



# Ashington Parish Council

## Training Policy

### Introduction

The monitoring and meeting of training needs of the staff and councillors is the responsibility of the council as a whole.

Ashington Parish Council is committed to providing training for staff and councillors so they can keep up with all new legislation to enable the council to achieve its aims, objectives and priorities whilst discharging its statutory duties.

The council realises training and development is a continuing process and is supportive, enabling services to be delivered in a professional manner. This is also facilitated by the allocation of funds to the training budget each year.

### Identifying Training Needs

Ashington Parish Council recognises the training needs of councillors and staff differ.

#### Councillor Training

- All new councillors will be inducted to the role of councillor including roles and responsibilities of councillors as individuals and the council as a whole.
- All new councillors will be provided with an induction file containing current and relevant information
- New councillors will be paired with an experienced councillor as a “mentor”.
- Details of available training courses will be distributed to all councillors
- Councillors will be expected to attend appropriate training sessions.
- Councillors appointed the position of Chairman or Vice-Chairman will be encouraged to undertake the Chairmanship Training Course

#### Staff Training

- Appraisals will be held annually for all members of staff (facilitated by the staffing committee).
- Newly appointed staff will have an appraisal after 3 and 6 months.
- Appropriate courses will be sourced by the clerk and presented to the council for approval.

- Staff will be expected to attend appropriate training sessions.
- Time and remuneration will be allowed for attendance at training courses. Travel expenses will be paid.
- The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CILCA)

### **Training Budget**

- A realistic amount will be in the annual budget for training and development of staff and councillors.
- The budget will include appropriate annual subscriptions to allow staff and councillors to be up to date with legislation and have access to training courses.

### **Record keeping**

A full training record will be kept by the clerk for all training attended and qualifications obtained (if applicable) for all staff and councillors.

First Adopted June 2019

Reviewed 12th June 2025

Next review June 2026