certificate**

Date completed  
and Notes

## About

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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.

## 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.



# ADVANCED

## 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



# ADVANCED

## 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



# ADVANCED

Topic	Course	Date Completed and notes
<b>Planning</b>	Community Infrastructure Levy (CIL) and S106	
	Responding to Planning Applications	
	Reading: The Good Councillor's Guide to Neighbourhood Planning	
<b>Community Engagement</b>	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	

# ADVANCED

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"> <li>• Income &amp; Expenditure accounts</li> <li>• Receipts &amp; Payments accounts (over £25,000)</li> <li>• councils under £25,000</li> </ul>	
	Delete as appropriate: <ul style="list-style-type: none"> <li>• VAT for VAT registered councils</li> <li>• VAT for unregistered councils (VAT126)</li> <li>• VAT - Partial exemption</li> </ul>	

# ADVANCED

Topic	Course	Date Completed and notes
<b>Regulatory</b>	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"> <li>• Transparency Code for Smaller Authorities (For councils with an annual turnover of less than £25,000 and between £25,000-£200,000)</li> <li>• Local Government Transparency Code 2015 (For councils with an annual turnover exceeding £200,000)</li> </ul>	
<b>Other</b>		