



## **STAFF AND COUNCILLOR TRAINING STATEMENT**

**[Staff at Jan 2026: Clerk/RFO (part-time) and Deputy Clerk (part-time)]**

### **Introduction**

West Horsley Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, an annual training budget is provided which enables all staff and Councillors to attend relevant training courses and conferences.

The Council pays annual subscriptions to NALC (National Association of Local Councils), SALC (Surrey Association of Local Councils) and SLCC (Society of Local Council Clerks). Membership enables staff and Councillors to receive regular news, events and legal updates and to take advantage of a range of excellent training courses and conferences. All staff and Councillors are encouraged to do so.

### **Staff Training**

The Clerk/RFO will be expected to attend all relevant society, association and local clerks' meetings and training days whenever possible, and to complete the following courses/qualifications as soon as practicably possible:

- Mulberry Local Authority Services 'Clerks and Officers Training Programme'
- Introduction to Local Council Administration (iLCA)
- Financial Introduction to Local Council Administration (FiLCA)
- Certificate in Local Council Administration (CiLCA)

The Assistant Clerk will be expected to attend society, association meetings and local clerks' meetings and training days which are relevant to their Office, and to complete the following courses/qualifications:

- Mulberry Local Authority Services 'Clerks and Officers Training Programme'
- Introduction to Local Council Administration (iLCA)

The Personnel Committee is responsible for monitoring and meeting the necessary training needs of its staff. Training and qualifications are provided mainly by SLCC, SALC, NALC, Worknest, Breakthrough Communications and Mulberry.

### **Councillor Training**

Through SALC and NALC Councillors are expected to keep abreast of local council news and legal updates and to attend training relevant to their roles on the Council. All Councillors should complete elements of the Mulberry 'New and Refresher Councillor Training Programme', along with basic Data Protection and Safeguarding training.

All Councillors are strongly encouraged to obtain Enhanced DBS Certificates and to register with the DBS Update Service. Costs will be covered by the Parish Council.

Members of the Council's Personnel, Finance and Planning Committees are expected to undertake additional relevant training to ensure the Committees run effectively and within the law. This includes training to ensure the Council adequately manages the health, safety and welfare of its staff.

Training requirements for Councillors will usually be identified by the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Full Council. Where appropriate and cost effective, the Clerk will arrange in-house training for the whole Council.

### **New Councillor Training**

New Councillors will be invited to an induction meeting with the Chairman and Clerk, will be offered a tour of the Parish, and will receive a New Members Welcome Pack. New Councillors are encouraged to complete the Mulberry 'New and Refresher Councillor Training Programme' as soon as possible. In an election year the Clerk may also organise a bespoke training session for the newly elected Council.

It is recognised that it may be difficult for some Councillors to attend training courses during the day because of their work commitments. Councillors will, however, still be encouraged to attend training whenever possible.

### **Prospective New Councillors**

The Clerk will ensure that any prospective new councillor receives sufficient information outlining the roles, responsibilities and expectations of Parish Councillors. The Chairman and Clerk will meet with any potential candidates to discuss the role before any application is considered by the Council.

*Adopted by the Council in January 2026*

*Next review: January 2028*