

## PC215 2526b) Cllr Training Proposal

Providing structured training for councillors represents good practice and offers significant benefits to the Council, its members, and the community it serves.

Parish councillors are responsible for making decisions on public funds, governance, employment matters, planning responses, and community leadership. These responsibilities sit within an increasingly complex legal and regulatory framework, including local government law, finance regulations, equalities duties, data protection, safeguarding, and standards of conduct. Training helps ensure councillors understand these responsibilities and discharge them lawfully, confidently, and consistently.

Training supports the principles set out in the Council's Code of Conduct, particularly the obligations to act lawfully, exercise reasonable care and diligence, and uphold public confidence.

From a governance perspective, training helps to:

- Improve the quality and consistency of council decisions
- Reduce the risk of procedural errors and reputational damage
- Support effective, respectful debate and decision-making
- Demonstrate accountability and professionalism to residents

Importantly, offering training is not about questioning the commitment or capability of councillors. Rather, it recognises that parish governance is a specialised role and that supporting councillors with appropriate learning is a positive investment in the Council's effectiveness.

Such an approach aligns with recognised good practice in local government, strengthens governance arrangements, and reinforces public confidence in the work of Melbourn Parish Council.

For these reasons, this proposal recommends that the Council formally supports councillor training through:

**Option 1:** CAPALC – full-day training

*The council are to provide the venue and any refreshments at their expense. We would also request that there is access to a projector, tables and chairs are out, and that someone is available to meet the trainers when they arrive.*

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Cost **£700**

**Option 2:** CAPALC – full-day training, St Ives 6<sup>th</sup> June (or other suitable date) at a cost of £75 each. [Councillor Training | CAPALC](#)

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Total cost **£975**

**Option 3:** CAPALC – combination – if it is impossible to get everyone together at the same time we could run an in-house session for those that can attend and offer other dates, in St Ives, to others.

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Total cost **£700 + £75 per other session**

**⚠ Remember... ⚠**

***The Employment Rights Act 1996 – Section 50 (Time off for public duties) is a statutory right that applies to parish councillors.***

***Section 50 of the Employment Rights Act 1996 requires employers to allow employees a reasonable amount of time off work to perform certain public duties.***