**Statement**

Stanton Parish Council recognises that our most important resources are our staff and Councillors. We will encourage all of them to enhance their knowledge and qualifications via training and development in order to enable them to make the most effective contribution to the Parish Council’s aims in serving the community of Stanton.

Training is necessary to ensure compliance with all legal and statutory requirements and to support this, funds will be allocated each year to a training budget that will enable staff and councillors to attend relevant training and conferences. The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

**Training and Development Activity**

The Council consists of eleven elected Councillors and employs the Clerk to the Council, who is also the Responsible Financial Officer ( this is a part-time post).

The Parish Council will endeavour to promote training opportunities in accordance with each individual’s personally perceived needs where those needs are agreed by the Council to be pertinent to their role as Councillor. All councillors will be required to undertake “New Councillor Training” as soon as possible after appointment.

Training and development for both will be regularly reviewed but will contain as a minimum requirement:

 For Councillors:

* Attendance at induction sessions with the Clerk explaining the role of Councillors.
* Provision of a Councillor Information Folder a list of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time. (All Policies and procedures are available on the SPC webpages <https://stanton.suffolk.cloud/who-we-are/policies-and-procedures/>)
* Access to relevant courses provided by bodies such as the Suffolk Association of Local Councils (SALC) and Institute of Local Council Management.
* Circulation of documentation such as The Local Councillor; Local Associations Information Service Documents (LAIS) and relevant briefings.

For the Clerk:

* Induction session explaining the role of the Clerk
* Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year; Terms of References for all Committees and Sub-Committees and other information deemed relevant.
* Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding of the planning system, identified through regular training needs assessments and annual appraisal.
* Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and Information and Networking briefings provided by SALC.
* Subscription to relevant publications and advice services
* Provision of Local Council Administration by Paul Clayden and other relevant publications, which will remain the property of the Council.
* Regular feedback from the Chairman of the Council in their performance.

The Clerk will be required to obtain the CiLCA qualification.

All other employees of the Parish Council ( e.g. Village Street Cleaner and weekend Litter Picker) will be given in house training as deemed necessary by the Parish Council. Training needs will be reviewed on a regular basis throughout their employment.

Volunteers on Parish Council activities the following as a minimum will be provided:

• Briefings on relevant health and safety matters and the scope of their work prior to starting.

• Assessment of their skill, knowledge and capacity to complete the task in hand.

• Briefing on the safe use of any equipment provided by the Council.

**Evaluation and Monitoring**

Evaluation of training can be achieved by staff and/or Councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and ensure the key implications of new legislation, guidance and / or best practice are observed.

It will be the responsibility of the Clerk to maintain a continuing professional development record.

All Councillors should record their attendance at training events.

This policy will be monitored and reviewed Biannually by the Council.

Reviewed October 2020 review due 10/2022