



Charlton Horethorne Parish Council  
Monday 9 April 2018

## **Proposed Training Policy for new staff and councillors**

This Parish Council is committed to induction for new councillors and the clerk and a continuous development programme.

### **Clerk**

A new clerk would be required to attend the Somerset Association of Local Council's three courses for clerks. If a new clerk is not accredited nor Certification in Local Council Administration (CiLCA) trained, the council will make provision for the clerk to undertake this qualification.

Membership of the Society of Local Council Clerks is required, to be paid for by council.

The clerk will be expected to be familiar with the council's core documents including standing orders, the code of conduct and financial regulations and to keep up to date with briefings provided online or by the SLCC, SALC and/or South Somerset District Council eg GDPR.

S/he is also expected to attend the clerk's briefing and the annual budget setting training where provided by SALC and/or SSDC.

### **Councillors**

New councillors are expected to attend training provided by SALC for new councillors, including Councillor Essentials, and to read the Good Councillors' Guide.

Councillors also will be expected to be familiar with the council's core documents including standing orders, the code of conduct and financial regulations and to keep up to date with briefings provided online or by SALC and/or SSDC eg GDPR.

The chairperson is expected to attend chairing skills training provided by SALC and/or SSDC.

Councillors would be expected to attend training provided by SALC and/or SSDC that reflects their lead member responsibilities and general ability to perform their roles as members eg planning law.

For the development of the clerk and councillors, the parish council might arrange observation of meetings of similar parish councils in the area from time to time.

Councillors and the clerk are encouraged to have occasional walks around the parish to familiarise themselves with the amenities and locality in general, and to raise matters of concern with the relevant authorities as appropriate eg potholes to the highways authority at County Hall