



CUBBINGTON PARISH COUNCIL TRAINING POLICY

Cubbington Parish Council is a statutory body working within the local government context and subject to legal procedures, rules and regulations.

The Parish Council recognises the value of appropriately trained members and is committed to ensuring each member is provided with the opportunity to access training to meet their specific needs.

The Parish Council also recognises the value of appropriately trained staff and is committed to ensuring each staff member is provided with the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are required to attend induction training within the first twelve months of office.
2. The Proper Officer (Clerk) will be expected to acquire the CiLCA qualification, or similar sector-appropriate qualification, as a minimum and to achieve at least 12 Continuous Professional Development points each year.
3. Each parish council member will be asked to identify their training needs annually and notify the Clerk.
4. Parish Council members and staff will notify the Clerk of any specific training courses being offered that would support their training needs.
5. The Chairman, in consultation with the Proper Officer, will carry out a training audit of members to ensure the identified needs are met.
6. An annual budget will be allocated with sufficient funds to provide training support for members and staff; attendance on training courses will require prior approval from the parish council.
7. The Parish Council will pay the annual subscription to both the West Midlands Association of Local Councils and to the Society of Local Council Clerks to enable members and staff to take advantage of the advice, training and support offered.
8. The Parish Council will monitor the effectiveness of training on a biennial basis and revise this policy accordingly.

APPROVED 23rd January 2020
REVIEW October 2022