

# COLWICH PARISH COUNCIL



## PD008 TRAINING POLICY

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## TRAINING POLICY

# Training Policy – PD008

### Revision history

**This document was originally written by:**

Name	Position	Date
Michael Lennon	Clerk	January 2017

**This document version was reviewed by:**

Policy Committee	April 2025
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**This document version was approved by:**

Full Council	May 2025
Chairman of Council	Wendy Plant

**Document Review Schedule:**

Next Mandatory Review by:	May 2026
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### Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1	January 2017	PD013-01	Initial Issue	NA
2	09/2018	PD013-02	Annual review	1-3
3	12/2018	PD013-03	New Chairman	None
4	12/2019	PD013-04	Annual review	None
5	10/2021	PD013-05	Annual Review New Chairman	None
6	10/2022	PD013-06	Annual review	None
7	12/2023	PD013-07	Annual review	None
8	05/2025	PD008-08	Annual review New number	All

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## **TRAINING POLICY**

### **1 POLICY STATEMENT**

- 1.1** Colwich Parish Council (the Council) is committed to training its officials and Councillors.
- 1.2** The Council recognises that well trained and informed officials promote good practice with the Council and increase and encourage community activities.
- 1.3** The Council values the unpaid 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 Colwich parish community and are properly equipped for it.

### **2 OFFICIALS' TRAINING**

- 2.1** The Council shall identify training needs in the light of its Aims & Values and Business Statement, and the requirements of individuals to help meet those requirements.
- 2.2** Officials' needs shall be assessed by means of appraisals, formal and informal discussions.
- 2.3** The Council shall expect all officials to attend relevant training courses and shall 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 Officers<sup>1</sup>. The Council shall cover the cost of the Officers' membership of SLCC. The Council, whilst encouraging the Officers to be members of the Association of Local Council Clerks (ALCC), or other Trade Union, shall not meet the membership fees.
- 2.5** The Council recognises the importance of Continuing Professional Development. The Council shall encourage the Officers to attend the SLCC's Regional Training Events, Practitioners and Annual Conference including the Annual General Meeting. The Officers shall also be provided with time to attend the SLCC's Staffordshire Branch meetings.
- 2.6** The Council recognises the training benefits to be gained through representation on local and national bodies. The Council shall, therefore, provide time and, where required, cover the expenses for the Officers to attend meetings, physically or via electronic communications, of the SLCC, Nationally and within Staffordshire, the ALCC and/or the Staffordshire Parish Councils Association (SPCA).
- 2.7** The training provided to the Officer shall, 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 shall encourage all Councillors to attend a "Councillor's Induction" training course provided by SPCA as soon as possible after election or co-option.
- 3.2** The Council shall 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.

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- 3.3** The Council shall support and encourage Councillors who wish to stand for election to the Executive of the SPCA.
- 3.4** The Council shall 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.

<b>SIGNED</b>	
COUNCILLOR WENDY PLANT PARISH COUNCIL CHAIRMAN	

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<sup>i</sup> Officers refers to Chief Officer; Deputy Chief Officer and Events/Social Media Officer.