

Councillor training and induction

This is to welcome new elected Councillors onto the Box Parish Council. If you were elected at a local election your term of office will be for four years. If you were co-opted onto the Council you will serve until the next local elections are held.

It is hoped that the following information will give you an insight into what being a Councillor will entail.

The Council

The Parish Council is a **corporate body** with a legal existence of its own quite separate from that of its members. Its decisions are the responsibility of the **whole body**. The Council has been granted powers by Parliament and is the first tier of local government. It can be taken to court and, **as a body**, is responsible for its actions. **No individual Councillor** can undertake any action or enter into any agreements with third parties without the **prior** consent of the whole council

List of important documents:

The three governing policy documents which provide procedural guidance for Council members and its officers.

- **Code of Conduct/Acceptance of the Code of Conduct:** This is the most important document and all Councillors must read the Code of Conduct and sign the Acceptance form confirming that they will abide by its terms. The Code of Conduct is based on the 7 principles of public life. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Councillors must follow these principles in all they do as a Parish Councillor and be held accountable for all their actions. If they do not any parishioner or fellow Councillor can make a complaint about them to the Governance Officer at Wiltshire Council.
- **Standing Orders:** The Standing Orders are agreed and adopted by the Full Council and sets out the rules for the way in which the Council conducts all its business, proceedings and procurements. Some of the items contained in the Standing Orders (those in bold lettering) are mandatory ie covered by law. These are not the same as the policies of a Council but may refer to them. The Standing Orders sets out the procedures covering Full Council meetings and meetings of Committees including the number of councilors required for the meeting to be quorate.
- **Financial regulations:** The Financial Regulations are agreed and adopted by the Parish Council and govern the conduct of financial management by the Council. They may only be amended or varied by resolution of the council.

Other useful documents:

- **Terms of Reference for the Council and Committees of the Council:** This sets out the terms of reference for the Full Council and all the committees. Box Parish Council members will normally be expected to serve on at least two of the committees appointed by the Full Council to carry out the day to day running of the various amenities that are the administrative responsibility of the parish. No Committee has any delegated powers, apart from the Planning and Conservation Committee to allow comments on any planning applications to be submitted within a time frame. **All** recommendations made at Committee meetings must be considered and adopted by the **Full Council**, unless specific authority is granted by the Full Council to a committee to make a decision
- **Good Councillors Guide:** This is a document drawn up by the National Association of Local Councillors which introduces the work of local councils and the part that Councillors play in the tier of local government which is closest to the people and is a useful reference booklet.

Training:

Councillors are elected at Parish Council elections held every four years. Following the elections training for new councilors is offered to all Council members by the Wiltshire Association of Local Councils. Throughout the four year term of office, regular training is held for Councillors on various subjects and the Parish Council will fund the cost of attendance at any of these sessions.

Additional in house training will be carried out by the Clerk on items specific to the Parish Council ie budget setting

Policies:

The Parish Council has a comprehensive list of policy documents both statutory and non-statutory which are reviewed regularly by the Council