

WICKEN PARISH COUNCIL

TRAINING POLICY

TO BE REVIEWED EVERY THREE YEARS

| DOCUMENT HISTORY | |
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| Agreed | August 2021 |
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WICKEN PARISH COUNCIL

TRAINING POLICY

Training for Councillors and Employees

The Training Policy for Councillors and Employees will be adopted at the parish Council meeting held on Tuesday 10th August 2021.

Introduction

Wicken 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

Wicken Parish Council is committed to ensuring that its Staff and Councillors are trained to appropriate standards and kept up to date with the new legislation. To support this, a budget is allocated for training each year to enable the clerk 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 Parish Council will subscribe to the Society of Local Council Clerks (SLCC)
- Cambridgeshire and Peterborough Association of Local Councils (CAPALC)
- National Association of Local Councils (NALC)

New Councillors

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 the following documents:

- The Good Councillors Guide
- Parish Council Contact List
- Dates of Meetings for the Year
- The Parish Council Code of Conduct
- Standing Orders
- Financial Regulations
- Adopted Procedures and Policies
- Minutes of the Parish Council meetings (for 4 months)