



Statement of Intent – Training

Version	Date of Adoption	Minute Reference	Review Date	Originator
2020v1	17.3.2020	123-2020	March 2021	G White
2021	25.3.2021	97-2021	March 2022	G White
2022-03	24.3.2022	97-2022	March 2023	G White
2023	21.3.2023	130-2023	March 2024	G White

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 Clerk (part time), the Finance Officer (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 Clerk through the annual appraisal process. Training is provided mainly by the SLCC (Society of Local Council Clerks), SALC (Surrey Association of Local Councils) and Surrey Community Action.

Training requirements for Councillors will usually be identified by the Chairman and Clerk. Opportunities to attend courses will be investigated by the 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 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 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 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 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 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 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 Clerk to the Council for information.

Review date: March 2024