

Training for Councillors and Employees

The Training for Councillors and Employees were adopted by Full Council at its Meeting held on 1 December 2015.

Introduction

Hazlemere Parish Council is committed to ensuring that its Councillors and Staff are appropriately trained to effectively, efficiently and equitably meet the needs placed on them by the Parish Council and to meet their statutory obligations.

Aim

The Parish Council is committed to ensuring that its Staff and Councillors are trained to appropriate standards and kept up to date with appropriate new legislation. To support this, funds will be allocated to a training budget each year to enable Staff and Councillors to attend training events and conferences relevant to their duties and the needs of the Parish Council.

Application

The Council is responsible for identifying training and development needs for Councillors and the Clerk.

The Clerk will identify training and development for all Staff, including the Clerk.

The Clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. The Council will prepare and submit a draft training and development schedule for Councillors and Staff to the Finance and General Purposes Committee for consideration by November each year to enable the appropriate budget provision to be prepared.

The Council will approve training and development schedule and/or specific training and development opportunities for Councillors and Staff.

The Parish Council will subscribe to the Society of Local Council Clerks (SLCC) and Buckinghamshire and Milton Keynes County Association of Local Councils (BMKALC).

All new Councillors will be expected to participate in the New Councillor Induction training which provides training for all new Councillors. In addition all new Councillors will be provided with an information pack containing the documents as set out on the attached list.

Monitoring of the application of the statement of intent

The Finance and General Purposes Committee will be responsible for monitoring and the application of this statement of intent and managing the budget. It will report to Full Council. Staff and Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event. This feedback will then be used to evaluate the event.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Parish Council Contact List
3. Roles and Responsibilities
4. Training Statement of Intent
5. Dates of Meetings for the Year
6. The Parish Council Code of Conduct
7. Standing Orders
8. Financial Regulations
9. Adopted Procedures and Policies
10. List of Council Staff
11. Minutes of Parish Council and Committee Meetings - Limited to the last meetings

October 2015

To be reviewed November 2017