

HARTSHILL PARISH COUNCIL

TRAINING POLICY

Hartshill Parish Council is a statutory body working within the local government context and subject to legal procedures, rules, and regulations.

The Parish Council recognises the value of appropriately trained members and is committed to ensuring each member receives the opportunity to access training to meet their specific needs.

The Parish Council also recognises the value of appropriately trained staff and is committed to ensuring all staff receives the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are to receive induction training from the Executive Officer within the first twelve weeks of office. Induction Training will take the form of:
 - ensuring familiarisation with the council's procedures as contained in Standing Orders and Financial Regulations.
 - familiarisation with the council's website and content which includes all policies and information identified in the council's Publication Scheme.
2. All administration staff are to achieve the level of qualification as appropriate to their position and as required in their employment contract. The Executive Officer will be asked to acquire the CiLCA qualification, or similar sector-appropriate qualification, as a minimum and to achieve at least 12 Continuous Professional Development points each year.
3. Each parish council member will identify their training needs annually and notify the Chairman.
4. Parish Council members and staff will notify the Chairman of any specific training courses that would support their training needs.
5. The Chairman, in consultation with the Executive Officer, will conduct a periodic training audit of members.
6. An annual budget will be allocated with sufficient funds to provide training support for members and staff; attendance on training courses will require prior approval from the parish council.
7. The Parish Council will pay the annual subscription to both the National Association of Local Councils (which incorporates the Worcestershire County Association of Local Councils) and to the Society of Local Council Clerks to enable members and staff to take advantage of the advice, training and support offered.
8. The Parish Council will monitor the effectiveness of training on a biennial basis and revise this policy accordingly.

Hartshill Parish Council:

Next review 2023