



Cofton Hackett Parish Council

COFTON HACKETT PARISH COUNCIL

Training & Development Policy

**Reviewed and Adopted by Cofton Hackett Parish
Council: February 17th 2020**

Cofton Hackett Parish Council is a statutory body working within the local government context and subject to legal procedures, rules and regulations.

The Parish Council recognises the value of appropriately trained members and is committed to ensuring each member is provided with the opportunity to access training to meet their specific needs.

The Parish Council also recognises the value of appropriately trained staff and is committed to ensuring each staff member is provided with the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are expected to receive induction training from the Clerk within the first twelve weeks of office. Induction Training will take the form of:
 - ensuring familiarisation with the council's procedures as contained in Standing Orders, Financial Regulations and Code of Conduct;
 - familiarisation with the council's website and content which includes all policies and information identified in the council's Publication Scheme.
2. All administration staff are required to achieve the level of qualification as appropriate to their position and as required in their employment contract. The Clerk and RFO will be expected to hold, or be prepared to work towards, the CiLCA qualification, or similar sector-appropriate qualification.
3. Each parish council member will be asked to identify their training needs annually and notify the Chairman.
4. The Clerk will notify members of any available training courses and arrange bookings for members wishing to attend. If courses are chargeable, the Clerk will seek agreement of the Chairman.
5. Parish Council members will notify the Clerk of any alternative training courses being offered, that would support their training needs.
6. The Clerk will notify the Chairman of any alternative training courses being offered, that would support his/her training needs.
7. The Chairman, in consultation with the Clerk, will carry out a periodic training audit of members to ensure the identified needs are met.
8. An annual budget will be allocated with sufficient funds to provide training support for members and staff.
9. The Parish Council will pay the annual subscription to both the National Association of Local Councils (which incorporates the Worcestershire County Association of Local Councils) and to the Society of Local Council Clerks to enable members and staff to take advantage of the advice, training and support offered.
10. The Parish Council will monitor the effectiveness of training on a three-yearly basis and revise this policy accordingly.