

Training Policy

Last Reviewed: 30th September 2021

As adopted 11th October 2021

Minute ref: 106/21i

Introduction

This document outlines the Council's approach to training for Councillors, employees and volunteers.

Commitment to Training

The Council recognises the importance of keeping up-to-date with legislation and best practice and is committed to providing training for the Councillors, employees and volunteers to enable them to carry out their roles and meet the demands of the Council. Councillors are expected to attend training a minimum of once every four years to ensure their knowledge is up-to-date.

Types of Training included

1. Induction Training

Parish Councillors and employees will be offered a basic induction to the Council, usually provided by the Clerk, and will include an overview of the Council, health and safety, data protection, Standing Orders, Financial Regulations and the Code of Conduct. In the case of a new Clerk this will be carried out by the Chair of Council.

2. "Being a Better Councillor"

This course is run by GAPTC for new Parish Councillors and employees and provide a good introduction to Parish Council matters.

3. Volunteers Training

Volunteers will be offered training relevant to the area they volunteer, eg Play Equipment inspections.

4. Further Councillor Training

Councillors will be offered the opportunity to attend training courses relevant to any specific roles on the Council, eg "Introduction to Planning".

5. Further Staff Training

The Clerk will be encouraged to undertake the Certificate in Local Council Administration, a portfolio-based qualification run by the SLCC. The Clerk and other employees will be encouraged to attend training and conferences relevant to their areas of work.

Measuring the impact of training

Councillors and employees attending training will be expected to report back to the next Council meeting after attendance to pass on any relevant information and to give feedback on the training course itself.

Training Budget

The Council will set a training budget for Councillors and employees each year during the budget round.

Training Records

The Clerk will retain a record of all training undertaken by Councillors and employees.