

Councillor Name:

Combined

The Basics – Council Induction	I completed this training/read this book/notice in the past	I completed this in the past	Completed 2025/2026	Spring 2026	Summer 2026	Autumn 2026	Winter 2026 or 2027
Training							
Off to a Flying Start induction training (Part 1 and 2) or Whole Council Training			Cllr Downes, Cllr Jennings, Cllr Jordan, Cllr				
Reading							
The Good Councillors Guide					Cllr Downes, Cllr Jennings		
The Good Councillors Guide to Being a Good Employer			Cllr Jordan				Cllr Jennings, Cllr Downes
The council's Standing Orders, Financial Regulations and Code of Conduct, NALC Advice Note – Members' Conduct and the Registration and Disclosure of their Interests (England) (NALC Advice Notes available on our website)					Cllr Jennings, Cllr Downes, Cllr Jordan		
NALC Advice Note – Parish Council meetings					Cllr Jennings, Cllr Downes,		
YLCA White Rose Bulletin and Law and Governance Bulletin when they are circulated by the clerk, to keep up to date with						Cllr Downes, Cllr Jennings	
Core Skills for Local Councillors							
The 'Core Skills' are an important part of training for all local Councillors. We would encourage councillors to complete as							
Training							
A Basic Understanding of the Planning System			Cllr Jennings		Cllr Downes	Cllr Jennings	
Introduction to Local Council Finances							Cllr Downes
Powers, policies and procedures for local councils					Cllr Jordan, Cllr Downes	Cllr Jennings	
An understanding of the council's role as an Employer					Cllr Jordan		Cllr Downes
Councils finance and budget monitoring						Cllr Jordan	Cllr Downes
Risk Management and Risk Assessments					Cllr Jordan		
Committees and Committee Structures					Cllr Jordan		
Transparency Code						Cllr Jordan	
Councillors Code of Conduct							
Role of the Clerk					Cllr Jordan		
Reading							
The Good Councillors Guide to Finance and Transparency					Cllr Jordan		Cllr Downes
The council's policies and procedures. Ask the clerk for a list of the council's policies and procedures and work through them.					Cllr Downes, Cllr Jordan		
Become familiar with the council's website and how to find the information you need.			Cllr Downes		Cllr Jordan		
Join a free Councillor Discussion Forum with YLCA held monthly. Details in the Training Programme.				Cllr Jordan			
Developing your Skills							
Once you have mastered the basics of how a local council works and the role of a local councillor, it is time to consider the more focussed training sessions on offer through the YLCA training programme which is available on the YLCA website.							

<https://www.nalc.gov.uk/resource/the-good-councillors-guide-to-employment.html>

Standing Orders:
<https://www.alwoodleyparishcouncil.gov.uk/document/standing-orders-approved-january-2026/>

Financial Regulations:
<https://www.alwoodleyparishcouncil.gov.uk/document/financial-regulations-approved-november-2025/>

NALC Advice Note - Members' Conduct and the registration and Disclosure of their Interests (England).
 Advice Note on Parish Council Meetings
<https://www.nalc.gov.uk/resource/parish-council-meetings->

https://www.yorkshirelca.gov.uk/member_resource/3420/Introduction-to-Planning.pdf

Topics regularly include:							
Managing Performance							
Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR)							Cllr Jordan
Allotment Management							Cllr Jordan
Play Area Inspections						Cllr Dickinson	Cllr Jordan
Village Greens and Common Land						Cllr Dickinson	Cllr Jordan
Neighbourhood Planning						Cllr Dickinson	Cllr Downes
Planning Enforcement and Appeals					Cllr Jordan		
Dealing with complaints and difficult situations							Cllr Jordan
Effective Communication			Cllr Dickinson		Cllr Jordan		
Holding Better Meetings					Cllr Jordan		
E-Learning							
A range of e-learning is available through Nimble which is online training for both councillors and clerks. A booking form and list of Nimble training can be accessed on the YLCA website.							
Understanding Precepts							
Data Protection Essentials							Cllr Jordan
Home Working Essentials							Cllr Jordan
Unconscious Bias							Cllr Jordan
Standards in Public Life							Cllr Jordan
Reading							
Take a look at the Guidance and Resource section of the YLCA website and look at the guides that you have not yet							
The Good Councillors Guide to Neighbourhood Planning					Cllr Jordan		
The Good Councillors Guide to Transport Planning						Cllr Jordan	Cllr Jordan
The Good Councillors Guide to Community Business						Cllr Jordan	Cllr Jordan
The Good Councillors Guide to Cyber Security							
NALC Advice Notes (over 90) are available and it is suggested that councillors read through the relevant topic notes as and when required. (Available on YLCA website)					Cllr Jennings; Cllr Jordan		
YLCA Advice Notes – over 30 with a variety of topics. (Available on YLCA website)							

<https://www.nalc.gov.uk/resource/local-council-ownership-and-protection-of-common-land-and-village-greens.html>

NALC events (dates and descriptions here)

The Housing Puzzle: Putting parish and town councils at the heart of the solution

Introduction to the Local Council Award Scheme

Finance and Function: Powering up parish and town councils

Planning Reform Unpacked: The planning shake-up and what it really means

Annual Conference 2026

Stronger Together: Unlocking the power of collaboration

Managing the Message: Making social media work for you

The Climate Comeback: Growing climate action locally

Cllr Jennings

<https://www.nalc.gov.uk/events/the-climate-comeback-growing-climate-action-locally.html>

Introduction to the Local Council Award Scheme

Next Generation Leadership: Building inclusive parish and town councils

Enough Is Enough: Ending violence against women and girls

Cllr Jennings

<https://www.nalc.gov.uk/events/enough-is-enough-ending-violence-against-women-and-girls.html>

Keeping Plans on Track: The next chapter for neighbourhood plans

Cllr Jennings

<https://www.nalc.gov.uk/events/keeping-plans-on-track-the-next-chapter-for-neighbourhood-plans.html>

Community Planning Together: Renewing the spirit of localism

Vital Villages: How parish and town councils keep communities thriving