

# **Learning Resources for Parish and Town Councillors**

**2008-09**

**Leeds Member Development**




## Learning Resources for Parish and Town Councillors 2008-09

This booklet explains the learning and development resources which are available for parish and town councillors in Leeds.

The learning and development resources are split into the four areas of training needs identified by parish and town councillors:

- ❖ Code of conduct
- ❖ Planning
- ❖ Chairing and managing meetings
- ❖ Financial awareness.

There are a number of learning and development opportunities available. The learning methods are identified by the following symbols:

- E Practical training course
-  Computer-based, e-learning course
-  Written guidance
-  Audio CD

## Other learning opportunities

### E-learning

E-learning courses are available on [www.moderncouncillor.com](http://www.moderncouncillor.com) on a variety of topics, such as Public Speaking, Introduction to Local Government, Dealing with the Media and Community Leadership.

Log-in details and guidance on using the site are available from the Member Development team.

### Events

Leeds elected Members have a programme of events throughout the year, some of which are also open to parish and town councillors, via the clerks. Seminars planned include: Housing Law, Children's Plan, Risk Awareness in relation to children and vulnerable adults, and Leeds and the City Region.

### Annual Conference


A Parish and Town Councillor Annual Conference each year will focus on learning topics such as the Code of Conduct and Planning.

For further information on any of the learning opportunities outlined in this booklet, please contact your parish clerk or Kay Sidebottom, Member Development Officer. Tel: 0113 3950852. Email: [kay.sidebottom@leeds.gov.uk](mailto:kay.sidebottom@leeds.gov.uk)

## 2. Planning

Parish and town councillors get involved in developing long term planning policy for their areas and comment on planning applications.




The following training options will help councillors understand the basics of the planning system and how to comment effectively:

- E **Introduction to Planning** workshop by Trevor Roberts Associates. Can be delivered on an area basis (£60 per person, min number of attendees required)
- E **Introduction to Planning** event – Yorkshire Association of Local Councillors. Can be delivered on an area basis. (£30 per person, min number of attendees required)
- E Events run by Leeds eg Planning Enforcement, Local Development Plan, Design Awareness Day etc
-  Planning quick reference guides – material and non-material considerations; use classes, etc
- E Annual Parish and Town Council Forum briefing sessions available, including how to use the ‘Public Access’ system.

## 3. Chairing and managing meetings

Chairing and managing meetings are important skills for parish and town councillors who will often be involved in various community groups and dealing with conflicting points of view.

There are a number of options for training on chairing skills:

- E **Chairing Meetings** course by YALC (£30 per councillor)
-  **‘Take The Chair’** audio CD – chairing skills for successful meetings
-  **Chairing Skills** workbook (Improvement and Development Agency)
-  **Chairing Meetings** Modern Councillor e-learning module.

## 4. Financial awareness

Financial awareness is essential for those parish and town councillors who require an understanding of local government finance and parish precepts.

The following training is available:

E **Parish Precepts and Budgets** training session – YALC (£30 per councillor)

 **Certificate in Local Council Administration**  
(National Association of Local Councils qualification for clerks and parish councillors)

 **Local Government Finance Glossary of Terms**

 **Understanding Local Government Finance e-learning course**

## 1. Code of Conduct

All parish and town councillors are required to abide by the Code of Conduct, and therefore require an understanding of it and how it applies to them.

The options for training are:

E Practical training sessions by Leeds Corporate Governance staff, delivered on an area basis

E Practical training sessions by Leeds Corporate Governance staff, delivered in the Civic Hall (subject to demand)

E Practical training sessions by the Yorkshire Association of Local Councillors (YALC) (£30 per councillor)

 **'The Code Uncovered'** DVD by Standards Board (£45 per copy).