

# TATTENHALL & DISTRICT PARISH COUNCIL

## Training Policy



### 1. General Statement of Policy

Tattenhall and District Parish Council is committed to training **both** 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.
- **Learning and development needs may also be identified as a result of the following:**
  - Requirements and changes in legislation.
  - New or revised qualifications becoming available.
  - Accidents or near misses.
  - Professional error.
  - New working methods and best practices.
  - Complaints to the Council.
  - Devolved services/ delivery of new services.
- The Parish Council will encourage its employees and all of its Councillors to attend training **events** and pay expenses arising from such training, **where possible in-house training sessions will be organised.**
- 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 **during the lifetime of each Council** 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 <https://tattenhallpc.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.

### 3. Resources

The following resources are available online for Councillors and staff to access:

Good Councillors Guide 2018 -

<https://www.hampshirealc.org.uk/document/Publications/Good%20Councillor%20Guide%202018.pdf>

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Local Government Association Guidance for New Councillors 2019/20 - <https://local.gov.uk/guidance-new-councillors-201920>

Tattenhall & District Parish Council information:

- Standing Orders, Code of Conduct & Policies - <https://tattenhallpc.co.uk/the-parish-council/documents>
- List of Councillors and contact details - <https://tattenhallpc.co.uk/the-parish-council/parish-councillors>
- Meeting Agendas - <https://tattenhallpc.co.uk/the-parish-council/agendas>
- Meeting Minutes - <https://tattenhallpc.co.uk/the-parish-council/minutes>

The Council will also seek to join professional bodies which can provide help and support and is currently a member of the Society of Local Council Clerks (SLCC).

Adopted October 2018  
Reviewed May 2019  
Amended April 2020