



# **HASWELL PARISH COUNCIL**

# **TRAINING POLICY**

**Date Reviewed:** May 2024  
**Reviewed by:** Janet Wainwright - Clerk  
**Ratified by:** Full Council  
**Date Ratified:** May 2021

# Haswell Parish Council

## Training Policy

### 1. Introduction

This document forms the Council's Training Policy. It sets out:

- a. The Council's commitment to training
- b. The identification of training needs
- c. Training Budget

### 2. Commitment to Training

Haswell Parish Council is committed to ensuring its staff and councillors 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 and conferences relevant to their office.

### 3. Training Needs

- The Council as a whole is responsible for monitoring and meeting the training needs of clerk and members and managing the budget.
- Training requirements will usually be identified by the Council and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both clerk and councillors.
- The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (as a minimum) and the Council will provide appropriate training and support to enable this to be achieved.
- The Clerk will be expected to attend all relevant training days whenever possible and other members of staff will be expected to attend training days which are relevant to their office. Time will be allowed and remunerated for attendance at such training. The Council may decide to support the Clerk to undertake further training or education at its discretion.
- New councillors will be expected to attend induction training provided locally by the Clerk and will be provided with an information pack containing the documents as set out in the Induction Training pack.
- New councillors will be encouraged to attend induction and on-going development training provided by CDALC and the County Training Partnership (CTP).
  - Councillors will be encouraged to undertake additional training on the local planning system and this will be provided locally by the CTP and or CDALC.

#### **4. Training Budget**

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Durham Association of Town and Parish Councils (CDALC) to enable clerk and councillors to take advantage of their training courses and conferences.