

# TATTENHALL & DISTRICT PARISH COUNCIL

## Training Policy



### 1. General Statement of Policy

Tattenhall and District Parish Council is committed to training its Councillors and Employees. The Council recognises that well trained and informed Councillors and Employees promote good practice within the Council.

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.

### 2. General Statement of Policy

- The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This 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 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.
- The Parish Council will evaluate and measure the impact and effectiveness of all training.
- The Parish Council will maintain a library of current publications covering 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 ensure that training for both employees and Councillors is adequately covered as an item in the annual budget.
- The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors which will be available on the Council's website at [www.tilstonparishcouncil.co.uk](http://www.tilstonparishcouncil.co.uk)
- The policy will be reviewed regularly, and will be signed by all Councillors following each ordinary election to show their commitment to training.

Adopted October 2018  
Reviewed May 2019

**TATTENHALL & DISTRICT PARISH COUNCIL**  
**Training Policy**



**TRAINING NEEDS ASSESSMENT FORM**

Name of Councillor .....

Date .....

Subject	Training Required YES/NO	COMMENTS
Parish Council Functions & Powers		
Finance & Audit		
Community Engagement		
Chairmanship Skills		
Planning		
Code of Conduct		
Obtaining Grants		
IT skills inc use of internet		
Other – Please Specify • • • •		

**ADDITIONAL COMMENTS & INFORMATION**

---

---

---

---

---

---

---

---