

# CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 01768 863900;  
parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

## Training Policy

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### 1 INTRODUCTION

Castle Sowerby Parish Council (“the Council”) is committed to providing a formal training strategy. This ensures that the Clerk and Councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.

### 2 TRAINING NEEDS

The types of training will differ between the Clerk and the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings and seminars and conferences such as those provided by the Society of Local Council Clerks, National Association of Local Councils and Cumbria Association of Local Councils (CALC).

All new Councillors when joining receive an information pack which includes:

- The Good Councillor’s Guide
- List of members
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Regulations
- Copies of the Council’s policies.

They are also invited to attend a training course run by CALC on roles and responsibilities of councillors.

### 3 IDENTIFYING TRAINING NEEDS

The training needs for the Clerk will be identified through an annual appraisal. Training needs will also become apparent as a result of changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. The Chairman and Vice Chairman will be expected to undergo appropriate training in chairmanship as provided by CALC.

### 4 RESOURCING TRAINING

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An allocation is made in the budget each year for training both staff and members. The amount is reviewed annually. The Council subscribes to CALC in order to receive regular up-dates on matters relevant to local government and to qualify to attend their bespoke training courses.

## **5 MEASURING THE IMPACT OF TRAINING**

All Councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the office for future reference.

A training diary is kept to record and monitor all training.

*Approved:* May 2020

*Review:* Not later than May 2021