UTTOXETER RURAL PARISH COUNCIL – TRAINING POLICY.

1 Policy Statement

1.1 Uttoxeter Rural Parish Council (the Council) is committed to training the Clerk and Councillors.

1.2 The Council recognises that well trained and informed officers promote good practice with the Council and increase and encourage community activities.

1.3 The Council values the time given by Councillors in serving their community. It aims to maximise the rewards from that time by ensuring its Councillors understand and enjoy the role they undertake in the parish community and are properly equipped for it.

2 Clerk Training

2.1 The Council will identify training needs in the light of its overall objectives and the requirements of individuals to help meet those objectives.

2.2 Staff needs will be assessed by means of staff appraisals, formal and informal discussions. The appraisal will take place annually via the Staffing Committee.

2.3 The Council will expect all employees to attend relevant training courses and will meet the cost, including travel expenses, arising from such training.

2.4 The Council recognises the importance of the Society of Local Council Clerks (SLCC), both nationally and locally within Staffordshire, in promoting and developing the professionalism of Clerks. The Council will cover the cost of the Clerks' membership of SLCC. The Council, whilst encouraging the Clerks to be members of the Association of Local Council Clerks (ALCC), or other Trade Union, but will not meet the membership fees.

2.5 The Council recognises the importance of Continuing Professional Development. The Council will encourage the Clerks to attend the SLCC's Regional Roadshow, Practitioners or Leadership in Action Conferences and Annual Conference including the Annual General Meeting. The Clerks will also be provided with time to attend the SLCC's Staffordshire Branch meetings.

2.6 The Council also recognises the training benefits to be gained through representation on local and national bodies. The Council will, therefore, provide time and, where required, cover the expenses for the Clerks to attend meetings,

physically or via electronic communications, of the SLCC including the Staffordshire Branch Executive, the ALCC and/or the Staffordshire Parish Councils Association (SPCA).

2.7 The training provided to the Clerks will, as a minimum, allow them to meet the requirements for Continuous Professional Development required by the SLCC relevant to their membership status.

3 Councillor Training

3.1 The Council will encourage all Councillors to attend a “Councillors Fundamentals ” training course provided by SPCA as soon as possible after the Ordinary Election or upon co- option. Also to continue with development by attending the SPCA “Be a Better Councillor” course at least every two years.

3.2 The Council will support those Councillors who wish to attend the “Chairmanship” training course, provided by SPCA, ahead of standing for election as Chairman of the Council or one of its Committees.

3.3 The Council will support and encourage Councillors who wish to stand for election to the Executive of the SPCA.

3.4 The Council will cover the travel costs, incurred by Councillors, in attending these courses and other appropriate and previously agreed courses, and SPCA/National Association of Local Councils meetings.

3.5 The Council will budget for training each year and encourage Councillors to view all courses offered by SPCA and NALC and to attend courses after approval of budget confirmation.

Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
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