

# **WEST FELTON PARISH COUNCIL**

## **TRAINING POLICY**

West Felton Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with new legislation to meet their needs. To support this, funding is allocated to a training budget each year.

### **TRAINING NEEDS**

The types of training will differ between the Clerk and the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the workings of West Felton Parish Council
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

### **COUNCILLOR TRAINING**

All new councillors when joining receive an information pack which includes:

- The Good Councillors Guide
- Members list
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of policies

Councillors will be expected to attend training events which are relevant to their office where possible.

### **PARISH CLERK TRAINING**

The Clerk is allowed to undergo training require to keep up to date with the day to day running of the Parish Council and will be expected to attend all relevant training days whenever possible.

The Clerk will be encouraged to acquire her CILCA qualification (if not already obtained) and a separate training budget set up for this purpose.

### **IDENTIFYING TRAINING NEEDS**

Training needs will become apparent as a result in changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. The Clerk will be required to keep abreast of new legislation etc. via reading HMRC, SLCC & NALC ( and the like) up-dates.

## **RESCOURING TRAINING**

Funds are allocated to a training budget each year to enable the Parish Clerk and councillors to attend training and conferences relevant to their office, within the limits of the set budget.

The Council will pay the annual subscription to the Shropshire Association of Local Councils (SALC) to enable the Parish Clerk and councillors to take advantage of their professional training courses and conferences.

## **MEASURING THE IMPACT OF TRAINING**

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the Parish Clerk for future reference.

Chairman's Signature.....

Adopted by West Felton Parish Council at meeting held on.....

To be reviewed in 2 years time.