

ERMINGTON PARISH COUNCIL

Training Policy

Ermington Parish Council recognises that training its Clerk and Councillors will help deliver the highest level of service to parishioners. The Council actively encourages and fully supports any relevant training the Clerk may wish to undertake. Ermington Parish Councillors are expected to show a commitment to training and to partake specifically in training on areas that they are individually responsible for.

To support this, a training budget will be set each year by the Council, depending on the anticipated requirements.

The Benefits of Training, Learning & Development

Training improves the quality of the services and facilities that Ermington Parish Council provides.

Training enables the Parish Council to achieve its aims and objectives.

Training ensures processes and legislation are duly and accurately followed

Strategy

- It is the policy of Ermington Parish Council that the Clerk and Councillors are entitled to training. New Councillors will be supplied with a copy of NALC The Good Councillors Guide. In due course all new Councillors are expected to attend the training for new Councillors offered by the DALC. The Clerk is to notify new Councillors when these courses are taking place.
- Clerk and Councillor(s) are expected to attend ongoing training to keep them up to date with developments in policy and legislation, specifically with regard to finance and planning.
- The Clerk is also encouraged to attend ongoing training to keep her up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and the new GDPR, Employment Law and Planning.
- From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow, the Council will support the Clerk and Councillor(s) in attending such training course(s).
- Should any Councillor or the Clerk find accessing required training difficult they should make this known to the Chair of Ermington Parish Council.

Publications

- The Clerk will be permitted to purchase (with authorisation) relevant publications that will assist in the role.

Remuneration

- Expenditure on training must be approved by the Council.
- Councillors are permitted to claim expenses for travel to and from training.
- The Clerk is permitted to claim expenses for travel to and from training, and use allocated hours to undergo training and claim additional hours if necessary.

Budget

- The Council Budget for training differs each year depending on the demands and requirements of the budget.

Date adopted: July 2019

Ermington Parish Council Minute Reference = 48/19

Reviewed annually in November

Issue 1