Clyffe Pypard & Bushton Parish Council

Training Policy

Reference	30th May 2024
Author	Review Date 2025
Status	Last Review
Minute reference 2024/24	Version

1. Introduction
This document outlines Clyffe Pypard & Bushton Parish Council's approach to training for Councillors, Clerk and volunteers.

2. Commitment to Training
The Parish Council recognises the importance of keeping up to date with legislation and best practice and is committed to providing training for the Parish Councillors, Clerkand volunteers to enable them to carry out their roles and meet the demands of the Parish Council.

3. Types of Training included

1. Induction Training Parish Councillors will be offered a basic induction to the Parish Council, usually provided by the Chair and Clerk, and will include an overview of the Parish Council, health and safety, data protection, Standing Orders, Financial Regulations and the Code of Conduct. In the case of a new Clerk this will be carried out by the Chair of Council.

2. "Being a Better Councillor" or "Nuts and Bolts" Training courses run by WALC or other organisations for new Parish Councillors providing a good introduction to Parish Council matters, if identified as useful

3. Volunteers Training Volunteers will be offered training relevant to the area they volunteer

4. Further Councillor Training Parish Councillors will be offered the opportunity to attend training courses, when available, relevant to their roles on the Parish Council, eg "Introduction to Planning"

5. Further Staff Training The Parish Clerk will be encouraged to attend training and conferences

4. Measuring the impact of training Parish Councillors and Clerk attending training will be expected to report back to the next Parish Council meeting after attendance to pass on any relevant information and to give feedback on the training course itself.

5. Training Budget The Parish Council will set a training budget for Councillors and Clerk each year during the budget round.

6. Training Records. The Parish Clerk will retain a record of all training undertaken by Parish Councillors and the Clerk.