

Thorrington Parish Council

TRAINING POLICY

It is the Council's policy that all Members and Staff will be trained to a high standard to ensure that they are able to discharge their duties to the community as efficiently as possible. It is expected that all Councillors attend training sessions relevant to the Roles and Responsibilities of a Councillor and any Committee in which they are either Chair or Vice Chair.

Councillors taking on the duty of Chairman of the Council are expected to undertake specific Chairman training at the earliest possible opportunity. When training notices and course details are received by the Clerk these are distributed to all members of the Council as appropriate for information.

At any time, a Councillor can ask the Clerk to investigate training of a specific nature or standard from any training provider, and request details of dates, venues, costs, and subject matter content. Once sourced the Councillor can choose the date they would like to attend and ask the Clerk to make any booking arrangements.

Training will be given on a first come first served basis providing it is relevant and the costs can be met from within the available training budget.

There does not need to be a resolution made each time a Councillor or staff undertake training if it meets the requirements of this Policy and is within the budget set for that financial year.

The Parish Council Chairman will have the ultimate say on whether training is relevant and, should there be insufficient training budget remaining for that year, determine whether training should be undertaken. A resolution must be passed at the next Full Council or Finance Committee Meeting, whichever comes first. Priority will be given to new Councillors if there are budget constraints.

The training budget is set annually, and the year-to-date figures are reported through the monthly financial reports. The Parish Council will reimburse travel expenses associated with attending training courses. Expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

Councillors attending training sessions are expected to brief the Clerk on the effectiveness of the training given and specifically bring to the Clerk's attention any new legislation changes covered by the training course. This will help ensure the Clerk remains aware of any changes. Member's reports are to be shared with all the Council. The purpose of this is to provide shared learning, which provides training benefits and represents value for money.

When a course is booked the Councillor is expected to find a substitute to attend in their place should there be unexpected developments that prevent their attendance. It should be noted that costs may be incurred when training is booked but not taken up.

The Clerk has Authority to make decisions about Councillors attending relevant courses which may become available within the existing Training Budget.

Date Policy Adopted: 27th March 2024

Date for Review: March 2025