



Training Policy

REVISION DATE

January 2018

REPLACES POLICY

New Policy

POLICY AIM

The aim of this policy is to show how Goostrey Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation.

POLICY STATEMENT

Goostrey Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all relevant new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

- The Parish Clerk will be expected to hold, or be working towards the Certificate in Local Council Administration and the Council will provide appropriate training and support to enable this to be achieved.
- The Parish Clerk will usually be expected to achieve 12 CPD points per year as defined in the Council Quality Award Scheme.
- Goostrey Parish Council will encourage its staff and all its members to participate in relevant training and pay expenses arising from such training provided it can be met from within the allocated budget has been approved in advance by the Parish Clerk.
- New contracts of employment given to staff members will include details of the Council's commitment to training.
- New Councillors will be required to attend induction training provided locally by the Parish Clerk, as well as a confidentiality training session within twenty-eight days of the start of their term of office covering the security of confidential papers, council business and data protection.
- All councillors are encouraged to participate in introductory and advance training offered by the Cheshire Association of Local Council's and/or the National Association of Local Council's and other courses relevant to their council and committee roles.
- Goostrey Parish Council will maintain a selection of up-to-date publications/books offering advice concerning relevant parts of local government.
- Goostrey Parish Council will ensure that there is adequate budget provision for staff training and for membership of the Cheshire Association of Local Councils, and that it will be reviewed annually.

IMPLEMENTATION

Councillors and Parish Clerk

MONITORING

The policy will be monitored by the Staff Committee.

POLICY APPROVAL

Council Minute 18.01.05 Committee Matters – Staff Committee

POLICY REVIEW DUE

January 2019