



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email clerk@uptonbychester.org.uk

UTPON BY CHESTER AND DISTRICT PARISH COUNCIL TRAINING POLICY

Upton by Chester and District Parish Council is committed to providing a formal training strategy as part of the Quality Council requirement. This ensures that staff and Councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.

TRAINING NEEDS

The types of training will differ between the Parish Council employees and Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development.
- An induction programme into their own roles and the workings of UPC.
- An understanding of the objectives and direction of the council.
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings and seminars and conferences such as SLCC, NALC, regional and national.

All new councillors when joining receive an information pack which includes:

The Good Councillors Guide

Members List

Meetings Timetable

Code of Conduct

Standing Orders

Financial Regulations

Register of Policies

They are also expected to attend a training course run by the Cheshire Association of Local Councils (ChALC) on basic induction or roles and responsibilities, as soon as practicably possible after election.

IDENTIFYING TRAINING NEEDS

The training needs for staff will be identified through an annual appraisal. Training needs will also become apparent as a result in changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. A Chairman and Committee Chairman should be expected to undergo appropriate training in chairmanship as provide by ChALC.

RESOURCING TRAINING

An allocation is made in the budget each year for training both employees and councillors. The amount is reviewed annually. The Parish Council subscribes to ChALC in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

MEASURING THE IMPACT OF TRAINING

All councillors who attend training are expected to report back to the full Parish Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the clerk for future reference.

A training diary is kept by the clerk in order to record and monitor all training.

CONCLUSION

This document will be reviewed annually.

Approved on: 3 September 2018