

Greywell Parish Council

Training and Development Policy

Introduction

Greywell Parish Council is committed to ensuring its Councillors and staff are trained to a high standard. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their position.

Policy Background

Greywell Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. It recognises that its most important resource is its members and officers. To that end the Council's intention is that the Councillors and Clerk are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will provide training opportunities as it deems necessary and relevant for the delivery of its work.

Training and Development Activity

Greywell Parish Council consists of five elected Councillors and one employed part-time Clerk. Training and development will be regularly reviewed but will contain as a minimum requirement:

Councillors:

- If deemed appropriate, attendance at Councillor Training Sessions provided by Hampshire Association of Local Councils (HALC) explaining the role of Councillors
- Copies of the Parish Council Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant, including a copy of the Good Councillors Guide, to be given to all new Councillors when they first take office
- Access to relevant courses provided by bodies such as HALC
- Circulation of documentation/emails such as briefings and newsletters/magazines

Clerk:

- If deemed appropriate, attendance at HALC training sessions for new Clerks
- Attendance at "ILCA - Introduction to Local Council Administration" Course or similar within 12 months of commencing the role
- Support to achieve Certificate in Local Council Administration (CiLCA), including time to compile portfolio and payment for course costs and associated expenses
- Any other training relevant to their duties such as finance and understanding the planning system
- Provision of publications including Local Council Administration by Charles Arnold Baker and others identified as relevant, which will remain the property of the Council
- Regular feedback from the Chairman of the Council in their performance

Identifying training needs

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, and formal and informal discussions. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Financial Assistance

Annually an allocation will be made in the budget each year to enable reasonable training and development.

The Parish Council will also consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks, the National Association of Local Council (NALC) and Hampshire Association of Parish Councils (HALC) to enable the Parish Clerk and Councillors to access on-line information and, if appropriate, to take advantage of training courses and conferences at a favourable rate.

Purchases of relevant resources such as publications will be considered on an ongoing basis as advised by the Parish Clerk.

Feedback and review of training

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness.

The Clerk will maintain a record of training attended by themselves and Councillors.

Conclusion

The adoption of this policy demonstrates that the council is committed to training and development and enhancing the skills of its members. It also ensures that members and staff are up to date with current legislation. This policy will be reviewed annually in May to ensure it is up to date with Council requirements.

Reviewed: May 2026

Next Review Date: May 2027