

Adopted: 18.04.18
Reviewed: May 2025
Next due: May 2029

HARVINGTON PARISH COUNCIL

TRAINING POLICY.

1. Harvington Parish Council is a statutory body within local government which is subject to legal procedures and regulations.
2. All Councillors and employee, (Clerk/RFO), need to have access to support and training in order for members to understand fully their role and responsibilities and contribute effectively towards the objectives of the Council. All must be given the opportunity to access training to suit each individual needs.
3. The Council will ensure there is a reasonable budget for training and development annually.
4. Prospective Councillors and applications for the Clerk post should be aware of this policy and the expectations required.

Requirements.

1. Councillors.

All new Councillors prior to their first meeting will receive a 'Good Councillors Guide' by email and a hard copy of an Information Pack containing statutory regulations, policies and information relevant to Harvington and will be asked to sign confirmation on receipt of the documents.

New Councillors will be expected to attend within the first twelve months of Office the following training sessions:

- a) Basic Induction Course.
- b) Code of Conduct.
- c) Planning, Powers and Purpose and legal framework of Council.
- d) Management of the Council, meetings and procedure and financial process.
- e) Any additional training will be approved by Council.
- f) Councillors will be encouraged to attend refresher courses and updates on new/revised legislation as and when necessary.
- g) Expenses for attending consultations, training, and briefings etc. will be paid for by the Council.
- h) Training requirements will be identified by the Clerk and brought to the attention of the Parish Council.
- i) Training is mainly provided by the County Association of Local Councils, known as CALC.
- j) The Clerk will maintain a record of training attended.

2. Chair and Vice –Chair.

A prospective Chair/Vice-Chair will be expected to have attended a Chairmanship Course or if elected without having attended a course will be expected to attend such training as soon as possible as a condition of appointment.

3. Clerk.

- a) The Clerk will be expected to hold the CiLCA qualification as a minimum requirement, or obtain the qualification after being in post for 24 months; costs to obtain the qualification will be funded by the Council as well as the Clerk/RFO time in obtaining the Course.
- b) The Council is responsible to ensure that the Clerk keeps up to date with training practices.
- c) To attend any other training that is relevant to the discharge of their duties e.g. Finances including Budget, Audit, Legal Powers, Planning etc.

- d) Expenses for attending consultations, training, and briefings will be paid for by the Council.
- e) An annual appraisal will take place to review the Clerk's performance and to identify training needs by the Personnel Group.

4. Monitoring.

- a) Annual assessment of Councillor training needs to be considered at May meeting.
- b) Training record to be kept as a means of monitoring adherence to the policy.
- c) Records of training sessions by both the Clerk and the Councillors will be maintained and published on the Parish Council Website.
- d) All training undertaken by both Officer and Councillors will be reported to the Council as an agenda item.

5. Council.

- a) The Council will ensure that each year sufficient funds are allocated in the Training Budget in order that the Clerk and members can attend appropriate training sessions to enable them to meet their training obligations.
- b) Travelling expenses will be reimbursed according to the Councillors Travelling Policy.
- c) The Council will authorise the annual subscription for Worcestershire CALC so that the Clerk and Councillors can take advantage of the advice and support offered.