

# WALDRIDGE PARISH COUNCIL

## Training Policy

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Waldridge Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

Waldridge Parish Council employs one part-time staff and one part-time caretaker / handyman.

The Council will be responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training will be identified by the Clerk through the annual appraisal process, and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose.

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

The caretaker / handyman will require specialised training in their respective fields. Such training will be identified, and either be carried out in-house or by specialist training centres as is appropriate.

The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both administrative staff and Councillors. All new members of administrative staff will be expected to undertake the 'ILCA (Introduction to Local Council Administration and will be expected to go on to take the 'CiLCA' and Local Policy Certificates.

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

The Clerk will be expected to attend all relevant training days whenever possible and Councillors will be expected to attend training days which are relevant to their office.

New Councillors will receive an induction manual from the Clerk and will be provided with an information pack containing the documents as set out on the below list.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and CDALC and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

### **TRAINING COURSES IDENTIFIED**

Roles and Responsibilities  
Powers and Duties  
Council and the Community  
Management and Meetings  
Budgets and Precepts  
Allotment training  
VAT Training  
Planning matters  
Risk Management

Some Councillors and the Clerk have already undertaken training, other Councillors will be attending further training courses when made available.

### **INFORMATION PACK FOR NEW COUNCILLORS**

#### **Contents**

1. The Good Councillors Guide
2. Briefing for New Councillors
3. Members List
4. About Being A Parish Councillor
5. Training Statement of Intent
6. Meetings Timetable
7. The Parish Councils (Model Code of Conduct) Order 2017
8. Standing Orders
9. Financial Regulations
10. Parish Council Powers
11. Freedom of information
12. Equal Opportunities Policy
13. Minutes of Parish Council Meetings - Limited to the previous month

(all these policies are situated on the Parish Council website)

Chairman: \_\_\_\_\_

Clerk: \_\_\_\_\_