



TRAINING POLICY

INTRODUCTION

Illogan Parish Council expects all councillors as well as employees to access appropriate training thus equipping themselves with the relevant skills and knowledge to meet both present and future needs. The aim is to improve the standards of professional practice and to play a leading role in raising the status of local government. It is also the intention to promote and sustain progression through Continuing Professional Development (CPD) of its members and employees. Evidence of member involvement in ongoing professional development activities will be required.

Illogan Parish Council believes that appropriate training of Councillors and employees is essential to provide the standard of service to which the Council is committed. The Council would like employees and members to be proactive in their personal training and development. The Council will ensure funding is available for the training needs of both members and employees in its annual budget.

TRAINING NEEDS

Training needs are determined by:

- changes in legislation.
- changes in quality systems.
- new, or revised qualifications launched.
- professional error/mistake.
- accidents.
- new equipment.
- new processes/working methods.
- complaints to the Council.
- a request from a Councillor or employee.
- changes in personnel.

Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through employees' annual appraisals. The Parish Council will consider providing support for appropriate further education and professional qualifications including granting study leave for revision and examination days.

COUNCILLOR TRAINING

All new Councillors will be provided with an induction pack and offered mentoring. This pack will include sufficient information to allow Councillors to undertake their duties upon election.

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All new and existing Councillors should take up opportunities to attend courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council and other appropriate organisations.

All Councillors will be made aware of training courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council and other appropriate organisations via email and at the monthly full council meetings.

Councillors will be offered the opportunity to join in any relevant staff training; particularly those concerned with health and safety and fire regulations.

STAFF TRAINING

All new staff will be given in house training, both formal and informal, including in health and safety procedures, first aid etc.

All staff will be given regular health and safety training.

All staff are encouraged to identify and discuss their training needs.

Staff will be supported in acquiring qualifications appropriate to their post. The Council will provide support where it is deemed appropriate.

TRAINING RESOURCES

The Parish Council's policy is to pay for membership of professional bodies which include the Cornwall Association of Local Councils (CALC), National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), South West Councils and other appropriate bodies who provide local council related training sessions and literature, as approved annually by the Parish Council. Other resources include books, journals and other publications, the website and the internet.

MEASURING THE IMPACT OF THE TRAINING ATTENDED

All members and staff attending conferences, seminars and training sessions are required to give a report of the event at the next full council meeting. The Council recognises that CPD is not just about attending such events. CPD should be regarded as an activity which has the potential to develop practice through critical reflection. The Clerk will maintain a clear evidence record and evaluation of all training events attended for both Councillors and employees.

Review Date:	Reviewed By:	Amendments	Minute no:

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