

TRAINING POLICY FOR CHARLTON PARISH COUNCIL

Adopted on 19th September 2023

1. INTRODUCTION

- 1.1 The intention of this policy is to provide a framework for identifying training needs for staff and Councillors.
- 1.2 Charlton Parish recognises its duty to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation.

2. COMMITMENT

- 2.1 Charlton Parish is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities.
- 2.2 The Council will ensure that the Clerk has the opportunity to access training to meet the particular demands of their job or role.
- 2.3 The Council will provide resources to enable staff and Councillors to access relevant training.

3. STAFF TRAINING

- 3.1 New members of staff will be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role.
- 3.2 As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in their respective role.
- 3.3 Training may also be available on current issues through 'webinars', on-line modules and discussion forums.
- 3.4 The Parish Clerk must be CiLCA qualified. Alternatively Charlton Parish will require that anyone recruited to this position to either hold this qualification or be willing to achieve it within 2 years.
- 3.5 The Parish Clerk is responsible for identifying his/her ongoing training requirements.

4. COUNCILLOR TRAINING

4.1 New Councillors will receive an induction pack which includes:

- ✓ Declaration of office - to be signed prior to taking part in council business
- ✓ Disclosable pecuniary interest form - to be completed within 28 days of taking office
- ✓ Standing Orders
- ✓ Financial Regulations
- ✓ Opportunity to attend a training course with HALC
- ✓ Code of Conduct
- ✓ Budget for the current year.
- ✓ The Good Councillors guide.
- ✓ Copy of last month's minutes

The Council's policies and procedures can be found on the website at [Council Policies - Charlton Parish Council - Charlton Parish Council, Charlton, Andover \(charltonvillage.org.uk\)](http://charltonvillage.org.uk)

4.2 All new Councillors will be encouraged to attend a Hampshire Association of Local Councils' training session and the Clerk can arrange this without approval by the Council.

5. RESOURCES

5.1 The Council provides an annual budget for training and development for both staff and Councillors.

5.2 The training budget takes into account the following factors:

- ✓ Staff Continuous Personal Development
- ✓ New Councillor Training

5.3 In addition to the cost of training courses, Charlton Parish covers associated travel and parking costs for agreed attendance at training.