WETHERBY TOWN COUNCIL

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TRAINING POLICY

Contents

Introduction 1

Training 1

Training Aims 1

Training Records 2

Councillors' Training 2

Staff Training 4

COUNCILLOR SKILLS AUDIT 6

Introduction

Wetherby Town Council is committed to provide a level of training for both its members and staff, to enable them to undertake their respective roles for the betterment of not only the Council and the community it serves, but also the individual's personal development.

The Council will allocate a training budget to cover the provision of training activities, attendance at conferences and training publications for Members and staff.

Training

Training is defined as:
"A planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation."

Learning can be categorised into the following:

Intuitive Learning which happens by chance and we may not be conscious of it.

Incidental Learning by reflecting on particular events of activities.

Retrospective A systematic approach to reflecting on activities and identifying what we learned from them.

Proactive Planning to learn from an activity, reflecting on it and planning to use what we learned e.g. organised training sessions.

It is anticipated that Members / staff's learning will reflect many of the above.

Training Aims

The Council's training aims are:

- To improve the understanding of its Members of their role as a local councillor, the powers available to the Council and how best to utilise the resources available to the Council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they are able to safely and competently undertake their respective roles.

- To ensure an acceptable level of succession planning in order to:
  a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  b) Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc).

To assist the Council in obtaining Foundation Award status in the Local Council Award Scheme.

Training Records

A record of training attended by all Members and staff will be kept by the Clerk.

Training	*Frequency*
Councillors' Training	
Councillors are provided with a 'New Member's Induction Pack' following local council elections to receive a short training session from the Clerk as soon as practicable after election to the Council.	On first election to the Council.
Councillors required to attend an 'Off to a Flying Start' training event provided by Yorkshire Local Councils Associations within their first year of Office. This is specifically aimed at new councillors or councillors that have done training previously but want to refresh their knowledge.	Within first year of election to the Council.
Councillors required to undertake 'Understanding GDPR' training provided by BrightHR within 2 months after election to the Council.	Within 2 months of election to the Council
All Councillors encouraged to attend training events as appropriate to Members' and the Council's needs and responsibilities. See https://www.yorkshirelca.gov.uk/training-and-events.html for more information on current training opportunities.	Ongoing
Councillors encouraged to complete a skills audit to identify training needs and assist with appointment to committees.	Every 4 years.
Deputy Mayor to attend a 'Chairmanship Skills' training event provided by Yorkshire Local Councils Associations within their term of office (usually two years). This examines the general principles of chairmanship, the importance of a good agenda, management of meetings, stimulating debate, managing councillors and the public and effective working with the clerk.	During term as Deputy Mayor.
Chairs of Committees to attend a 'Chairmanship Skills' training event provided by Yorkshire Local Councils Associations within the first six months of their term of office.	Within first sixth months of election as the Chair of one of the Council's Committees.

Councillors wishing to become the Chair of a Committee are encouraged to attend a 'Chairmanship Skills' training event provided by Yorkshire Local Councils Associations prior to their first election to the role.	Ad hoc.
Members of the Planning Committee are required to attend the 'Planning Nuts and Bolts' course (or similar) provided by the Yorkshire Local Councils Association.	Prior to, or within 6 months of first election to the Planning Committee.
Members of the Budgets & Governance Committee are required to attend the 'Managing a council's finances to accord with proper practices' (or similar) course provided by the Yorkshire Local Councils Association.	Prior to, or within 6 months of first election to the Budget & Governance Committee.

Training	*Frequency*
Staff Training	
All new staff to undertake Induction Training, to include: • A general health and safety overview. • Who's who at the Council. • Overview of the Council. • Role specific site tours (e.g. green spaces or Town Hall). • Role specific requirements.	Within first two months of employment.
All staff to undertake appraisals to identify and plan training needs.	Annually.
All staff to be 'First Aid at Work' qualified.	Renewal every three years.
All staff to receive general health and safety briefings from Council's H&S support provider.	Every three years.
All staff to receive safeguarding training and be required to sign to acknowledge receipt of the Council's Policy for the Protection and Safeguarding of Children and Adults at Risk.	Every three years.
All office-based staff encouraged to undertake the Introduction to Local Council Administration course.	Ongoing.
Town Hall staff to receive fire marshall training within three months of appointment.	Renewal every three years.
All workers to undertake manual handling training.	Renewal every three years.
Drivers of Town Council vehicles to undertake a 'Driving For Work Awareness Course'.	Within 6 months of appointment.
Grounds maintenance staff to undertake training specific to their role requirements e.g. use of strimmers / mowers and other machinery.	On appointment and renewal as required.
All staff encouraged to attend training relevant to their individual posts, e.g.: cemetery maintenance.	

This policy was amended by by Dianne Rickaby, Town Clerk.

Signed: .....

Date: .....

This policy was adopted by Wetherby Town Council on 12th May 2026.

Signed: ..... **(Chair)**

Date: .....

This policy was subsequently reviewed, and approved without amendment by the Town Council on:

Date:	Signed by Chairman:

COUNCILLOR SKILLS AUDIT

A skills audit is used to assess the level of expertise across a range of areas and to identify and focus on which skills need to be developed.
It is not an opportunity to focus on areas of interest, although it may be that skills held relate to these.

Experience and skills:	**Level of experience / skill (rate on scale of 1(none) to 5 (extensive))**				
	1	2	3	4	5
Understanding and/or experience of:					
Town Council					
Local Government					
Civil Service					
Private Sector Business					
Professional Skills / Background					
Experience of chairing board/committee meetings					
Experience of professional leadership.					
IT					
Health & Safety					
Strategic Planning					
Marketing and publicity.					
Sales (retail or other).					
Legal (please give details of specific area of expertise)					
Training received: (please give details of specific area of training or qualifications held)					
Personal Skills					
IT – using a computer or mobile device, sending e-mails, working with documents					
Public speaking.					
Communications skills.					
Good listener.					
Empathy					
Adaptable to change / new ideas.					
Ability to work with a wide range of people.					
General					
What a Town Council does / can legally provide and is responsible for?					
What Leeds City Council provides and is responsible for?					
Website maintenance / construction.					
Proof reading					
Minute taking.					
Social media management.					
Engagement techniques.					
Highways / Traffic management.					

Connections with / knowledge of community groups.
Knowledge of environmental issues.
Knowledge of young people's issues.

Skills that may be useful on Parish Council Committees

Budget & Governance

Financial planning / management
Procurement / tenders
Accountancy / Bookkeeping
Insurance

Staffing

HR experience
Pensions
Payroll and taxation.
Employment law experience.
Strategic staff management / leadership.
Training and development of staff.
Mediation

Property

Premises and Facilities Management
Play & Recreation Equipment
Grounds Maintenance
Hospitality and Customer Service

Planning & Development

The planning system.
Planning policy – Leeds City Council's Local Plan & National Planning Policy Framework
The role of the planning authority.
Commenting constructively on applications.
Conducting site visits.

Please give details of any other skills that aren't covered above:

Please give brief details of particular local interest / knowledge:

Please give details of any particular area/s of the Town Council's work where you feel you would benefit from additional support or training:

Signature Redacted.
Original can be viewed in the Town Council offices, Wetherby Town Hall.

Name : CONNOR MULHALL

Date : 12/05/2026

Signature Redacted.
Original can be viewed in the Town Council offices, Wetherby Town Hall.

Name Dianne Ridcaby

Date 12/5/26