

Hatherton & Walgherton Parish Council

Training Policy

TRAINING STATEMENT OF INTENT

Hatherton and Walgherton 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 the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programmed into their own roles and the workings of Hatherton and Walgherton 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 and seminars and conferences such as ChALC, SLCC, NALC, regional and national.

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

- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of polices

They are also expected to attend a training course run by ChALC (Cheshire Association of Local Councils) on basic induction or roles and responsibilities.

IDENTIFYING TRAINING NEEDS

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

RESCOURCING TRAINING

An allocation is made in the budget each year for training both staff and members. The amount is reviewed annually. The Parish Council subscribes to ChALC in order to receive regular updates on matters relevant to local government and attend their bespoke training courses and a councillor has responsibility for briefing councillors on relevant training opportunities.-

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 office for future reference.

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

CONCLUSION

This document will be reviewed once per term of Council.

Adopted: 27th March 2021

Reviewed: March ~~2023~~2024 2025

Next Review: March ~~2024~~2025 2026