



Members Training Policy

1. Introduction

This policy outlines the Council's approach to Councillor training, funding of training and how to access it. The Council and members are subject to various requirements, for example, GDPR and will equip Councillors to help them and the Council comply with these requirements.

2. The Council's commitment to training

The Council is committed to ensuring that all elected Members receive appropriate training and development to effectively support the Council in achieving its statutory duties, strategic aims, and operational objectives.

The Council recognises that, without adequate training, Councillors may not fully understand the powers, duties, and responsibilities vested in the Council as a corporate body. It further recognises that appropriate training is essential to enable Members to uphold high standards of governance, fulfil their responsibilities under relevant legislation, and contribute to informed decision-making.

The Council therefore commits to supporting a culture of continuous professional development. Member training and development is a shared responsibility between the Clerk and Councillors. Working in partnership, the Clerk and Councillors will identify training needs, ensure access to relevant and timely learning opportunities, and allocate appropriate resources to support this commitment.

3. Equal Opportunities

It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills in order to become effective councillors. Member development should be recognised as an integral part of the Council's business. Councillors will have training in a format that best suits their needs.

4. The Council recognises

New councillors will need to know what the role entails and build up their knowledge and skills, and experienced councillors need to refresh their skills and knowledge to meet the ever-changing legislation.

That continued investment and commitment to training and development are essential to the Council if quality services, good governance and transparency are to be provided, maintained and continually improved upon. Members receiving training on specific subjects (for example, planning, data protection, etc) is of value to the Council and its residents.

5. The Council will provide

- A training budget for member training.
- All members will receive a Councillor induction pack within 1 month of taking their seat.
- All new members will be given the opportunity to attend a new Councillor training course.
- All members are encouraged to attend further training.
- All Members will be kept informed of relevant training courses especially those offered by the Staffordshire Parish Councils' Association.
- All Councillors will be invited to meet with the Clerk/Manager and visit the Council's properties/assets to further understand the Councils assets and liabilities.

6. Structured training

- Members will attend the following training courses as part of their induction process.
- Councillor introduction.
- Data Protection.

Members will aspire to attend the following courses over their term of office -

- Planning Training (if on the planning committee).
- Councillor Fundamentals.
- Chairmanship Training (if the Chair).
- Members will also seek other courses provided by the SPCA, SLCC, NALC, etc. that they believe will benefit them, their knowledge, experience and ability to serve on the council.
- Data Protection (if not already completed as part of their induction).

7. Accessing Training

Any member wishing to attend any training courses or events should discuss the training with the Clerk. Members will be able to claim back costs incurred for training, such as travel.

Dated: 4th March 2026

Signed: L Wilson

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