

# Moretonhampstead Parish Council Training and Development Policy

## 1. Introduction

Moretonhampstead Parish Council is committed to supporting the training and development of both its elected members and employed staff. The purpose of this policy is to enable councillors and employees to effectively carry out their roles for the benefit of the Council and the wider community, while also contributing to their own personal development.

## 2. Definition of Training

The Council recognises the definition of training from the Chartered Institute of Personnel and Development (2007):

“A planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.”

## 3. Commitment to Training and Development

The Council acknowledges that its most valuable resources are its Councillors and its Clerk. Investment in training ensures:

- Legal and regulatory compliance
- Improved service delivery
- Informed and confident decision-making
- Resilience and continuity in Council operations

To support this, a realistic financial allocation for training and development will be included in the Council’s annual budget. Where possible, the Council will also make use of partnership training, local associations, and in-house opportunities.

## 4. Training Aims

The Council’s training and development aims are:

1. **To enhance councillors’ understanding** of their roles, responsibilities, and the legal powers of the Council, ensuring effective use of resources for community benefit.
2. **To provide appropriate training for the Clerk** to carry out their duties competently and confidently.
3. **To support succession planning** by ensuring the Council can operate effectively:
  - Following local elections and changes in membership
  - During periods of staff absence (e.g. sickness, holidays, or staff turnover)

## 5. Staff Training and Development

Action	Frequency
All new staff to receive an induction	As required
Clerk to undertake annual appraisal to identify training needs	Annually
Clerk encouraged to complete: <ul style="list-style-type: none"> <li>• Introduction to Local Council Administration (ILCA)</li> <li>• Certificate in Local Council Administration (CiLCA)</li> <li>• Community Governance Level 4</li> </ul>	Ongoing
Clerk encouraged to stay up to date via publications and websites, such as: <ul style="list-style-type: none"> <li>• SLCC</li> <li>• NALC</li> <li>• The Clerk Magazine</li> <li>• Local Council Review</li> </ul>	Monthly
Clerk encouraged to attend relevant training courses and conferences	Ongoing

## 6. Councillor Training and Development

Action	Frequency
All councillors to receive an induction pack and short introductory training after each election	Every 4 years
All councillors encouraged to undertake Code of Conduct training within 6 months of accepting office	On election
Councillors encouraged to attend conferences and training events relevant to their role. The council will strive to provide an annual in-house training session.	Annually
Councillors encouraged to read key publications: <ul style="list-style-type: none"> <li>• <i>NALC Good Councillor's Guide</i></li> <li>• <i>The Good Councillor's Guide to Finance</i></li> </ul>	On election
Chairman to be offered a place on the DALC Chairman's Training Course	On election

## 7. Training Budget

The Council will allocate a dedicated training budget each financial year to support the delivery of this policy, covering:

- Training activities and course fees
- Conference attendance
- Relevant publications and subscriptions

## 8. Review

This policy will be reviewed bi-annually or when significant changes occur.

This version: September 2025  
Due for review: August 2027