



TRAINING POLICY

STATEMENT OF INTENT

Yelvertoft Parish Council is committed to ensuring that its Councillors and Staff are appropriately trained to effectively, efficiently and equitably meet the needs placed on them by the Parish Council and to meet their statutory obligations.

To support this, funding is allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

IDENTIFYING TRAINING NEEDS

The Chairman shall be responsible for assessing the training needs of the Clerk. The Clerk shall be responsible for monitoring the budget. Staff training will be identified by the Chairman through the annual appraisal process in February each year and during the course of the year. A record will be kept of staff training and submitted to the Clerk to retain.

Training requirements for Councillors will usually be identified by the Chairman or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Parish Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) to enable staff and Councillors to take advantage of their training courses and conferences.

All training paid for by the Council is to be approved at a Council meeting.

STAFF TRAINING

The Clerk will be expected to identify their training needs, in liaison with the Chairman, and attend all relevant training courses whenever possible. Staff will be paid incident expenses incurred when attending training courses including parking charges, mileage payments and food/drink, if appropriate.

COUNCILLOR TRAINING

New Councillors will be expected to attend a New Councillor training courses and other induction meetings arranged by the Clerk or the Chairman.

Councillors will be expected to attend training courses arranged during the course of their term of office.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. In-house training during an evening / evening training will be considered wherever possible, to enable all Councillors to attend.

Councillors will be encouraged to attend training provided by its partner authorities including NALC and SLCC and attend relevant conferences and meetings whenever possible.

MONITORING

All Councillors and the Clerk will provide feedback on courses and conferences attend to gauge its cost, relevance, content and effectiveness. All training presentation papers will be retained and used for in-house training and information sharing.

Adopted at the Full Council meeting Feb 2019
Reviewed at the Full Council meeting 12th April 2021
Reviewed at the Full Council meeting 9th May 2022
Reviewed at the Full Council meeting 15th May 2023
Review due: May 2025