



# Moulton Parish Council

<https://moultonpc.org.uk>

## TRAINING POLICY

### Purpose

Moulton Parish Council is committed to training its Employees and Councillors. The Council recognises that well trained and informed Councillors and Employees promote good practice within the Council. To support this, funding is allocated to a training budget each year. This policy is aimed at maximising the knowledge of Councillors and Employees so they have the knowledge and confidence to serve the community to the best of their ability.

### The Policy

The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. The types of training will differ between the Clerk, employees 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 Moulton 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 & national.

Additional training requirements will be done by means of staff appraisals, surveys, interviews, formal and informal discussions as well as other methods as appropriate.

The Parish Council will encourage its employees and all of its Councillors to attend training meetings and will pay expenses arising from such training.

The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.

The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management.

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing on training attended for relevance, content and appropriateness. All material should be retained by the office for future reference. The Parish Council will evaluate and the impact and effectiveness of all training from the feedback

The Parish Council will maintain a library of current training material and publications offering advice concerning all aspects of local government.

The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.

The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors. (example given in Appendix 1)

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 or roles and responsibilities.

# APPENDIX 1



## Moulton Parish Council

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### TRAINING LOG COUNCILLORS

Councillors Name	Date of training	Training/Activity Title	Rated by Councillor (Poor, Good, Excellent)

### TRAINING LOG CLERK

CPD Category *	Date of Activity	Training/Activity Title	Rating (Poor, Good, Excellent)

\*CPD (Continuity Professional Development) Categories: Reading, Events/Conference/ Learning at Work, In-house Assessment, Developing the Sector, Personal Growth/improvement

### TRAINING LOG OTHER EMPLOYEE(S)

CPD Category *	Date of Activity	Training/Activity Title	Rating (Poor, Good, Excellent)