



Training Policy

Introduction

Landulph Parish Council is committed to provide a level of training for its Councillors and Clerk to enable them to undertake their respective roles for the benefit of the Council and the Landulph Parish Community. The Council has one employee; the Clerk.

Training Aims

The Council's training aims are the following:

1. To improve the understanding of its Councillors of their role, the powers available to the Council and how best to utilise the resource available to the Council for the benefit of the community it serves.
2. To provide the necessary training to its Councillors and the Clerk to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
 - a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - b) Ensure the Council can continue to operate during times when Councillors and Clerk may be unavailable (e.g. holidays, sickness etc.)

COUNCIL	
Council to allocate sufficient budget to cover provision of training and memberships of appropriate professional bodies for Councillors and the Clerk. Frequency: Annually.	
CLERK TRAINING	
A new Clerk to take Induction Training	As and when required
The Clerk to have an appraisal which will also identify training needs.	Annually
The Clerk will be encouraged to read regular publications and update from internet, such as: SLCC; The Clerk; NALC / CALC; Local Council Review.	Ongoing
The Clerk will be encouraged to attend training relevant to their position.	Ongoing
COUNCILLOR TRAINING	
All Councillors are provided with a New Members Induction Pack following Local Council Elections or co-option and to receive a short training session as soon as practicable after the local elections / co-option.	On election / co-option to office
All Councillors are encouraged to complete a skills audit to identify training needs.	Annually
All Councillors must undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	On election/co-option to office
All Councillors are encouraged to attend local meetings and training events relevant to their position in the Council and working group.	Ongoing
All Councillors encouraged to read the following publications: The Parish Councillors Guide Local Council Finance and Governance and Accountability Parish Council Governance Toolkit Landulph Parish Council's Standing Orders Landulph Parish Council's Code of Conduct Landulph Parish Council's Financial Regulations.	On election/co-option to office
Councillors elected to serve Disciplinary and Grievance Committee must attend training (on election to the Committee and as and when required) unless they are already qualified in the subject.	On election or review of skills