



KEMBLE & EWEN PARISH COUNCIL

Training Policy

Introduction to Policy

The Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents in a professional manner. Our intention is that Councillors, the Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council allocates a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

Identifying Training Needs

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of the Parish Council. New councillors are expected to attend an appropriate introductory training session. The clerk is expected to attend Clerks: The Knowledge 1,2 & 3 or a suitable alternative and is encouraged to study further to obtain CILCA.

Resourcing Training

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. Purchases of relevant resources such as publications will be considered on an ongoing basis.

The Council will consider an allocation in the annual budget for subscription to the Society of Local Council Clerks (SLCC), Gloucestershire Association of Parish & Town Councils (GAPTC) and the Institute of Cemetery and Crematorium Management (ICCM) to enable staff and Councillors to take advantage of their training courses and conferences.

Evaluation & Review of Training

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.