

FORNHAM ALL SAINTS PARISH COUNCIL

TRAINING POLICY

1. Statement of Intent

Fornham All Saints Parish Council recognises that its most important resources are its Councillors and staff. Whilst the Council encourages both to enhance their knowledge and qualifications through training and development it is aware that training can be expensive, time consuming and not necessarily relevant to a parish the size of Lindsey comprising a significant number of professional volunteers and skilled staff.

The Council appreciates that there are typical aspects of local government work which might benefit from training:

- changes in legislation
- new and revised qualifications for the Parish Clerk
- accidents/injury
- professional errors/omissions
- introduction of new equipment and software

2. Applicable persons

Fornham All Saints Parish Council employs the Clerk to the Council, who is also the Responsible Financial Officer. Training needs will therefore cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff.

1. The Clerk will be offered, and encouraged to attend, all training opportunities deemed by the Council to be pertinent to the role.
2. The Council will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. The training and development requirements of the Clerk will be identified through the annual appraisal process.
3. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff.

Councillors will be expected to attend training events which are relevant to their office. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening can be considered if required, to enable all councillors to attend.

1. The Clerk will circulate 'The Local Councillor' newsletter so as to keep Councillors informed of legislative changes and developments in the sector.
2. New councillors will be encouraged to have an induction meeting with the Clerk and will be provided with an 'information pack' that includes The Good Councillors Guide, Standing Orders, Financial Regulations, and the adopted Suffolk Code of Conduct.
3. All adopted policies are available to be read via the Parish Website. The Parish Council will promote training opportunities in accordance with each individual's personally perceived needs where those needs are agreed by the council to be pertinent to their role as a councillor. As a minimum, all councillors will be required to undertake 'New Councillor' training on first appointment.

Clerk:

Mrs V. Waples, Roundstone House, Livermere Road, Great Barton, Bury St Edmunds, IP31 2SB
Tel: 01284 787178 email: clerk@fornhamallsaints.co.uk

Reviewed: 15.11.2016

FORNHAM ALL SAINTS PARISH COUNCIL

3 Evaluating and monitoring

1. Evaluation of training can be achieved by staff/councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and the key implications of new legislation, guidance and/or best practice.
2. It will be the responsibility of the Clerk to maintain a continuing professional development record and for councillors to keep a note of their attendance.
3. This policy will be monitored and reviewed regularly by the Council.
4. Policy Review Dates:
 - November 15th 2016

Clerk:

Mrs V. Waples, Roundstone House, Livermere Road, Great Barton, Bury St Edmunds, IP31 2SB
Tel: 01284 787178 email: clerk@fornhamallsaints.co.uk

Reviewed: 15.11.2016