

Batheaston Parish Council – HR Committee
Report on Training



Summary

This report informs the Committee of Training for both staff and Councillors and proposes a plan for training over the coming year or beyond.

Staff Training

- The Clerk/RFO has registered to undertake the Certificate in Local Council Administration (CiLCA).
 - This is a pre-requisite for the Council to claim General Power of Competence, which will become a possibility following the election in May 2027 (if 10 or more than Councillors are elected).
 - Progress has been slow, and I need to find more time to finish the 28 units.
- Other staff have no training programme
 - I recommend that I undertake a review of training needs.

Councillor Training

- With the exception of Cllr Lowe (see below), who was coopted at the last Council meeting, all other Councillors have been in post for three or more years. They are therefore experienced and generally confident of the principal activities and legislation of the Parish Council.
- **I recommend** that a refresher course is provided for Councillors who are re-elected in May 2027.
- For Cllr Lowe, I will offer her an induction for this Parish Council, and “Essential Councillor” from ALCA.

Recommendation

The Committee **is asked to approve** the proposed plan of action.

Richard Maccabee,
Parish Clerk and Responsible Finance Officer
15th September 2026