

Old Stratford Parish Council

Training Policy

Status	Adopted
Date Adopted	14/11/23
Minute Reference	Minute 4 a
Adopting Committee	Full Council
Date of next review	Nov 2024

1. Background to Policy

Old Stratford Parish Council is committed to training Staff and members of the Parish Council and recognise that well trained and informed staff promote good practice with in its organisation. The Council meets the eligibility criteria for the general power of competence have at least two thirds of its members at the last ordinary election, a clerk to the Council and a Registered Financial Officer. The Council values the time and commitment given by its members to their community and this Policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in their community and are able discharge that role effectively.

2. Identification of Training Needs

Old Stratford Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of each individual. For staff this will be carried out by means of staff appraisals and supervision processes (where appropriate). All Councillors are encouraged to participate in introductory and advanced training offered by West Northamptonshire Councils (LGA) and/or National Association of Local Council's (NALC) and other courses relevant to their Council and Committee roles.

Notice of relevant training opportunities will be circulated to all as they are received by the Clerk.

Old Stratford Parish Council recognises that it must also be responsive to certain situations such as:

- Changes in Legislation.
- Changes in Quality Assurance Systems/schemes.
- New and revised qualifications.
- Accidents and/or incidents.
- Professional error and mistakes.
- New equipment and software systems.
- Complaints to the Council.
- Requests from staff and Councillors.

Old Stratford Parish Council will encourage its staff and all of its members to participate in relevant training and pay expenses arising from such training provide it has been approved in advance by resolution of the Council.

The training offered to both staff and members will be no less than the minimum standard:

- Councillors: Councillor and planning training.
- Staff: Clerk training (eg CiLCA), Responsible Financial Officer training (Audit & Financial Management); Induction/new Clerk training)

and will be offered at the earliest opportunity in their term of office/commencement of employment.

A selection of up-to-date publications/books offering advice on all aspects of Local Government will be maintained.

Old Stratford Parish Council is committed to networking with other Parish Councils and where possible to link-in with training events held by other Parish Councils.

Old Stratford Parish Council has commitment for its Clerk to be a member of the Society of Local Council Clerks (SLCC) following attainment of the Certificate in Local Council Administration (CiLCA).

The Parish Clerk and Chair will be responsible for monitoring and management of the budget for this policy. Training for staff and members will be covered as a training item in the annual budget and will be reviewed annually. There will also be adequate budget provision for membership of Northamptonshire Association of Local Councils (NCALC) and the Society of Local Council Clerks (SLCC).

This policy will be reviewed annually by the Chair and Parish Clerk in conjunction with the budget setting exercise.