



## **Training Policy**

**Adopted by the Council at its meeting on 11 October 2023**  
**This document will be reviewed once per term of the Council**

## Contents

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## Training – statement of intent

**Newbold Astbury cum Moreton Parish Council is committed to providing a formal training strategy as part of the Quality Council requirement. This ensures that staff and Councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.**

## Training needs

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

- Equality of opportunity in all aspects of their development
- An induction programme on their own roles and the workings of Newbold Astbury cum Moreton Parish Council
- An understanding of the objectives and direction of the Council
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings, seminars and conferences including those provided by SLCC, ChALC and NALC.

## Councillors

All new Councillors when joining should receive an information pack which includes:

- The Good Councillor's Guide
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Regulations
- Copies of other policies
- NALC Legal Topic Note 1 – Councils' Power to Discharge their Functions
- NALC Legal Topic Note 5 – Parish Council Meetings (England)

All new Councillors should arrange their own passwords to the ChALC website and its training resources. As a minimum, new Councillors are also expected to attend a training course run by ChALC on basic induction or roles and responsibilities.

Councillors should make sure that their knowledge and skills are kept up to date through regular training and development activities.

## Staff

All staff will be encouraged to:

- read regular publications and use online resources, e.g. SLCC, The Clerk Magazine, NALC Local Council Review
- attend training relevant to their position
- achieve the Certificate in Local Council Administration (CiLCA)

## Identifying training needs

The training needs for staff will be identified through an annual appraisal. Training needs will also become apparent as a result of changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. The Chairman and Vice Chairman are expected to undergo appropriate training in chairmanship as provided by ChALC.

## Resourcing training

An allocation is made in the budget each year for training both staff and Councillors. The amount is reviewed annually. The Parish Council subscribes to ChALC in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

## 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 Councillor for future reference.

A training log is kept by the Clerk in order to record and monitor all training for both Councillors and the Clerk.

## Change Log

Date of adoption	Description of change
<b>11 October 2023</b>	Identified training needs of staff
<b>8 March 2023</b>	Initial version