

# Stansfield Parish Council

## Training Policy

Stansfield Parish Council is committed to improving the standard of its clerk and councillors through training and money is allocated in the budget each financial year to support this.

Stansfield Parish Council will require future clerks to be qualified, having completed the Certificate in Local Council Administration, or agree to become qualified.

Stansfield Parish Council recognises that training can take many forms (formal, in house and peer mentoring). The Parish Council encourages members to consider and undertake training.

### **Formal Training**

The Parish Council recommends that new councillors and any existing councillors who have not completed any training should receive training, for example the New Councillors training as offered by SALC. All parish councillors will be informed of training opportunities and encouraged to attend.

Members of the Planning Committee are expected to keep up-to-date with planning issues and where necessary attend relevant training offered by St Edmundsbury Borough Council or SALC.

### **Informal/In House Training**

All new councillors will be offered an induction meeting with the Clerk and receive an information pack containing information about the Council and Councillors, the Council's Standing Orders, Financial Regulations, Policies and Procedures and a list of Parish Council Powers.

Stansfield Parish Council will work towards providing in house training sessions run by the clerk or a relevantly experienced parish councillor.

The Clerk is to continue issuing a report at meetings containing details of relevant documents or websites that can be consulted to increase member's knowledge. An agenda item will also be included giving details of training opportunities.

### **Peer Mentoring**

Inexperienced councillors are encouraged and supported by the clerk and fellow councillors. Councillors who have been on training courses will be asked to share their knowledge with their colleagues.