

Appendix 1 – Member Training and Development 2025/26

New Member Induction Compulsory		
Topic	Details	Lead Officer
Introduction to the Authority	Meeting with Chief Executive and Chair of the Authority	Chief Executive
Getting started as a Member	Role of Authority, Code of Conduct, duty of care, constitution and information governance Introduction to Committee procedures, protocols and processes Introduction to IT systems and equipment	Authority Solicitor Business Centre Manager and Senior Business Centre Adviser Business Centre Manager, Senior Business Centre Adviser and IT Support Officer
Introduction to key Authority policy and strategy	Local Plan, National Park Management Plan, Authority Plan and Landscape Strategy	Planning Policy Manager and Strategy and Performance Manager
Finance and audit introduction	Introduction to Authority finance, budgets and internal and external audit	Finance Manager
Equality and diversity	Undertake ELMs module Equality Act 2010	ELMs
Planning training for Planning Committee Members* Any other Members can request this	Introduction to planning policy and planning decision making	Head of Planning and Authority Solicitor
New Member Induction Advisory		
National Parks UK New Members Induction	An annual two day event hosted by different National Park Authorities	Business Centre Manager and Senior Business Centre Adviser

Notes: Members will not be able to participate at Committee, including voting, until all compulsory training has been completed. Meetings can be viewed before then. The relevant Chair of Committees will be notified before meetings of any Member that is unable to participate in meetings.

* This is compulsory to any Member that is newly appointed to Planning Committee too. Until this training is complete, Members will not be able to participate at Planning Committee. The Chair of Planning Committee will be notified before meetings of any Member that is unable to participate in meetings.

All Members - Compulsory Training and Development		
Topic	Details	Lead Officer
Planning training for Planning Committee Members. Any other Member can attend	Briefings on updates/changes to planning policy and planning decisions	Head of Planning and Authority Solicitor
Annual Members Tour	A day to see highlights of delivery in the National Park and explore current issues and opportunities	Business Centre Manager and Senior Business Centre Adviser
IT Security Training	Periodic emails sent from provider KnowB4	IT Manager

Notes: this remains static, unless it needs to be updated.

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All Members - Advisory Training and Development		
Topic	Details	Lead Officer
IT – Modern.gov and Ipads	To help Members use the system and equipment – available on any Committee day or by prior arrangement	Business Centre Manager, Senior Business Centre Adviser and IT Support Officer
National Planning Policy Framework and Article 4 Direction	To develop Members knowledge of National Planning Policy Framework and Article 4 Direction	Head of Planning
Natural/cultural capital, public goods, ecosystem services, public funding (Environmental Land Management) and emerging private funding opportunities	To develop Members knowledge of these concepts and funding opportunities, including what they mean for the National Park	Head of Landscape & Engagement and Head of Assets & Enterprise
Climate change	To develop Members knowledge on what climate change means for the National Park	Strategy and Performance Manager
Equality Duty	To ensure that the decisions Members make are inline with the specific duties and best practice of the public sector equality duty	People Manager

Notes:

Short training modules on our online learning platform, ELMs, are available at any time for Members. There are modules on personal development, wellbeing, equity, health and safety, information management, management development and National Park induction. Modules that may be of interest to Members are facilitation skills, local government introduction, meeting skills, questioning techniques, Equality Act and climate change. **If needed, please ask the Business Centre Manager or Senior Business Centre Adviser for information on how to access ELMs.**

In addition to more formal training, Members can request a briefing on any topic of interest or area they would like to know more about at any time. Please contact the relevant Head of Service and they will coordinate the briefing. Previously requested topics have been climate change, local plan, transport, Moors for the Future, managing our assets, land management and nature recovery, cultural heritage, diverse audiences, affordable housing, access and rights of way, communities, finance and volunteering.