

Meeting Type: Full Council	Agenda Item: 17
Date of Meeting: 12 th August 2026	

OAKHAM TOWN COUNCIL

Report Author: Samantha Haywood, Locum Clerk	Purpose: Decision
Title: Councillor Training and Development Programme 2026/27	
Councillors are encouraged to undertake regular training to maintain and develop their knowledge of local government, ethical standards, governance, planning matters and meeting procedures. Training supports effective decision-making and helps ensure that the Council operates in accordance with legal requirements and recognised best practice. The following training opportunities are available during September to November 2026.	
Available Training Opportunities (Leicestershire & Rutland Association of Local Councils – LRALC)	
1. Councillor Training	
This course provides an overview of the role, responsibilities and legal framework within which councillors operate. It is suitable for newly elected councillors and as a refresher for more experienced members. Available dates: • 23 September 2026, 1.00pm – 4.00pm (Online) • 4 November 2026, 6.00pm – 9.00pm (Anstey) Cost: £50 per person Alternative Option: An in-house session can be arranged at a cost of £300 for up to 10 delegates. This option may provide better value for money where several councillors wish to attend and would allow training to be tailored to the needs of Oakham Town Council.	
2. Code of Conduct Training	
This training covers the standards regime, declarations of interest, councillor responsibilities and expected standards of behaviour when acting in an official capacity. Available date:	

- 30 September 2026 (Online)

Cost: £50 per person

Attendance is recommended for all councillors.

3. Chairman's Training

This course is designed for the Chairman, Vice-Chairman and any councillor who may be required to chair meetings. Topics include meeting management, procedural rules, decision-making and leadership skills.

Available dates:

- 2 September 2026 (Online)
- October 2026 (Online)

Cost: £50 per person

4. Basics of Planning

This introductory course provides an overview of the planning system and the role of local councils when considering planning applications.

Available dates:

- 15 September 2026 (Online)
- 25 November 2026, 6.00pm – 8.00pm (Online)

Cost: £40 per person

5. National Association of Local Councils (NALC) Planning Training Module

The National Association of Local Councils (NALC) offers an online planning module which can be accessed at any time.

Cost: £16 per person

Benefits:

- Flexible online learning.
 - Can be completed at a time convenient to individual councillors.
 - Suitable as introductory or refresher training.
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Financial Implications

The total expenditure will depend on the number of councillors attending each course.

The Council may choose to book councillors onto individual courses at the published delegate rates or arrange the in-house Councillor Training session for up to 10 delegates at a cost of £300.

Any expenditure approved by the Council will be funded from Council reserves. NB: a budget review is in hand and a training budget will be proposed.

It should be noted that these courses fill up fast so if by the time Council approve the training course may be full so a course at a late date maybe required.

Any councillor who has attended the proposed courses in the past year would not be expected to attend another.

MOTIONS

Members are requested to consider and approve the following:

MOTION: That councillors attend the Councillor Training course at a cost of £50 per person, either through individual bookings or by arranging an in-house session at a cost of £300 for up to 10 delegates.

MOTION: That councillors attend Code of Conduct Training at a cost of £50 per person.

MOTION: That Council approve the Chairman, Vice-Chairman & Committee Chairs, attending Chairman's Training at a cost of £50 per person.

MOTION: That all Members of the Planning Committee undertake either the Basics of Planning course or the NALC online Planning Module.

MOTION: That expenditure associated with the approved training programme be met from Council reserves.

For completion by the office

In Budget ☐	Spend Authorised ☐	Budget Header: Reserves			Amount:
Estimates ☐	Quotes ☐	Emergency Spend ☐	Sole supplier ☐	Specialist ☐	FY:
P.O. ☐	Invoice Checked ☐	Reason for spend:			
Legal Power: Local Government Act 1972 <i>amend as necessary</i>		Contract Finders ☐	Supplier:		