
**FELTHORPE PARISH COUNCIL
TRAINING POLICY**

PURPOSE OF THIS POLICY

Felthorpe Parish Council is committed to training its staff and Councillors, to develop individual abilities and to fulfil the current and future needs of the parish council. It recognises that well trained and informed officers promote good practice within the Council and neighbourhood and increase and encourage community activities. The Council values the time given by its Councillors to their community and this policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand the role they undertake and are properly equipped for it.

Policy Statement

The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of formal and informal discussions and other methods as appropriate. Identified training needs will be actioned as soon as is reasonably possible and provision and completion recorded by the Clerk.

Staff

The Clerk is expected to undertake Introductory Training for new Clerks upon starting in post and to gain the Certificate in Local Council Administration (CiLCA) within two years of appointment.

Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant will be given to the clerk upon commencement in role.

The Clerk is expected to attend any other training as relevant and to keep upto date with developments in the sector and highlight to the Council any training required

Councillors

The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. All councillors will be required to undertake 'New Councillor' training on first appointment.

Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant will be given to the councillors upon election / co-option.

Volunteers

Volunteers will be given briefings on relevant health and safety matters in regard to the scope of their work prior to starting and training on the safe use of any equipment provided by the Council. Training for volunteers will not be beyond that which is necessary for their role

Evaluation

The Parish Council will evaluate and measure the impact and effectiveness of all training completed.

Annually, whilst budget setting, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council to fit in with the future objectives of the Council.

Financial Impact

The Parish Council will ensure that training costs are adequately covered as an item in the annual budget including membership fees of training organisations where appropriate. Purchases of relevant resources such as publications will be considered on an ongoing basis.

The Parish Council pay reasonable expenses arising from training as appropriate.

Chairman..... Parish Clerk.....