

March 2019

Adopted at DPC Meeting

Introduction

Dunchurch Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training courses relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy.

Policy Statement

Dunchurch Parish Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents. To that end the Council's intention is that Councillors, The Clerk and all other staff and volunteers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities necessary to achieve these goals.

Training and Development Activity

Dunchurch Parish Council consists of ten Councillors and employs a Clerk and RFO Administrator plus a self-employed handyman. We also have a number of volunteers running the Dunchurch Community Library. Training and development for each of these groups will be regularly reviewed.

For Councillors

Attendance at induction sessions explaining the role of Councillors

Provision of a Being a Good Councillor Information Booklet, providing copies of the Standing orders, Financial Regulations and the Code of Conduct. The Clerk will ensure Councillors are aware of all existing PC Policies.

Access to relevant courses provided by bodies such as the Warwickshire Association of Local Councils [WALC] plus additional briefings, consultations and other general meetings.

Circulation of documentation such as briefings and newsletters/magazines

For the Clerk

Induction session explaining the role of the Clerk.

Copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other relevant information.

Attendance at a "Working With Your Council" Course or similar.

Gaining the Certificate in Local Council Administration [CiLCA]. Plus other training courses such as IT, Legal powers, Finance and the Planning System, identified through regular training needs assessments.

Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.

Regular feedback from the Chairman of the Council on their performance.

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For Volunteers at Dunchurch Community Library

Briefings on relevant health and safety matters and the scope of their work prior to starting.

Assessment of their skills.

Training on Risk Assessment, Fire Policy and all other policies and duties relating to the Library.

Regular Volunteer Meetings

Training needs identification

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.

Training needs for the Clerk will be identified through informal discussions and the annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Resourcing Training

Funding is allocated in the budget each year to cover the costs of training and development.

The PC maintains an annual subscription to WALC to enable the Clerk and Councillors to take advantage of their training courses, conferences and legal briefings.

Evaluation and review of training

All training undertaken will be subsequently evaluated by the Council. Any additional training needs highlighted will be addressed.

Training will be reviewed in the light of changes to legislation, 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.