



**Armitage with Handsacre
Parish Council**

Training Policy

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Date created	Date adopted	Date last reviewed	Next review date
December 2024	December 2024	N/A	September 2028

TRAINING POLICY

1 Policy Statement

- 1.1** Armitage with Handsacre Parish Council is committed to training its staff and Councillors.
- 1.2** The Council recognises that well trained and informed officers promote good practice with the Council and increase and encourage community activities.
- 1.3** The Council values the voluntary time given by Councillors in serving their community. It aims to maximise the rewards from that time by ensuring its Councillors understand and enjoy the role they undertake in the parish community and are properly equipped for it.

2 Officer Training

- 2.1** The Council will identify training needs in the light of its overall objectives and the requirements of individuals to help meet those objectives.
- 2.2** Staff needs will be assessed by means of staff appraisals, formal and informal discussions.
- 2.3** The Council will expect all employees to attend relevant training courses and will meet the cost, including travel expenses, arising from such training.
- 2.4** The Council recognises the importance of the Society of Local Council Clerks (SLCC), both nationally and locally within Staffordshire, in promoting and developing the professionalism of Clerks. The Council will cover the cost of the Clerk and Deputy Clerks' membership of SLCC. The Council, whilst encouraging the Clerks to be members of the Association of Local Council Clerks (ALCC), or other Trade Union, will not meet the membership fees.
- 2.5** The Council recognises the importance of Continuing Professional Development. The Council will encourage the Clerk and Deputy Clerk to complete the CiLCA qualification and attend SLCC's events, including the Practitioners Conference. The Clerk and Deputy Clerks will also be provided with time to attend the SLCC's Staffordshire Branch meetings.
- 2.6** The training provided to the Clerks will, as a minimum, allow them to meet the requirements for Continuous Professional Development required by the SLCC relevant to their membership status.

3 Councillor Training

- 3.1** The Council will encourage all Councillors to attend a "Councillors Induction" training course provided by SPCA as soon as possible after the Ordinary Election or upon co-option.
- 3.2** The Council will support those Councillors who wish to attend the "Chairmanship" training course, provided by SPCA, ahead of standing for election as Chairman of the Council or one of its Committees.