

## 1. INTRODUCTION

This document sets out Greatham Parish Council's ("GPC") commitment to develop its employees and Councillors to ensure that the Council can meet its objectives and deliver an effective service to residents.

## 2. COUNCILLOR DEVELOPMENT

### New Councillors

New Councillors joining the Council, following election or co-option will be encouraged to meet with the Clerk at the earliest opportunity who will provide a new councillor pack consisting of the following key documents:

- Standing Orders, including Councillor Code of Conduct (latest version adopted by GPC)
- Financial Regulations (latest version adopted by GPC)
- Declaration of Acceptance of Office (must be completed before attendance at first Council meeting)
- Disclosure of Pecuniary Interests Form (must be completed within 28 days of election)
- The Good Councillor Guide (latest version as published)
- Being a Good Employer (latest version as published)
- Form to serve agenda by email
- Asset Register
- Committee structure
- Clerk's job description
- Budget for current year
- Any relevant policies of GPC

All new Councillors will be offered training provided by the Hampshire Association of Local Councils ("HALC") to equip them with the core skills and knowledge to be an effective Parish Councillor. New councillors wishing to join the Planning Committee will additionally be encouraged to attend a HALC planning workshop. As a minimum, recommended courses for new councillors are:

- Councillor Development: The Knowledge & Core Skills (Part 1 & 2)
- Basic Planning for Local Councils

GPC aims to support all new Councillors and, where possible, an experienced Councillor will act as a mentor to any new Councillor appointed. This process will be assisted by the Parish Clerk.

### **New Councillors – Training and Development Commitment**

<b>Commitment</b>	<b>Target Timescale</b>	<b>By Whom</b>
To nominate an established Councillor mentor	Within a week	Clerk & Chairman
To provide a new councillor pack	Within a week	Clerk
That all new Councillors will undertake training designed to equip them with the core information they require to enable them to develop into effective councillors	Within the first 6 months after their first election	Clerk
That all new Councillors joining the Planning Committee will undertake training to enable them to understand planning legislation and material considerations when responding to planning applications	Within the first 6 months after their election	Clerk

Councillors who are appointed to chair committees will be encouraged to attend a suitable HALC training course	Prior to taking on the role where possible	Clerk
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**Existing Councillors**

Existing Councillors are encouraged to continue their development as Councillors throughout their term. Where legislation is amended or new legislation is brought in, GPC believes it is important for all councillors to be given the opportunity to attend training to understand the implications of such changes.

Other methods of keeping up to date are also encouraged and the Clerk will forward any sector publications and conference information that may be of relevance. Councillors are encouraged to read this information and also seek out other sources of information for themselves. Training provided by external organisations such as HALC and East Hampshire District Council will also be offered to existing Councillors.

It is recognised that some Councillors undertake training, or have acquired skills, in their working environment which are transferable to the Parish Council.

**Existing Councillors - Training and Development Commitment**

<b>Commitment</b>	<b>Target Timescale</b>	<b>By whom</b>
New and existing Chairman (who have not attended training) of Council & Committees are expected to attend Chairman training	Prior to taking on the role where possible	Chairmen of Council & Committees
New and existing Councillors whose skills may be out of date will be invited to attend refresher training	Every four years (after election)	Councillors
To update the skill's register for the council's training record & provide a copy of the certificate of attendance to the Clerk	After each training event	Councillors & Clerk
To inform the Clerk of any training of relevance undertaken outside the Parish Council.	After each training event	Councillors

**3. DEVELOPMENT OF THE CLERK**

This Training and Development Policy seeks to ensure that the Clerk has the necessary up to date skills and knowledge to be effective in their role. The Clerk is expected to identify any training needs and research suitable training courses. HALC provide regular updates for Clerks and there are other sector seminars and training opportunities available.

The Clerk, within the first six months of employment, must attend the following HALC training courses:

- Officer Development: What You Need to Know (Part 1 & 2)
- Officer Development: Local Council Finance for Officers

There are a number of sector qualifications which Clerks can obtain, such as the Certificate in Local Council Administration (CILCA), and any such training requests should be made to the Council for approval.

<b>Commitment</b>	<b>Target Timescale</b>	<b>By whom</b>
That the Clerk attends HALC training courses: What you Need to Know Part 1 & 2 Local Council Finance for Officers	Within 6 months of being appointed	Chairman & Clerk
That the Clerk keeps abreast of new legislation and applies to the Council for any additional training	Ongoing	Chairman & Clerk
That the Clerk keeps up to date with articles, webinars, sector publications, and information provided by HALC/NALC/SLCC to ensure requirements of the post are being met	Ongoing	Clerk

#### **4. APPRAISALS**

The Staffing Committee shall carry out an appraisal of the Clerk prior to the Clerk's anniversary date. This appraisal shall form the basis of a pay review and will identify any training requirements and set objectives for the forthcoming year.

#### **5. BUDGET**

The Council should be mindful, when setting its budget each year, of a need to review the sum set aside for training and development. In an election year the Council should include sufficient funds to allow for the training set out in this policy for all new Councillors and additional training for existing Councillors. The Council should consider, when taking on any new responsibilities, the need for training for staff or Councillors in order to fulfil their obligations properly and to build these costs into the budget. The budget should additionally include travel costs for staff or Councillors attending training events.

#### **6. REVIEW**

This policy should be reviewed in its entirety every two years. However, it should be considered each year when setting the annual budget/precept for the Council and also as and when either a new Councillor or a new member of staff is appointed. The Staffing Committee, along with the Clerk, should be responsible for carrying out the requirements of the policy.