

# **EAST TUDDENHAM PARISH COUNCIL**

## **Training Policy**

East Tuddenham Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training relevant to their office. East Tuddenham Parish Council employs a part-time Clerk as well as seven councillors.

Staff training will be identified by the Clerk and the Chairman. The Council will look to use local, sector-recognised training providers including Norfolk Association of Local Councils, Society of Local Council Clerks, Norfolk Parish Training and Support and Community Action Norfolk. For specialised training, other providers may be required. Staff will be encouraged to attend appropriate training and networking events where these are commensurate with the role of the individual.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk will be expected to be CiLCA qualified, or will work towards gaining the qualification within 12 months of appointment.

The Clerk will be expected to attend relevant training to keep up to date with legislation. New councillors will be provided with an information pack containing key information about the Council, and will be offered the opportunity to attend the Initial Training for Clerks and Councillors course.

Councillors will be encouraged to attend training opportunities. All training presentation papers will be retained and used for in-house training and information sharing. A budget will be set aside for training annually.

- The Parish Council will encourage its staff to attend training meetings and pay expenses arising from such training.
- The Parish Council will encourage all of its councillors to attend training meetings and pay expenses arising from such training.
- The Parish Council will ensure that all of its new councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
- The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering.
- Contracts of employment and job descriptions given to staff members will include details of the Parish Council's commitment to training. Staff are encouraged to maintain membership of the Society of Local Council Clerks which provides ongoing training for its members.
- The Parish Council will ensure that training for both Officers and Members is adequately covered as an item in the annual budget.

**Adopted September 2022**  
**Review due September 2025**