

**Appendix A - Parish and Town Councillors –  
Summary of suggested training options for 2008-9**

<b>Skill Area</b>	<b>Details</b>	<b>Method/delivery</b>	<b>Training provider</b>	<b>Timescale</b>	<b>Cost</b>
<b>Ethical Conduct</b>	Training sessions provided by Corporate Governance staff.	Delivered on an area basis, early evening.  Using interactive methods such as quizzes and Standards Board DVD.	Corporate Governance team	January 2009 onwards	n/a
	As above, but provided on a regular basis (subject to demand) to pick up newly elected or co-opted councillors.	Sessions at the Civic Hall, daytime or early evening.	Corporate Governance team	January 2009 onwards	n/a
	Code of Conduct training course	Delivered by parish or on an area basis, time to suit the group	Yorkshire Association of Local Councils (YALC)	As required	£30 per person (max of 25 people)
<b>Planning</b>	Training course using case studies to include the following topics: <ul style="list-style-type: none"> <li>• Introduction to Planning (key elements of the planning system; discretion for local authorities)</li> <li>• Basics of Development Control</li> </ul>	Delivered on an area basis, time to suit the group  Case studies and presentations.	Trevor Roberts Associates (TRA)	As required	£60 per person* (max of 25 people)

Skill Area	Details	Method/delivery	Training provider	Timescale	Cost
	<ul style="list-style-type: none"> <li>• How Parish/Town Councils fit into this process – how to influence effectively</li> <li>• Understanding material considerations</li> <li>• Key policies and plans (eg UDP, LDF, Green Belt)</li> <li>• The positive role of Parish and Town Councils.</li> </ul>				
	Training courses provided for city councillors, on topics such as: Planning Enforcement, Design Awareness, the LDF etc.	<p>Usually city centre, daytime or early evening</p> <p>Variety of training methods including visits, case studies, breakout sessions and presentations.</p>	Varies between officers, TRA and other providers	On-going	Depends on training provider
<b>Financial Awareness</b>	Training sessions on 'Budgets and Precepts' (for clerks and councillors)	Delivered by parish or on an area basis, time to suit the group	Yorkshire Association of Local Councils (YALC)	As required	£30 per person (max of 25 people)

Skill Area	Details	Method/delivery	Training provider	Timescale	Cost
	'Understanding the Budget' – Local Government Finance course for city councillors	Daytime or early evening  Case studies, presentations and e-learning.	Finance Officers	October 2008	N/A
<b>Meeting Skills</b>	'In the Chair' – chairing skills course for current and prospective chairs	Delivered by parish or on an area basis, time to suit the group	Yorkshire Association of Local Councils (YALC)	As required	£30 per person (max of 25 people)
<b>Local Government Context</b>	Package of training to include the following topics: <ul style="list-style-type: none"> <li>• How the Council works – structures and decision-making processes</li> <li>• Understanding local government finance</li> <li>• How to access Council services</li> <li>• Focus on specific services (eg Highways, Recreation, Libraries, Sports facilities, Environment)</li> <li>• Understanding the complaints and compliments system.</li> </ul>	TBC  Variety of methods to include tours, presentations, quizzes, discussions.	TBC	TBC	TBC