

Policy Adopted:

13.05.2019

Reviewed: May 2026

SOUTH LENCHES PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

The Clerk and Councillor Training Policy outlines the training and development that the Clerk and Councillors can expect to receive.

- Parish Councils play a significant part in democracy so it is important that Councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling both the Clerk and Councillors to understand their role and contribute fully to the democratic process.
- New members of the Council are encouraged to attend the induction training course within the first twelve months of office. Refresher courses are then available annually.
- To ensure this is possible a training budget is allocated to enable the Clerk and Councillors to attend any relevant training and conferences throughout the year.
- The Council will be responsible for monitoring the effectiveness of any training.

Councillors.

On joining the Councillor will be given hard copies of Standing Orders, Financial Regulations, Code of Conduct and information which is deemed relevant.

Via Email:

- Copy of 'Good Councillors Guide'.
- All updates and newsletters which the Clerk receives and deems relevant.
- Encouraged to attend relevant Worcestershire CALC training sessions (including specialist training for the Chair and Vice-Chair).
- Circulated other training courses which may further their understanding of the role.

Clerk: Training and development.

- To ensure that the Council can deliver the appropriate services to the community, it is essential that the Clerk is fully trained to perform his/her role to the highest level.
- The Council will support the Clerk to develop the skills and experience needed for his/her role and will identify time and budget to enable this to happen.
- Encouraged to attend all relevant Worcestershire CALC training courses, including training for new Clerks; relevant local meetings such as clerk's forums/briefings.
- Be able to recover costs for relevant professional subscription fees.
- Receive a salary review as and when updates on salary scales are received from NALC.
- The Clerk will be expected to hold the CiLCA qualification as a minimum requirement or obtain the qualification within 12 months of being in post; costs to obtain the qualification will be funded by the Council.
- The Council are responsible to ensure that the Clerk keeps up to date with training practices.
- An annual appraisal will take place to review the Clerk's performance and to identify training needs by the Staffing Committee.

4. Monitoring.

- The Council will ensure that each year sufficient funds are allocated in the Training Budget heading in order that the Clerk and members can attend appropriate training sessions to enable them to meet their training obligations.
- b) Records of training sessions by both the Clerk and the Councillors will be maintained and published on the Parish Council website.
- c) The Council will pay the annual subscription for Worcestershire CALC so that the Clerk and Councillors can take advantage of the advice and support offered.

This policy will be reviewed every 2 years.

