

## **COLTON PARISH COUNCIL**

### **Clerk and Councillor Training Policy 2016**

#### **1. Clerk Training**

- i) Clerks will be required to attend a CALC 'Clerk's Induction' training course as soon as possible but at least within 6 months of appointment.
- ii) Clerks will also be required to attend a CALC 'Local Council Finance' Training course.
- iii) Clerks will be encouraged to attend the CALC Clerk's Forums for information sharing.
- iv) Clerks will be strongly encouraged to gain the 'Certificate in Local Council Administration' (CilCA) qualification, or equivalent. (This qualification was required as the basis for Colton Parish Council's Quality Status gained in 2007. It is necessary to maintain the Council's status under the Local Council Awards Scheme, and to exercise the General power of Competence (Localism Act 2011).

#### **2. Councillor Training**

- i) New Councillors will be required to attend a CALC 'New Councillor' course as soon as possible but at least within 1 year of joining the Council.
- ii) New Councillors will be encouraged to attend further 'Good Councillor' courses and 'Code of Conduct' courses when these become available.
- iii) New Chairmen will be required to attend a CALC 'New or Aspiring Chairman' course as soon as possible within 1 year of becoming Chairman.
- iv) Chairmen will be encouraged to attend a CALC 'Experienced Chairman' course.

#### **3. General**

- i) Attendance at training courses concerning other aspects of Council activities e.g. community involvement, planning, health and safety, etc. will be strongly encouraged.
- ii) On completion of the course, the attendee will give a brief presentation to the Council on its content and value
- iii) A record of courses attended will be kept by each Councillor respectively and a full list by the Clerk.

Approved at Council meeting: ...21<sup>st</sup> March 2016 Min 046/16.....