





KINGSMEAD

PARISH COUNCIL

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Signed and Dated		
Chair		24.02.25
Clerk		24.02.25

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1	Training matrix added	05.02.25

Commitment to Training

Kingsmead Parish Council is committed to the ongoing training and development of members and employees to enable them to make the most effective contribution to the Council's purpose, aims and objectives in providing the highest quality representation and services for Kingsmead.

Where the Council covers the costs of a course it shall also cover any reasonable travel and subsistence costs.

Training and Development of Members

The Parish Clerk may authorise members to attend any training event relevant to their council or committee roles within the approved budget.

The Parish Council will:

- 1) Encourage all Members to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Members are offered appropriate training and induction at the earliest opportunity.
- 3) Require Members to have undertaken Chairmanship training before being appointed as a committee Chairman or as soon as possible following appointment.
- 4) Require Members to have undertaken training in local council finance to serve on the Finance Committee.
- 5) Require all Members to undertake training in Roles and Responsibilities and Meetings and Procedures for local councils (or training courses which cover these topics)
- 6) Provide an annual opportunity for Members to discuss their development, training needs and any issues affecting their role with the Parish Clerk.

The following summarises the training that is available through the parish council's membership of the Cheshire Association of Local Councils (ChALC). which members should consider completing on joining the council and also as a regular refresher:

Course Title	Applicability
Induction for Councillors and Clerks	ALL Members
Roles and Responsibilities	ALL Members
Meetings and Procedures for Local Councils	ALL Members
Cheshire West and Chester Code of Conduct	ALL Members
Chairmanship for Local Councils	Chair of KPC and Chair of Committees
Finance for Councillors	Finance Committee members specifically but ALL members would find this useful.

Training course information, e.g. dates, etc., is available in the weekly ChALC newsletter (circulated by the clerk) or through the following link: <https://www.chalc.org.uk/lib/F914564.pdf>.

Please check with the clerk if a course is approved, and within budget, before making any bookings.

Training and Development of Employees

Where applicable, The Parish Clerk may authorise employee attendance at any relevant training or professional development within the approved budget. The Parish Clerk may only authorise his own training and development with the approval of the Chairman who may require the decision to be made by the Full Council.

The Parish Council will:

- 1) Encourage all Employees to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Employees are provided with appropriate training and induction at the earliest opportunity.
- 3) Provide regular employee development reviews.

Membership of External Organisations

The Parish Council recognises that through its membership of external organisations it has access to support, knowledge and discounted training. As such the Council shall consider annually being a member of:

- a) Cheshire Association of Local Councils (ChALC)
- b) National Association of Local Councils (NALC) (through membership of CHALC)
- c) any other organisation that a relevant committee deems pertinent.

The Parish Clerk shall be a member of the Society of Local Council Clerks (SLCC).