

St Nicholas-at-Wade with Sarre Parish Council

TRAINING STRATEGY

(Last review: 13/08/19 Next review: 2021)

Introduction

- 1 Regardless of size, properly trained councillors and staff are essential for a Council to be progressive and effective.
- 2 To achieve this the Council must have a formal strategy in place which ensures its councillors and staff have their training needs identified and adequate opportunity to undertake relevant training.

Strategy

- 1 The Clerk will be responsible for maintaining an awareness of all available training courses and keeping the Council informed.
- 2 New councillors will complete a Training Needs Questionnaire (TNQ) upon their election or co-option. They will complete a new questionnaire every two years around the time of the Annual Parish Meeting to ensure their training needs are kept under review and addressed. Any pressing training needs identified in between this period should be identified to the Clerk for addressing. All new councillors should specifically attend the New Councillor Induction course arranged by the Kent Association of Local Councils (KALC).
- 3 The Clerk will complete a TNQ upon his/her employment. He/she will complete a new questionnaire every two years around the time of the Annual Parish Meeting to ensure that his/her training needs are kept under review and addressed. Any pressing training needs identified in between this period should be discussed with the Chair/Chairman for addressing. The Council will specifically provide opportunities for the Clerk to achieve a Certificate in Local Council Administration (CiLCA) qualification and join the Society of Local Council Clerks (SLCC) if mutually agreed.
- 4 The Clerk will be responsible for assessing and filing all completed TNQ.
- 5 The Clerk will liaise with individual councillors to decide on the best way to address their identified training needs to enable them to carry out their responsibilities and duties effectively. Whilst the Clerk will be responsible for making logistical arrangements, councillors will also be responsible for maintaining their own development by identifying their own training needs and ensuring they attend relevant courses or informal training sessions.
- 6 The Clerk will liaise with the Chair/Chairman to decide on the best way to address his/her identified training needs to enable him/her to carry out his/her responsibilities and duties effectively. The Clerk will be responsible for making logistical arrangements for his/her own training in consultation with the Chair/Chairman, maintaining his/her own

development by identifying his/her own training needs and attending relevant courses or informal training sessions.

- 7 Within one month of the election or co-option of new councillors, the Clerk will hold an induction session with them which will include supplying them with copies of all policy and guidance documents.
- 8 The Council will provide an adequate annual budget to pay for anticipated training costs, including travel and subsistence, for all councillors and the Clerk.