

## Employees

Chaddesley Corbett Parish Council is an Equal Opportunities Employer.

The Clerk to the Parish Council is required to hold, or be working towards a NALC qualification in Local Council Administration (ACCA or CiLCA). Training to achieve this award is purchased from the local Worcestershire Association of Local Councils and The Society of Local Council Clerks. The Clerk is also expected to attend training sessions organised by the local Associations to keep up to date with changing regulations and to gain at least 12 CPD points in a 12 month period.

The Clerk is required to undertake any other training identified at annual appraisals, or necessary as a result of changes in legislation.

The Clerk is expected to read regular publications issued by SLCC, NALC, Worcestershire CALC, and other Government bodies.

## Councillors

When first appointed Councillors are expected to attend a series of training sessions administered by the local Worcestershire County Association. These sessions to include:

### PURPOSE, PEOPLE, PLACE, PLANNING, POWERS

- Defining the parish council's PURPOSE
- Identifying PEOPLE involved and their different roles within the council
- Putting parish council's into geographical PLACE and local government context
- Acknowledging the PLANNING process and how parish councils fit into it
- Define parish council's legal framework and their POWERS

### MANAGEMENT, MEETINGS, MONEY

- Explore how the council is MANAGED and who makes decisions
- Identify different types of MEETINGS and meeting procedures
- Look at MONEY, financial control, budgeting and the audit process

### PLANNING

- Changes to Planning laws

Councillors will be expected to attend refresher courses on these subjects as required.

## CODE OF CONDUCT

Councillors are expected to adopt the Code of Conduct for Councillors and to attend refresher training courses arranged by the District Council or Worcestershire CALC as and when required.