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## **TRAINING POLICY**

### **Introduction**

SheviocK Parish Council is committed to training its staff and Councillors as part of its commitment to promote equality and diversity in Council representation. This Policy recognises that well trained councillors and informed officers promote good practice within the Council and increase and encourage community activities. As a voluntary organisation, the Council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and have the opportunity to attend the training necessary to achieve the council's aims and objectives.

### **Commitment to Training**

SheviocK Parish Council is committed to ensuring its Councillors and staff are trained to the highest standards and kept up-to-date with the latest legislation. The Parish Council is committed to being a member of Cornwall Association of Local Councils, recognising that it is a lead provider in training for officers and councillors.

Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.

### **Councillor Training**

Based on advice from the Clerk, the Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual councillor. Training needs will be based on experience, both as past councillors and past and current employment, the role(s) each councillor assumes within the council and new and up-dated legislation.

The Parish Council will:

- provide all councillors with an induction file containing sufficient information to allow them to undertake their duties upon election;
- allocate all new councillors to an experienced councillor, current or retired, to act as a mentor in their first year of office;
- expect all councillors to undertake training on the Code of Conduct and on the local planning system during their first year in post;
- encourage all councillors to attend development training when available and appropriate.

## **Staff Training**

The Clerk will identify and bring to the attention of the Parish Council training that are relevant to the posts held by all staff.

The Parish Council will:

- Expect the Clerk to be working towards or hold the Certificate in Local Government Administration;
- Provide the Council's share of the Clerk's CPD training required to maintain their CiLCA qualification;
- Provide, for all new staff a tailored induction programme to support the induction process, including review within and at the end of the induction period;
- Expect all staff to attend training days identified as relevant to their post and approved by the Clerk or, for the Clerk, by the Parish Council;
- Maintain, through the Clerk, a record of all training undertaken staff and councillors to identify gaps annually and then encourage councillors to take training where appropriate and work with staff and the annual review process to timetable courses for staff;
- Continue to network with other councils, as an effective means of information gathering, and where possible to link in with training events held by other councils.

## **Training Budget**

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget. Appropriate Membership Fees will also be included in the annual budget. The Parish Council will encourage its employees and all of its Councillors to attend training meetings and it will pay expenses arising from such training.

Date for Review to include the impact and effectiveness of all training: April annually.