



# **CROWTHORNE PARISH COUNCIL TRAINING POLICY**

**Adopted by the Staffing Committee - March 2015**

## **1. INTRODUCTION**

The Council as a whole is responsible for monitoring and meeting the training needs of the Councillors and staff and managing the associated budget. This document forms the Council's Training Policy. It sets out:

- The Council's commitment to training
- The identification of training needs for Councillors and Staff
- Training Budget

## **2. COMMITMENT TO TRAINING**

Crowthorne Parish Council is committed to the training and development of its staff and its elected members in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council's Three Year Strategy Plan.

Development and training is a joint commitment between the Parish Clerk, the Council staff and its' elected Members and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

It is essential that staff and members are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective.

Training should be recognised as an integral part of the Council's business. Reasonable expenses for training authorised by the Council will be reimbursed.

## **3. COUNCILLOR TRAINING**

- 3.1 All Councillors will be provided with an induction file containing sufficient information to allow Councillors to undertake their duties upon election.
- 3.2 All new Councillors will be expected to attend internal induction training provided locally by the Clerk and officers.
- 3.3 All Councillors (new and re-elected) will be expected to complete core training during their term of office on the topics shown below. This list is not exhaustive: -
  - The Code of Conduct
  - The Role of a Councillor
  - The Local Planning System
  - Employment Training

- 3.4 All Councillors will be encouraged to attend on-going development training and attend courses to support any particular subjects or projects being undertaken by the Parish Council. Training will be sought from BFBC, SLCC, BALC or an appropriate organisation.

#### **4. STAFF TRAINING**

- 4.1 All new staff will be given in house induction training, both formal and informal prior to commencing their duties.
- 4.2 All staff will be given regular Health & Safety training with First Aid training provided for nominated members of staff.
- 4.3 All staff are encouraged to identify and discuss their training needs with the Clerk and/or Line Manager and acquire qualifications appropriate to their post.
- 4.4 Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Staffing Committee and/or full Council.
- 4.5 The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (as a minimum) and the Council will provide appropriate training and support to enable this to be achieved.
- 4.6 The Clerk and other members of staff will be expected to attend training days whenever possible which are relevant to their office. Time will be allowed and remunerated for attendance at such training.

#### **5 TRAINING BUDGET**

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget.

The Council will meet the annual subscription to the Society of Local Council Clerks (SLCC) and Berkshire Association of Local Councils (BALC) to enable Clerk and Councillors to take advantage of their training courses and conferences.