



TRAINING & DEVELOPMENT POLICY FOR COUNCILLORS

1. INTRODUCTION

Holbeach Parish Council is committed to the training and development of its Councillors in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable Councillors to attend training and conferences relevant to their office. Prospective Councillors should be made aware of the content of this policy and the expectations placed upon them.

2. POLICY STATEMENT

Holbeach Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practises.

The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that Councillors are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future. Councillor development should be regarded as an integral part of the Council's business.

3. TRAINING AND DEVELOPMENT ACTIVITY

Holbeach Parish Council consists of eighteen elected or co-opted Councillors and employs a Parish Clerk who is also the Responsible Financial Officer, a Deputy Clerk and an Open Spaces Team. In addition, volunteers from within Holbeach parish provide support for the parish's work.

Training and development for each of the Councillors will be reviewed regularly but will contain, as a minimum requirement:

Councillors

- a) Attendance at induction sessions explaining the role of a councillor, such as LALC's 'New Councillors' training course for new councillors – within one month of the date on which they are elected or co-opted.
- b) Appointment of all Committees is subject to the Councillor signing to say they have read and understood all Council policies and Terms of Reference relevant to that committee.
- c) Provision of a Councillor Information Pack which includes copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant. This pack is to be provided within seven days of the date on which they are elected or co-opted.
- d) Councillor's with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance, those responsible for finance will receive basic finance training, those responsible for planning will receive basic planning training, including how to respond to planning applications.
- e) The Chair of the Council (and of any committee) shall receive Chairmanship skills training as soon as possible but within six months of the date on which they are elected as Chair.
- f) Attendance at relevant courses provided by external bodies, such as Lincolnshire County Council, South Holland District Council and Lincolnshire Association of Local Councils (LALC) related to the Council's aims and objectives, as and when required and within six months of a training need being identified.
- g) All documents received as part of training courses to be added to the team drive.
- h) Councillors who do not attend pre-arranged training, will be invoiced for any cancellation costs

4. TRAINING NEEDS IDENTIFIED

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Annually the Council will formally review the training needs of the Councillors at a meeting of the Parish Council.



The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

5. RESOURCING TRAINING

Annually an allocation will be made in the budget, each year as required, to enable necessary training and development.

Annually the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Lincolnshire Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchase of relevant resources such as publications will be considered on an ongoing basis.

6. EVALUATION AND REVIEW OF TRAINING

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process stated in section 4 above.

Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council: This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the Clerk, Councillors or volunteers.

The Clerk will maintain a record of training attended by Councillors

Version	Date Approved	Amendments Made	Next Review Date
V1	15/05/2023		April 2024



Clerk/RFO: Jan Hearshey

Coubro Chambers, 11 West End
Holbeach, PE12 7LW

01406 426739

clerk@holbeachpc.com

holbeach.parish.lincolnshire.gov.uk

@HolbeachParishCouncil

