



FISHBOURNE PARISH COUNCIL

TRAINING POLICY

Adopted on: 21 November 2022

Minute Reference: 22/154.2.5

Signed: *Lynda Hunter*

Chair

1. Commitment to training

This document has been produced as a written record of Fishbourne Parish Council's commitment to provide appropriate training for its members and its employees.

2. An outline of commitment to training and the type of training this covers

If any member of staff or member of the council requests to attend a training course, this request will be considered by the council.

New members **must** attend either a short induction to the council by the Clerk or a training session for new councillors from a professional training provider and are provided with hard copies of the Council's Standing Orders, Financial Regulations and Code of Conduct.

The Clerk is encouraged to attain professional qualifications, such as ILCA or CiLCA and will be trained in conjunction with legislation.

Training may be in many forms, such as formal courses, webinars, instructional videos, peer-to-peer training and other forms of learning.

Volunteers shall be trained on the use of specialist equipment.

3. Identification of training needs

Training requirements for staff should be identified through the appraisal system.

Training requirements for members should be identified through their work for the council. Appropriate courses can be found to assist in specific tasks.

Events also dictate training, such as:

- Changes in legislation
- Changes in procedures
- New qualifications required
- Accidents or incidents
- Professional errors
- Complaints to the council
- Software upgrades

The following is a list of places used for training (this is not a definitive list):

- West Sussex Association of Local Councils training schedule
- SLCC
- West Sussex County Council
- Chichester District Council

4. Training the council

Training can be arranged for the council as a whole. If such training is required the Clerk will find an appropriate trainer or training organisation to carry this out.

5. Measuring training

Staff or members who attend training should report back to the council on their training.

Individuals who have been trained will have greater confidence and are more able to comply with the legal requirements and workings of the Parish Council.

6. Training budget

Training will be considered when the budget is set and an appropriate allocation made for both members and staff.

7. Training record

A training record will be kept for staff and members.