



Statement of Intent – Training

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2020v1	17.3.2020	123-2020	March 2021	G White
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Statement of Intent – Training

Worplesdon 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, a training budget is provided which enables all staff and Councillors to attend relevant training courses and conferences.

Additional training responsibilities are required by Councillors to ensure that the Council adequately manages the health, safety and welfare of its staff; currently the Clerk to the Council (full time), the Assistant Parish Clerk (part time), and the Head Groundsman (part time).

The Staffing Committee is responsible for monitoring and meeting the necessary training needs of its staff. Staffing training will be identified by the Parish Clerk through the annual appraisal process. Training is provided mainly by the SLCC (Society of Local Council Parish Clerks), SALC (Surrey Association of Local Councils) and Surrey Community Action.

Training requirements for Councillors will usually be identified by the Chairman and Parish Clerk. Opportunities to attend courses will be investigated by the Parish Clerk and brought to the attention of the Full Council.

The National Association of Local Councils (NALC) offers a National Training Strategy for Town and Parish Councils, which is recognised as an excellent strategy for both administrative staff and Councillors. The Parish Clerk and Assistant Clerk will be expected to undertake the SLCC “ILCA” (Introduction to Local Council Administration) and “CILCA” (Certificate in Local Council Administration) courses. If desired the Parish Clerk will undertake the Higher Education modular course called **Community Governance**. This is a two-year course, which if continued for a further two years leads to a Foundation Degree in Community Governance.

The Council will pay the annual subscription to the Society of Local Council Parish Clerks (SLCC) and Surrey Association of Local Councils (SALC) to enable staff and Councillors to take advantage of their excellent training courses and conferences.

The Parish Clerk will be expected to attend all relevant training days, whenever possible. The Assistant Clerk will be expected to attend training days which are relevant to their Office.

Initial training via an induction meeting with the Parish Clerk, which will incorporate a tour of the Parish. A Member’s Handbook will be issued to all new members. In an election year the Parish Clerk will also deliver a training session to the newly elected Council.

It is recognised that it may be difficult for some Councillors to attend training courses during the day because of their work commitments. Councillors will, however, still be encouraged to attend training whenever possible.

Councillors and staff will be expected to give a short report to the Council following their training session. All training papers will be retained by the Parish Clerk to the Council for information.