



Training Policy

REVISION DATE

September 2020

REPLACES POLICY

July 2019

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, all its members and volunteers to participate in relevant training (listed in Appendix A) and pay expenses arising from such training provided it can be met from within the allocated and the budget has been approved in advance by the Parish Council.
- 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 09.20.13. LOCAL COUNCIL AWARD SCHEME – QUALITY AWARD i

POLICY REVIEW DUE

January 2022

APPENDIX A

Training Recommended for Staff, Councillors and Volunteers

The following training is recommended for all of the above and must be completed within 6 months of joining the Parish Council. Please contact the Clerk to book courses.

- Induction Training appropriate to role/position – to be delivered by the Clerk
- Equality and Diversity Training – All councillors and staff must read the Council's Equality and Diversity Policy at <https://goostrey.info> further training can be arranged via the Clerk.
- Safeguarding Courses – covering Children, Young Adults and Adults – All councillors and staff must read the Council's safeguarding policies at <https://goostrey.info> further training can be arranged via the Clerk.
- General Data Protection Regulation Training applicable to the Parish Council – Take the online course at <https://www.virtual-college.co.uk/courses/compliance/introduction-to-gdpr> and read the Privacy Policy and Data Protection Policies on <https://goostrey.info>
- Health & Safety Training - Take the online course at <https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention> for COVID 19 prevention and read the Health and Safety Policy, if you required further information contact the Clerk.

It will be appropriate for specific training on other topics to be taken by individuals depending on their role and duties.