



SOUTHAM PARISH COUNCIL

Training and Development Policy

**Approved by Council Minute 9.1 – 8th December 2020
Due for review May 2021**

Introduction

Southam Parish Council is the first tier of local government providing a link to the other tiers at Borough and County level. In order to meet its objectives and provide a high level of service to the parishioners the council is committed to ensuring that all councillors and staff are trained to a level that will enable them to carry out their duties effectively and are kept up to date with changes in legislation.

Policy

Southam Parish Council consists of 7 councillors and employs a part-time clerk/responsible financial officer. The council undertakes to support and encourage training relevant to councillors and the clerk and will set aside budgeted funds each year for the purposes of training.

Training Resources

The council will utilise the services of training providers such as:
Gloucestershire Association of Parish and Town Councils (GAPTC)
Society of Local Council Clerks (SLCC)
Gloucestershire Rural Communities Commission
Cheltenham Borough Council
Gloucestershire County Council

In addition, the council will provide the latest editions of relevant publications including
“Local Council Administration” by Charles Arnold Baker
“The Good Councillors Guide” (published by NALC)
“Clerks’ Manual” (published by SLCC)
“JPAG Practitioners’ Guide (published by NALC)

Clerk’s Training

Upon appointment, the clerk will undergo induction training overseen by the chairman in matters pertaining to the roles of clerk and responsible financial officer.

The clerk will be required to obtain the CILCA qualification and will be encouraged to extend their knowledge and experience through Continuing Professional Development. Training and development opportunities will be identified as part of the annual appraisal process.

On a continuing basis, the clerk will be encouraged to take advantage of training, networking and mentoring opportunities offered by GAPTC and SLCC.

Councillors’ Training

All new councillors will be provided with copies of the Members’ Code of Conduct, Procedural Standing Orders, Financial Regulations and any other relevant information. They will be given access to details of training courses and will be encouraged to attend the “Being a Better Councillor”

training offered by GAPTC. Councillors will have the opportunity to attend specialist briefing sessions relevant to the activities of the council..

The clerk will bring to the attention of councillors relevant training sessions and will also circulate articles of interest published in the "Clerk Magazine" and other publications, where appropriate.

Review of training

The clerk will be responsible for maintaining a central record of all training attended by councillors and keep a record of his/her own Continuing Professional Development. This will be reviewed annually and an appropriate level of budget agreed to meet future training needs. Training will also be reviewed on a regular basis to ensure that councillors and the clerk are kept up to date with changes in legislation.