

EAST FARNDON PARISH COUNCIL TRAINING FOR COUNCILLORS AND EMPLOYEES

East Farndon Parish Council is committed to ensuring that its Councillors and Staff are appropriately trained to effectively, efficiently and equitably meet the needs placed on them by the Parish Council and to meet their statutory obligations.

Aim

The Parish Council is committed to ensuring that its Staff and Councillors are trained to appropriate standards and kept up to date with appropriate new legislation. To support this, funds will be allocated to a training budget each year to enable Staff and Councillors to attend training events and conferences relevant to their duties and the needs of the Parish Council.

Application

- The Council is responsible for identifying training and development needs for Councillors and the Clerk.
- The Clerk will identify training and development for all Staff, including the Clerk.
- The Clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs, and will prepare and submit a draft training and development plan for Councillors and Staff to the Council for consideration by November each year to enable the appropriate budget provision to be prepared.
- The Council will approve training and development plan and/or specific training and development opportunities for Councillors and Staff.
- The Clerk will keep a record of all training and development undertaken by Councillors and Staff.
- The Parish Council will subscribe to the Society of Local Council Clerks (SLCC) and Northamptonshire County Association of Local Councils (NCALC).
- All new Councillors will be expected to participate in the New Councillor Induction training which provides training for all new Councillors. In addition all new Councillors will be provided with the following:
 1. The Good Councillors Guide
 2. Parish Council Contact List
 3. Roles and Responsibilities
 4. Training Statement of Intent
 5. Dates of Meetings for the Year
 6. The Parish Council Code of Conduct
 7. Standing Orders
 8. Financial Regulations
 9. Adopted Procedures and Policies
 10. Minutes of Parish Council and Committee Meetings

Monitoring of the application of the statement of intent

The Clerk will be responsible for monitoring and the application of this statement of intent and managing the budget. Staff and Councillors who undertake training or development activities will be required to evaluate the effectiveness of the training/development activity.