

# SWAFFHAM BULBECK PARISH COUNCIL

## TRAINING POLICY

### **Training for Councillors and Employees**

The Training Policy for Councillors and Employees will be adopted by Full Council at its Meeting held on 5<sup>th</sup> February 2019.

### **Introduction**

Swaffham Bulbeck Parish Council is committed to ensuring that its Councillors and Staff are appropriately trained to effectively, efficiently and equitably meet the needs placed on them by the Parish Council and to meet their statutory obligations.

### **Aim**

The Parish Council is committed to ensuring that its Staff and Councillors are trained to appropriate standards and kept up to date with new legislation. To support this, a budget is allocated for training each year to enable Staff and Councillors to attend training events and conferences relevant to their duties and the needs of the Parish Council.

### **Application**

- The Council is responsible for identifying training and development needs for Councillors and the Clerk.
- The Clerk will identify training and development for all Staff, including the Clerk.
- The Clerk will identify appropriate training and development opportunities to meet training and development needs.
- The Clerk has delegated responsibility to approve training and development opportunities for Councillors and Staff.
- The Parish Council will subscribe to the Society of Local Council Clerks (SLCC) and
- Cambridgeshire and Peterborough Association of Local Councils (CAPALC)

All new Councillors will be expected to participate in the New Councillor Induction training provided by CAPALC. In addition all new Councillors will be provided with access to documents as set out below\*.

## **Monitoring of the application of the statement of intent**

The Policy and Legislation Working Group will be responsible for monitoring and the application of this statement of intent and managing the budget. It will report to Full Council.

Staff and Councillors who undertake training or development activities will be required to feedback to full council as appropriate.

### **\*INFORMATION PACK FOR NEW COUNCILLORS**

#### Contents

1. The Good Councillors Guide
2. Parish Council Contact List
3. Roles and Responsibilities
4. Training Statement of Intent
5. Dates of Meetings for the Year
6. The Parish Council Code of Conduct
7. Standing Orders
8. Financial Regulations
9. Adopted Procedures and Policies
10. Minutes of Parish Council and Committee Meetings - Limited to the last meetings