

Hurworth Parish Council Procedure P27

Training Policy September 2014

1. Commitment

The council believes that training should be designed in a variety of ways to suit individual, local needs and circumstances.

We also believe that interaction with others is an essential experience of training and that attending CDALC formal courses and seminars is an excellent way of interchanging views and learning from other councillors' experiences.

We believe that training should be very strongly encouraged for all councillors, and particularly new councillors, who are undertaking responsibilities in the parish.

Our training policy is therefore to:-

- To emphasise the importance of induction training for new councillors and to find ways of ensuring that they receive training at the earliest opportunity
- To create a varied menu of training units capable of being adapted to suit local and individual circumstances including formal courses, selected reading and opportunities for online learning
- To promote the importance of networking through training, council training strategies, training budgets and CPD (continuous professional development)
- Training for councillors has been developed through booklets, guides and training packs for use by trainers. Our Parish Clerk has recently undertaken a PTLLS and received a certificate course, to assist in in-house training.
- Our Clerk qualified for the CLLCA in 2012.
- Councillors should be encouraged to attend Darlington Borough Council 'Consultation' events, so that they can glean a broader understanding of Local Government.
- The council should arrange for Speakers to attend PC Meetings, to make presentations on specific subjects which are relevant to the parish and the environment.

2. Councillors

2.1 All new councillors are given a copy of the:-

- These include: Good Councillor's Guide.
- The Being a Good Councillor: a training pack supporting the Good Councillor's Guide is available from the office and councillors are encouraged to read it.

2.2 CDALC organise courses every year covering a variety of subjects. Councillors and the Clerk are encouraged to attend.

Councillors must have internal training on the council's financial reporting system and allied Management Reports.

3. Parish Clerk RFO

- The council believe that the Clerk should hold the CLLCA qualification.
- The Clerk must have IT skills and competence, and stay updated with technology advances
- The Clerk should attend courses, as part of his role, to ensure that he keeps up to date with Government legislation and changing policies.
- The Clerk must record the Professional Continuous Development Scheme points in the CPD Register.

