

Ditton Priors Parish Council

Training Policy

Clerk

The Parish Council expect the clerk to have a minimum qualification of the Certificate in Local Council Administration (CILCA) or higher. If appointed without this qualification it is expected the clerk will obtain within twelve months.

Current clerk has a degree in local council policy (graduated 2009).

Employees

There are no other employees. (this part of the policy will be amended accordingly if necessary.)

Councillors

- a. New councillors will be provided with a “new councillor pack”. This will include information about training opportunities. Any training undertaken will be supported by the Parish Council.

Clerk will hold an informal induction event with new councillors to answer questions and explain the new councillor pack.

The new councillor Pack will include :

- 1. Publications available from national organisations such as NALC and SLCC.
- 2. Policies of the Parish Council.
- 3. Schedule of meetings.
- 4. Register of interest form.
- 5. Declaration of office form.
- 6. Letter of welcome from clerk with contact details.
- 7. Website address.
- 8. Facebook group invitation.

- b. All Councillors are able to take training courses that are relevant to the work of The Parish Council. They will be supported with this training.

March 2021

Re Approved May 2021

Next review May 22