Rackenford and Creacombe Parish Council – 7 July 2020
Agenda item 9(iii): Review Training policy for Councillors, Staff and Volunteers

Introduction
The Council is committed to providing Councillors, the Clerk and any volunteers with the necessary training to ensure that the Council can meet its aims and objectives in providing services and representing the parish. This includes maintaining standards and keeping up to date with new legislation and recognised good practice.

Training needs for Councillors
- Newly elected Councillors will be provided with an induction file with sufficient information to allow them to undertake their duties upon election. This will include the Code of Conduct, Standing Orders and Financial Regulations. Further support will be provided by the Clerk as required.
- Newly elected members are encouraged to attend the DALC 'New Councillors Short Course' or other relevant induction training.
- Other training requirements for Councillors may be identified by themselves, the Chairman and Clerk. They are encouraged to attend on-going development training relevant to their office and can request to attend courses at any time. .
- The Clerk will notify Councillors of any courses brought to her attention including training events held by other councils, as well as relevant briefings and newsletters/magazines
- Council will also reimburse reasonable travel costs to training events.

Training needs for the Clerk
- A newly appointed Clerk will be encouraged to attend induction training.
- The Clerk will be expected to hold or be working towards the CiLCA qualification (as a minimum) and the Council will provide appropriate training and support in order to achieve this.
- The Clerk is expected to keep up-to-date with developments in the sector such as new legislation and best practice, as well as being proactive in identifying their own training and development needs in order to achieve the aims of the Council and to meet Continuous Professional Development requirements.
- Training needs will be discussed through an annual appraisal, meetings and other informal discussions and highlighted to the Council.
- Relevant additional training may be requested at any time.

Training needs for Volunteers
Should the Council engage volunteers it will:
- Brief on relevant health and safety matters and the scope of their work prior to starting.
- Assess skills, knowledge and capacity to complete the task in hand.
- Brief on the safe use of any equipment provided by the Council.

Training for volunteers will not be beyond that which is necessary for their role.

Review
After training, Councillors and the Clerk will be expected to reflect on the training regarding its relevance, content and appropriateness, and where applicable, share new learning and information with the rest of the Council. The Council as a whole will monitor and review the training policy and budget at least annually.

Training Budget
Funds are allocated to a training budget each year to enable Councillors and the Clerk to attend training and conferences relevant to their position. Further, the Council subscribes to the Devon Association of Local Councils in order to take advantage of their training courses and conferences.