Kingskerswell Parish Council

Training and Development Policy Councillors

Date: 21st January 2023
Agreed at Full Council Meeting – 30th January 2023

Introduction

Kingskerswell Parish Council is committed to the ongoing training and development of its Councillors to ensure the highest standard of representation and services for the residents of the Parish.

Commitment to Training and Development

The objectives of this policy are to provide training, learning and development opportunities that:

- Enable the council to achieve its objectives
- Allow councillors to develop in line with and contribute to the council's objectives
- Supports recruitment and retention of councillors
- Provides equal opportunities to all.

Kingskerswell Parish Council recognises that some of its most important resources are its Councillors, therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

Identifying training and development needs

The Clerk will provide a welcome pack to all new councillors. The pack will include the following:

- NALC Good Councillor Guide
- Contact details for Councillors and the Clerk
- Adopted Code of Conduct
- Standing Orders/Financial Regulations
- Meetings calendar
- Details of website
- Any other relevant and current information.

As soon as practicable after joining the Council, a parish councillor may be required to attend appropriate training sessions to familiarise themselves with the general work of a parish council.

The Clerk will notify Councillors of relevant training and development opportunities. Requests from councillors to attend training must be made to the Clerk. Each request will be considered on an individual basis and the benefits to the individual's development needs, alongside the council's objectives. Councillors will be encouraged to give feedback after attending training events.

The council will review new government legislation which may alter the training required of councillors.

The council is committed to networking with other councils as an effective means of information gathering and where possible to link in with training events held by other councils.

The council is committed to maintaining membership of Devon Association of Local Councils, National Association of Local Councils and the Society of Local Council Clerks, in recognition of the training and support that it provides.

The council will maintain a training log giving details of dates, titles and providers of development activity undertaken by councillors.

Financial assistance

The council will ensure that training for councillors is adequately covered in the annual budget.

For approved courses, Councillors can expect the council to pay the course fee, any examination fee, associated membership fees and travel expenses.

Councillors will not be eligible for study leave as they do not have a paid role. Any training undertaken by Councillors will be undertaken in their own time.

Status and Review

This policy was adopted by the KKPC at a meeting of the full council on 30th January 2023. It will be reviewed periodically by KKPC. Date of last review June 2025.