



KINGSMEAD

PARISH COUNCIL

231 Hartford Road, Davenham, Northwich, Cheshire, CW9 8JT

Training Policy

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1. Document details

Release date:	29/11/2018
Version:	0.1
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Owner:	Kingsmead Parish Council
Document name:	Training Policy

1.1. Revision history

Date of next revision: December 2020

Revision date	By	Summary of changes	Version

1.2. Approvals

This document requires the following approvals:

Date of Full Council Meeting	Minute Reference	Date of issue	Version
21/01/2019	21/01/2019/14b	22/01/2019	01

1.3. Distribution

This document has been distributed to:

Name	Date of issue	Version

2. Introduction

Kingsmead 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.

3. 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 programme into their own roles and the workings of Kingsmead 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 SLCC, NALC, regional and national.

All new councillors when joining receive an information pack which includes:

- The Good Councillors Guide
- Members list
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of policies

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

4. Identifying training needs

The training needs for staff will be identified through an annual appraisal. Training needs will change as a result in changes in legislation. Clerk will notify Councillors of appropriate training/briefing sessions. A Chairman and Committee Chairman should be expected to undergo appropriate training in chairmanship as provided by ChALC/NALC

5. Resourcing 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.

6. Measuring the impact of training

All councillors/staff who attend training are expected to report back to the full Council meetings verbally or in writing.

End of document