



Responsibilities

The Parish Council endeavours to ensure that adequate and appropriate training is made available to its staff, Members and volunteers; an annual budget is allocated to cover such training. All prior agreed training associated costs may be reclaimed by the attendees from the Parish Council. All training undertaken will support the work of the Parish Council.

Identification of Needs

a) Staff

Training needs of staff are identified at induction and thereafter as the need arises. These relate to both skills and personal development.

b) Members

Training needs of Members are identified at induction and thereafter as the need arises. Members are also advised by the clerk of individual opportunities that arise that may be of interest to them.

Specific Training Needs

a) Staff

The clerk/rfo will be expected to qualify to a minimum of CiLCA standard (Certificate in Local Council Administration)

b) Members

All Members will be expected, subject to availability, to undertake training within a year of appointment in the following:-

- Training for New Councillors
- Code of Conduct
- Planning

Thereafter all Members will be expected to undertake relevant training at least once during the term of a Council (i.e. every four years), with training updates arranged as needed to respond to changes in national and district policies.

Record Keeping

Records will be maintained identifying training undertaken.

Adopted:		Review Date:	
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