



## **POLICY RELATING TO TRAINING FOR THE CLERK, SUPPORT STAFF AND COUNCILLORS**

### **Commitment to training**

Northway Parish Council is committed to maintaining high standards from its Councillors, Clerk and other support staff and it will identify and pay for appropriate training.

The Council believes that it is equally important to train the Clerk, members and other support staff in order to carry out its functions in an efficient and professional manner.

Councillors, the Clerk and other staff will be entitled to:

- Equality of opportunity in all aspects of their development;
- An induction programme into their own roles as well as to the workings of Northway Parish Council;
- An understanding of the direction and objectives of the Council;
- An understanding of the contribution that is expected of them;
- Training will include conferences, training course, briefings and seminars.

### **Identification of training needs**

Training needs for the Clerk and support staff will be identified by the Staffing Committee, as follows:

- Through the completion of the annual performance review;
- Should new legislation or equipment be introduced during the year then appropriate training will be given.

Training for Councillors will be identified as follows:-

- A new Chairman will be expected to undertake appropriate training in chairmanship;
- New members will be expected to undertake an induction meeting with the Clerk and will be provided with an information pack containing all relevant Council documents, together with a copy of 'The Good Councillors Guide'.
- New members will be expected to undertake a training session for new Councillors carried out by GAPTC.
- Members will be encouraged to carry out training in planning.

Other needs will be addressed through agendas and ascertaining from members which courses would be appropriate for them to attend. If the whole Council requires training on a particular topic the Clerk will source the appropriate qualified person to provide the training.

Training for the visit of the Internal Auditor will be identified as follows:

- Copies of guidance issued by NALC to be provided;
- Practitioners Guide to Governance and Accountability in Local Councils in England and Wales to be provided.

## **Resources**

Appropriate sums will be made available in each financial year and written into the budget to allow the required training to take place.

## **Training Providers**

It is expected that the main training providers will be:

- Gloucestershire Association of Parish & Town Councils (GAPTC)
- Society of Local Council Clerks
- Tewkesbury Borough Council
- Professional training companies as appropriate

## **Measuring the impact of training**

A well trained Clerk, support staff and members will see the benefit of training through:

- Well chaired Council meetings;
- Professional responses to planning applications;
- Policies and reports of a high nature;
- Projects well managed;
- Council finances well managed;
- Professional conduct of the Clerk, other staff and Councillors;
- Recognition through meeting national standards.