

GLINTON PARISH COUNCIL

TRAINING - STATEMENT OF INTENT

Adopted 21st June 2011

Glinton 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.

Glinton Parish Council employs one part-time member of staff, who acts as Clerk and Responsible Financial Officer as well as managing the Lawn Cemetery. The training needs will therefore cover different areas to ensure that the council is managing these aspects properly.

Staff training will be identified by the Human Resources Working Group (HRWG) through the annual appraisal process. A training schedule will then be prepared and submitted to full council for approval to ensure the training is relevant and fit for purpose.

Training requirements for Councillors will usually be identified by the Chair 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 the Clerk and Councillors. Any new clerk will be expected to undertake the 'Working With Your Council' course and will be expected to go on to take the 'CiLCA'.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC), Institute of Local Council Managers (if relevant) and Cambridgeshire & Peterborough Association of Local Councils (CPALC) to enable the Clerk and Councillors to take advantage of their excellent training courses and conferences.

The Clerk will be expected to attend all relevant training days and SLCC branch meetings whenever possible. New Councillors will have an induction meeting with the Clerk and will be provided with an information pack.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by CPALC and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

All training undertaken will be evaluated by the HRWG to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

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