

TRAINING POLICY

1. Introduction

This document outlines Eastington Parish Council's approach to training for Councillors, employees and volunteers.

2. Commitment to Training

The Parish Council recognises the importance of keeping up-to-date with legislation and best practice and is committed to providing training for the Parish Councillors, employees and volunteers to enable them to carry out their roles and meet the demands of the Parish Council. Councillors are expected to attend training a minimum of once every four years to ensure their knowledge is up-to-date.

3. Types of Training included

1. Induction Training

Parish Councillors and employees will be offered a basic induction to the Parish Council, usually provided by the Parish Clerk, and will include an overview of the Parish Council, health and safety, Standing Orders, Financial Regulations and the Code of Conduct. In the case of a new Clerk this will be carried out by the Chair of Council.

2. "Being a Better Councillor" or "Nuts and Bolts"

These one-day training courses are run by GAPTC for new Parish Councillors and employees and provide a good introduction to Parish Council matters.

3. Volunteers Training

Volunteers will be offered training relevant to the area they volunteer, eg Play Equipment inspections.

4. Further Councillor Training

Parish Councillors will be offered the opportunity to attend training courses relevant to their roles on the Parish Council, eg "Introduction to Planning" will be offered to those Councillors who sit on the Planning Committee.

5. Further Clerk Training

The Parish Clerk will be encouraged to undertake the Certificate in Local Council Administration, a portfolio-based qualification run by the SLCC. The Parish Clerk and other employees will be encouraged to attend training and conferences relevant to their areas of work.

4. Measuring the impact of training

Parish Councillors and employees attending training will be expected to report back to the next Parish Council meeting after attendance to pass on any relevant information and to give feedback on the training course itself.

5. Training Budget

The Parish Council will set a training budget for Councillors and employees each year during the budget round.

6. Training Records

The Parish Clerk will retain a record of all training undertaken by Parish Councillors and employees.