

Fontmell Magna Parish Council

Training Policy

The Parish Council requires that all councillors are appropriately trained in the skills needed to fulfill their duties efficiently and effectively.

All councillors taking on a specific role within the PC should be clear what the role entails, what actions the councillor needs to take and who to contact for further information.

The Parish Council therefore expects that:

- all councillors will attend one or more training event (the Parish Council agreeing a Budget to support such training);
- the Clerk will arrange their own training, as appropriate (the Parish Council agreeing a Budget to support such training);
- all training will normally involve attending a course, seminar or conference run by DAPTC (the Dorset Association of Parish and Town Councils); it may also include training through some other body that is relevant to a particular councillor's specific role within the Parish Council;
- training records for councillors will be maintained by a nominated councillor, and that all training attended through the year will be included in the Parish Council's Annual Report;
- all new councillors will attend 'induction training for councillors (with less than 9 months experience)' within their first year in office;
- thereafter, councillors will attend at least one training event, whether a DAPTC course, seminar or conference, or some other appropriate training, every two years. DAPTC courses include 'Essentials for Councillors', 'Essential Finance for Councillors', and 'Budgeting and Precepts';
- the Chairman will attend the course 'How to chair a meeting' as soon as possible after becoming Chairman; and
- thereafter, the Chairman will attend the follow up course 'Bring your own Chair' within three years of their appointment.

September 2018