

**Great Budworth Parish Council**  
**Training Policy**  
**Adopted at the Great Budworth Parish Council Meeting held on the**  
**5<sup>th</sup> September 2016**

**TRAINING STATEMENT OF INTENT**

Great Budworth Parish Council is committed to providing a formal training strategy that 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 programme into their own roles and the workings of Great Budworth 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

They are also expected to attend a training course run by ChALC (Cheshire Association of Local Councils) on basic induction of 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 Committee Chairman should be expected to undergo appropriate training in chairmanship as provided by ChALC.

**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 up-dates on matters relevant to local government and attend their bespoke training courses.

## **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 diary is kept by the office in order to record and monitor all training.

## **CONCLUSION**

This document will be reviewed annually by the Staffing Committee for recommendation to the full Council.