

Modbury Parish Council Training Policy

(Approved on 9th July 2018, Minute No 18.087.e)

Reviewed and adopted by Modbury Parish Council 4th May 2021

Due for review May 2022

Introduction

As the first tier of local government, parish and town councils are uniquely placed to make a major contribution to localism. If parish and town councils are to play a significant part in democracy, it is essential that councillors fully understand their role and responsibilities.

Engaging in learning, training and development is essential in gaining experience and enabling both staff and councillors to understand their role and contribute fully to the democratic process.

There is a wide range of training available to local councils. Sector-specific training is delivered through a number of different mechanisms and organisations at both national and local (county) level.

Modbury 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; and keep 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.

Aim

The Council is responsible for identifying any training and development needs for its councillors and staff.

The Clerk will identify training and development needs, and opportunities, for both staff and Councillors.

The council will subscribe to the Devon Association of Local Councils DALC.

On expressing an interest in joining the council:

Any resident interested in joining the council will be invited to contact the Clerk to learn more about the council's role, and will be directed to the council's website to view the council's activities.

Prospective councillors should first write/send an email to the Clerk confirming that he/she meets the statutory requirements to be a councillor, with an explanation of why they wish to become a councillor; what they feel qualifies them for the role with a short personal profile. The Council will then consider any application.

They may also be required to take part in a short interview with the Chairman and/or other councillors at a mutually convenient date and time.

It is suggested that prospective councillors should have attended at least one council meeting before seeking office, to see the council in action.

On joining the council by election or co-option:

All new councillors will be expected to be able to use email, and be contactable on an allocated Parish Council email address.

All new councillors will be expected to participate in a New Councillor Induction training course. In addition all new Councillors will be provided with a copy of (or web-link to) the following, which they will be expected to read and familiarise themselves with:

- a) Good Councillor Guide
- b) The Council's Code of Conduct
- c) All of the Council's current policies
- d) Council's current Standing Orders and Financial Regulations

- e) A timetable of all the scheduled council meetings for the year
- f) Terms of Reference for the committees of the Council.
- g) Parish Council website.
- h) Staff contact details
- i) Councillor contact details

Training courses:

Many of the recommended training courses are run by the Devon Association of Local Councils (DALC).

Training on specific committee areas may also be offered:

- Finance and Budgeting for Town & Parish Councils
- VAT for Town and Parish Councils
- Being a good employer – HR training for councillors
- Planning for town and parish councils
- Planning workshops

Further development:

- Chairmanship Training
- Refresher courses for all councillors where appropriate.

Other sources of support:

- Working closely with another councillor acting as a mentor for the first six months of office;
- Reading through council agendas and minutes of meetings and asking members of staff for an explanation or clarification of the various terms used.
- Reading the various council sector emails and publications, including the DALC and the National Association (NALC) bulletins; Clerks & Council's Direct magazine which can help to familiarise both new and more experienced councillors with issues affecting Local Government.